2021 **VENTURE OUT EXHIBITOR SERVICE MANUAL**





OUTDOOR RETAILER SUMMER

AUGUST 10-12, 2021 COLORADO CONVENTION CENTER | DENVER, CO

QUICK LINKS

EXHIBITOR INFORMATION

Action Items Checklist | Exhibitor Appointed Contractor (EAC) | Freight Shipping Address | Hotels | Insurance Key Contacts | Move-In & Move-Out Schedule | Move-In Map | Registration + Badges | Security Using Your Exhibitor Console

SPONSORSHIP OPPORTUNITIES + PR

Sponsorship Directory | PR + Marketing Toolkit

BOOTH RULES + REGULATIONS

Venture Out Booths

BY BOOTH CONFIGURATION:

Standard Inline Booth | Peninsula, Island, Corner & Inline 20X20 or Larger Booth

RULES & REGULATIONS FOR ALL BOOTHS:

Animals | Appearance of Exhibit Space & Care of Premises | Behavior/Good Neighbor Policy | Booth Cleaning Booth Food & Beverage Service | Booth Occupancy | Booth Activations, Live Music & Happy Hours Booth and/or Material Abandonment | Ceiling & Canopy Requirements | Clean Floor Policy & Storage Demonstrations | Early Teardown | Electrical | Excessive Trash | Exhibit Design | Hanging Sign Requirements Inflatables | Install & Dismantle | Lighting | Product Giveaways | Promotional Distribution | Sampling | Selling Sharing, Sub-diving or Trading of Exhibit Space | Sign Requirements | Vehicles on Display

GENERAL RULES + REGULATIONS

Advertising | Americans With Disabilities Act (ADA) | Building Regulations & Care of the Facility Cameras, Photos & Video | Copyrights | Environmental Laws/OSHA | Fire Protection/Fire Marshal Requirements Freight Holds | Hand Carry/POV | No Smoking | Paging & Announcements | Raffles, Drawings & Contests Sales from Exhibitor's Booths | Show Directory | Strolling Entertainment | Suitcasing

ACTION ITEMS CHECKLIST

Take action, stay organized and save your company money. Use this checklist as your guide for important deadline dates for the show. Forms may be filled out and submitted online, except where noted. Please keep copies of all submitted forms and bring with you on-site at the show.

For all services ordered through Freeman, order by July 16 to save up to 40%.

For Smart City Internet services, order by July 19 to save 20%.

FORM/ACTION/ORDER TYPE:	SUBMIT TO:	DUE BY:
These highlighted actions are required for ALL exhibiting	companies.	
Proof of Insurance	Exhibitor Console	July 16
Exhibitor Badge Registration	Exhibitor Console	Prior to Show
The following forms are required if you will be utilizing the	e services listed.	
Booth Activation, Live Music and Happy Hour Form	laura.ouimet@outdoorretailer.com	Prior to Show
Booth Cleaning Services	<u>Freeman</u>	July 16
Buyer Lead Retrieval Tiered Discount Deadlines	Maritz Global Events	June 1/July 14
Carpet and Furniture Rental	<u>Freeman</u>	July 16
EAC Installation and Dismantling Form	Exhibitor Console	July 20
Electrical Services Form	Freeman	July 16
Exhibit Installation and Dismantling	Freeman	July 16
Food and Beverage Booth Catering Forms	Centerplate	Prior to Show
Graphics and Signage Design Services	Freeman	July 16
Hanging Sign/Truss/Installation	Freeman	July 16
Hanging Sign Approval Form	laura.ouimet@outdoorretailer.com	July 20
Image Audiovisuals	Image AV Vendor Tab	Prior to Show
Insurance for Purchase	Marsh/TotalEvent Vendor Tab	ASAP
International Shipping Arrangements	Phoenix Int'l Logistics Vendor Tab	Prior to Show
Internet Services	Smart City Vendor Tab	Prior to Show
Models/Talent - Donna Baldwin Agency	Donna Baldwin Vendor Tab	Prior to Show
800 Plant It/Short-Term Plant Rental	Plant Rental Vendor Tab	Prior to Show
Security	Best Crowd Management	Prior to Show
The Daily Ad Deadline	The Daily Insertion Order	July 16

MOVE-IN/MOVE-OUT SCHEDULE

View Move-In Map and designated POV areas HERE.

Please schedule travel and staffing according to the targeted move-in and move-out schedules.

Important

Please note that this move-in and move-out schedule does not apply to booths that have been designated as Last In/First Out (LIFO). Booths with this designation have been notified by email.

SHOW MOVE-IN	Saturday, August 7 (20'x20' & larger only)	8 a.m 5 p.m.
	Sunday, August 8	8 a.m 6 p.m.
	Monday, August 9	8 a.m 7 p.m.

OUTDOOR RETAILER SUMMER	Tuesday, August 10	9 a.m 6 p.m.
	Wednesday, August 11	9 a.m 6 p.m.
	Thursday, August 12	9 a.m 4 p.m.

SHOW MOVE-OUT 4 p.m. - 11:59 p.m. Thursday, August 12 Friday, August 13 8 a.m. - 5 p.m.

8 a.m. - 12 p.m. Saturday, August 14 (1,100 sf or larger)

FREIGHT SHIPPING ADDRESSES

For freight arriving on or after August 7, 2021: For freight arriving Wednesday, July 16, 2021-August 6, 2021:*

Advance Warehouse

(Your Exhibiting Company Name/ Booth #) Outdoor Retailer Summer 2021 C/O Freeman / Crane Freight 18100 E 40th Ave, Ste. 10 Aurora, CO 80011

Direct Shipments to Exhibit Site

(Your Exhibiting Company Name/Booth #)

Outdoor Retailer Summer 2021 Colorado Convention Center

C/O Freeman 700 14th Street Denver, CO 80202

GETTING THE MOST OUT OF YOUR EXHIBITOR CONSOLE

Thousands of attendees and media outlets use the online exhibitor list before and during the show. Log in to your Exhibitor Console to make sure it lists the most current information about your company. You can also:

- Upload proof of insurance (required for ALL exhibitors)
- Upload your digital Press Kit
- Upload your EAC form
- Update your company information

- Pre-register for badges
- Purchase Listing Upgrades
- Attendee Search and Messaging functions

^{*} Additional fee applies for freight shipped to Advance Warehouse that arrives after July 30, 2021.

POV MOVE-IN PROCESS

Exhibiting companies may unload from a POV* and hand carry their own booth materials into the facility. However, the use of flat trucks, pallet jacks, or other mechanical equipment is not permitted. You have 30 minutes to unload and one person must remain with the vehicle at all times. If your vehicle is left unattended at any time, it will be ticketed and/or towed. Vehicles parked at any bagged meters are subject to ticketing by the city of Denver.

Please check in with security to get an unloading pass. If you are arriving on or after Tuesday, August 10 at 9 a.m., you will need to pick up your exhibitor badge from registration before unloading in the POV area.

* A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include: pick-up trucks, passenger van, SUV, taxi, or a box truck less than 17' in length.

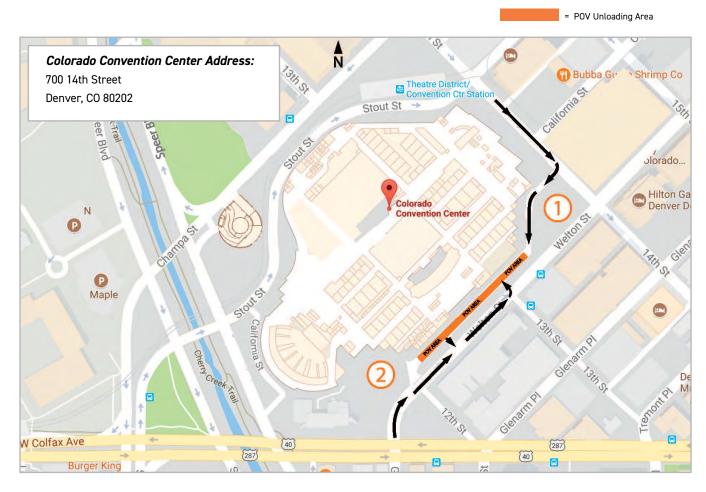
DIRECTIONS TO STREET LEVEL POV AREA (WELTON ST)

1. Southbound 14th Street

Driving on southbound 14th St, turn right just past California St but before Welton St into the bus lane that runs under the Colorado Convention Center and follow the signs to POV Area 1.

2. Eastbound or Westbound Colfax Ave

From eastbound or westbound Colfax Ave, turn onto Welton St and follow the signs to POV Area 2.



REGISTRATION & BADGES

ADMISSION POLICY

Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor, or its authorized agents must be properly identified with an official show management badge.

Show Management reserves the right to request proof of age for any person. Exhibitors are permitted access to the exhibit hall two (2) hours before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of Show Management. Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall. Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only. Once the show has opened, all persons must enter and exit only through designated entrances where security is posted.

BADGE ALLOTMENTS

Outdoor Retailer Show Management strictly enforces and monitors the number of exhibitor badges requested by exhibiting companies. Each exhibiting company will be allotted six (6) badges per 10' x 10' booth. Additional badges are available for purchase online through exhibitor registration.

ON-SITE REGISTRATION HOURS

 Sunday, August 8
 9 a.m. - 6 p.m.

 Monday, August 9
 8 a.m. - 7 p.m.

 Tuesday, August 10
 6:30 a.m. - 6 p.m.

 Wednesday, August 11
 7 a.m. - 6 p.m.

 Thursday, August 12
 7 a.m. - 4 p.m.

REGISTRATION PROCESS & ON-SITE BADGE PICKUP POLICY

Pre-register online in your Exhibitor Console and you will receive a confirmation email. Print and bring this confirmation to show site or we can scan the confirmation from your smartphone. Your badge will then be printed and handed to you on-site. Outdoor Retailer will not mail badges before the show.

Pre-register for your staff badges HERE.

Why does Outdoor Retailer use this process?

In the past we mailed badges and had everyone stand in line to get a badge holder before entering the show floor. Why? So, we could count you and verify that you were at the show. For a show of our size, the only way to plan appropriately – including everything from notifying restaurants to organizing shuttles to printing magazines – is to know how many people actually attend the show. We strive to make things better, not more frustrating, and, in fact, it costs us more to not mail badges than it does for us to mail badges and have you stand in line to pick up a badge holder. This process will be just like the airlines in which you print a flight confirmation from your computer and then you print out your boarding pass once you get to the airport. If you would rather, we will also be able to scan the document on your smartphone. We strongly recommend you print your confirmation email with barcode BEFORE leaving for the show to help expedite the process.

Registration Questions? Call Maritz Global Events at (864) 342-6352

KEY CONTACTS

FREEMAN

Booth Cleaning Carpet Electrical Lighting **Exhibitor Services** Rental Labor

Freight and Shipping

Tel: (888) 508-5054 exhibitorsupport@freeman.com

OTHER ONSITE SERVICES

Badge Registration | Maritz Global Events

(864) 342-6352

Hours: 8 a.m. to 5 p.m. EST

Booth Photography

Gary Newkirk Cell: (949) 632-4223 garynewkirk@mac.com

Booth Security | Best Crowd Management

Vince.DiGennaro vince.digennaro@garda.com

Business Center | UPS

Inside Colorado Convention Center Tel: (720) 904-2300 | Fax: (720) 904-0796 store6611@theupsstore.com

Buyer Lead Retrieval | Maritz Global Events

exhibitorservices@maritz.com

Catering, Food & Beverage | Centerplate

Inside Colorado Convention Center Tel: (303) 228-8050 | Fax: (303) 228-8212

Colorado Convention Center

700 14th Street Denver, CO 80202 Tel: (303) 228-8000

www.denverconvention.com

Hotel/Housing | EventSphere

Tel: (864) 208-2376 www.outdoorretailer.com

Internet Services | Smart City

Tommie Beltz Tel: (303) 228-8256 tbeltz@smartcity.com

Insurance for Purchase

Marsh/Total Event Insurance emeraldexhibitor@totaleventinsurance.com

Int'l Shipping & Custom Brokerage

Phoenix Int'l Business Logistics Tel: (908) 355-8900 | Fax: (908) 403-0228 phobson@phoenixlogistics.com

Models/Talent Agency

Donna Baldwin Agency Tel: (303) 561-1199 | Fax: (303) 561-1337 info@donnabaldwin.com

Outdoor Retailer/Emerald X, LLC

31910 Del Obispo, Ste 200 San Juan Capistrano, CA 92675 Tel: (949) 226-5722 | Fax: (949) 226-5629

Plant Rental | 800 Plant It / Short Term Plant

Tel: (800) 752-6848 | Fax: (562) 498-3800 customerservice@800plantit.com

Video Services | Hed Hi Media

Tim McManus Tel: (843) 364-2208 tim@hedhi.com

Donations/Local Charities

RAFT - Resource Area for Teaching Tel: (720) 242-8833 jack@raftcolorado.org www.raftcolorado.org

OUTDOOR RETAILER SUMMER STAFF CONTACTS

Krista Moore

Sales Director (949) 226-5728 krista.moore@outdoorretailer.com

Paul Dillman

Senior Account Executive (949) 226-5751 paul.dillman@outdoorretailer.com

Ryan Johnson

Senior Account Executive (949) 226-5788 ryan.johnson@outdoorretailer.com **Dave Nielson**

Account Executive (949) 226-5755 dave.nielson@outdoorretailer.com

Robert O'Quinn

Account Executive (949) 226-5721 robert.oquinn@outdoorretailer.com

Julie Freedman

Operations Director (949) 226-5717 julie.freedman@outdoorretailer.com Laura Ouimet

Operations Manager (949) 226-5744 laura.ouimet@outdoorretailer.com

Taylor Benavides

Operations Coordinator (949) 226-5765 taylor.benavides@emeraldx.com

Sara Burns

Billing Manager (949) 226-5748 sara.burns@outdoorretailer.com

EXHIBITOR APPOINTED CONTRACTOR

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) other than Freeman to set-up or teardown their exhibit, must complete and return the EAC/I&D form by July 20. Complete this form only if you are using the services of an outside contractor to install or dismantle your display. Please fill out the form completely.

Complete and submit the EAC/I&D form through your Exhibitor Console.

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/I&D form 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 Colorado Convention Center. Contractors must adhere to all rules and regulations of Outdoor Retailer Summer, the Colorado Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, abiding by the Early Teardown Policy and being properly badged.

All contracted personnel must check in at Exhibitor Registration prior to admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.

The EAC will not solicit business at the event and must wear badges at all times. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged prior to arrival.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The Colorado Convention Center (Facility), Emerald (Show Management) 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 prior to the commencement of installation. 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 EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

SECURITY

Outdoor Retailer Show Management makes every effort to provide protection for 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 Colorado 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.

Twenty-four-hour access control will be provided from the start of move-in to the end of move-out. Show Management shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Show Management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.

View Insurance Requirements on page 10.

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

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, moniters, 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. For more information, please see Security Form in the Vendor Section of this Manual.
- 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.

INSURANCE REQUIREMENTS

Outdoor Retailer Summer 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 Outdoor Retailer Summer prior to the show.

You must submit your insurance documents online through your Exhibitor Console. Be sure the name of the attachment reflects the name of the insured exhibiting company.

Log in to your Exhibitor Console HERE.

As stated in your Exhibit Space Contract, 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 exhibitor's obligations under this paragraph. The following three types of insurance are required:

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

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

Certificate Holder Information should be listed as:

Outdoor Retailer Summer 31910 Del Obispo, Ste 200 San Juan Capistrano, CA 92675

REPORTING

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

NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. Order General Liability Insurance HERE.

CHILDREN

Children are allowed on the show floor on show days only and must be supervised. Children under the age of 16 are not allowed on the show floor during move-in or move-out.

Conference sessions may not be photographed, or video/audio recorded.

EARLY EXHIBITOR AND BUYER APPOINTMENTS

Exhibitors may escort their buyers on to the show floor two hours prior to show opening (7 a.m. - 9 a.m. MT). Exhibitors must meet their appointments at the main registration area and escort them to their booth.

FREIGHT HOLDS

Both Outdoor Retailer and Freeman reserve the right to hold freight for ANY outstanding balance owed including; booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

HEALTH + SAFETY

We look forward to seeing you at Outdoor Retailer Summer when we are able to safely gather again. Please review the latest Health and Safety guidelines for the city of Denver HERE.

HOTELS

Book your housing through Outdoor Retailer's official housing partner, EventSphere. Visit the link below or call (864) 208-2376.

Book housing HERE.

PHOTOGRAPHY & VIDEO RECORDING

The use of cameras or video equipment during show hours is strictly prohibited with the exception of authorized press. Exhibitors may take pictures of their booth only prior to show opening.

Photography and video recording are NOT permitted in the exhibit hall except by members of the press who received preapproval. Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited. Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth. Only official photographers and audio/video producers appointed by Show Management are permitted to photograph or record audio/video of the entire event.

SPONSORSHIP OPPORTUNITIES + PR

SPONSORSHIP OPPORTUNITIES

Don't wait for buyers to hopefully come to your booth, draw them in with one of the many sponsorship opportunities available to you. Contact your Account Executive to discuss which opportunities will work best for your brand.

View all available sponsorship opportunities for Outdoor Retailer Summer 2021 HERE.

PR OPPORTUNITIES

As we gear up for Outdoor Retailer Summer 2021, media outreach and PR opportunities are abundant for exhibiting companies. With more than 500 working media expected to attend, exhibitors should prepare to maximize the chance to connect with journalists to showcase their products and brand.

Find details on all opportunities in the PR Toolkit HERE.

Online Exhibitor Listing - Upgrades Available | Pocket Guide print deadline: July 14, 2021

Use the Outdoor Retailer Exhibitor Console to customize your online Exhibitor Listing. Information may be edited online at any time, but to ensure your listing is correct in printed marketing materials, be sure to update by July 14. Reference your confirmation letter for more information and details.

Press Materials (no charge) | Deadline: no deadline (early submissions encouraged)

Outdoor Retailer Summer operates a Paperless Press Room. Exhibitors can upload press releases and electronic press kits as part of your Exhibitor Console.

Attending Media Lists (no charge)

A digital list of opt-in, pre-registered working media will be available to contracted exhibitors and their public relations representatives in mid-June. The list can be requested from Lisa Ramsperger by sending your name, email, company plus exhibiting brands you work with, and booth number(s) to <u>lisa.ramsperger@outdoorretailer.com</u>.

General Editorial | Deadline: no deadline

The Daily, the official show daily publication for Outdoor Retailer, covers in-depth news of the show, events and new product trends. One issue is produced each day of the shows, along with pre- and post-show digital editions. On-site, The Daily can be found in bins at the Colorado Convention Center and at surrounding hotels. All issues are also online at www.outdoorretailer.com. Exhibitors are welcome to submit news, releases, and products for consideration for inclusion to connect@outdoorretailermag.com. Visit outdoorretailer.com/resources/get-covered/ for submission information.

The Daily Schedule of Events | Deadline: Friday, July 16, 2021 (early submissions encouraged)

Each issue of The Daily features a Schedule of Events with information about booth events, press conferences, notable appearances, autograph signings, prize drawings, contests, giveaways, happy hours, etc, to help attendees and journalists plan their show. Submissions will be accepted up until the week prior show, though inclusion will depend on space. Submit events at www. outdoorretailer.com/resources/dailies.

Learn more about The Daily HERE.

Press Conferences

For exhibitors seeking a venue to announce a major product release, sponsorship, event or award, a press conference is an ideal way to reach attending media. Exhibitors can hold press conferences during available times throughout the week in the Press Room or other venues in the Colorado Convention Center. Scheduled press conferences will be included in the show's official Events list on www.outdoorretailer.com. Space is reserved on a first-come, first-served basis. For more information on hosting a press conference, please contact your Account Executive.

For public relations and media questions, contact:

Lisa Ramsperger | (949) 225-3329 lisa.ramsperger@outdoorretailer.com

VENTURE OUT BOOTH RULES + REGULATIONS

Venture Out® is where modern styles meet outdoor expression. It is the destination for retailers to experience and explore modern outdoor trends and discover how the definition of "outdoor" is changing and growing.

At Venture Out®, you'll find a carefully crafted selection of brands that set themselves apart by combining the latest fashions and cultural influences with outdoor expressions. They're in touch with the latest trends. And they're helping redefine what outdoor is and how it can reach into new markets, demographics and regions.

Please contact Julie Freedman at <u>julie.freedman@outdoorretailer.com</u> for questions you may have regarding exact specifications relative to your booth size and structure.

FOR RAW SPACE BOOTHS

In addition to the other rules and regulations detailed in this manual and in your booth space contract, all Raw Space booth builds must adhere to the following guidelines:

- Side walls may have a maximum height of 4 feet
- All back walls have a maximum height of 8 feet
- No hanging signs
- Vehicle availability is limited and must be discussed with your Account Executive and approved by the Venture Out committee
- No standard tradeshow pipe and drape
- No full body or face mannequins
- No high gloss material
- Create an authentic and memorable space
- Use creative materials
- · Think outside the box
- Tell your brand story
- Engage buyers with experiences
- Respect the guidelines of the curated space

Submit your Raw Space booth rendering to Julie Freedman at <u>julie.freedman@outdoorretailer.com</u> by July 23, 2021 for approval.

FOR TURNKEY BOOTHS

Details for your turnkey booth space in Venture Out will be emailed to your contract contact.

Please contact Julie Freedman at <u>julie.freedman@</u>
<u>outdoorretailer.com</u> for questions you may have regarding exact specifications relative to your booth size and structure.

FOR ALL VENTURE OUT BOOTHS

Height Restrictions

As a courtesy to neighboring booths, we must keep a consistent height regulation. Exhibit fixtures, components and identification signs are permitted to a maximum height of 8 feet. All logos and signs must face the inside of your booth space. If any part of your booth, including signs, exceeds 8 feet in height, you will be asked to conform onsite. If exhibitor does not comply after a written warning has been issued, Show Management reserves the right to rectify and exhibitor will incur the cost.

Booth Construction

If you have a hardwall booth, please allow space for electrical drops behind your booth. It is recommended the depth of your booth (front to back) be 9'6" to accommodate electrical drops. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification, signage or other copy that would detract from the adjoining exhibit. Show Management reserves the right to deem if an exhibit is not in compliance and may order a cover for the unfinished portion. Exhibitor will incur the cost.

Sound and Noise Levels

Show Management will measure sound pressure levels with a Calibrated Sound Level Meter. Exhibitors must regulate their own booth to be sure the noise levels from their demonstrations or sound systems are kept to a minimum (below 85 dB) and do not interfere with other exhibits. Remember the use of sound systems or equipment producing sound is a privilege. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Per your space contract, exhibitor agrees that it will not violate any copyrights at the show and assumes

VENTURE OUT BOOTH RULES + REGULATIONS

sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors will obtain any and all necessary licenses from copyright owners, including music, etc.

Fire Code Regulations

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass an on-site flame test. See the Fire Safety Rules and Regulations for more information.

BOOTH RULES + REGULATIONS

Standard Inline Booth

Exhibitors must follow the booth regulations as described within this manual. This page refers specifically to Standard Inline Booths.

Height Restrictions

As a courtesy to neighboring booths, we must keep a consistent height regulation. Exhibit fixtures, components and identification signs are permitted to a maximum height of 12 feet. All logos and signs must face the inside of your booth space. If any part of your booth, including signs, exceeds 12 feet in height, you will be asked to conform on-site. If exhibitor does not comply after a written warning has been issued, Show Management reserves the right to rectify and exhibitor will incur the cost.

Booth Construction

Show Management provides the following exhibit equipment:

- · 8-foot-high black back drape,
- · 3-foot-high black side drape (see diagram). The green shapes represent permitted sidewall, backwall and front entry extensions.

Floor space area for standard exhibits is 10' x 10.' If you have a hardwall booth, please allow space for electrical drops behind your booth. It is recommended the depth of your booth (front to back) be 9'6" to accommodate electrical drops. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification, signage or other copy that would detract from the adjoining exhibit. Show Management reserves the right to deem if an exhibit is not in compliance and may order a cover for the unfinished portion. Exhibitor will incur the cost.

Sign Requirements

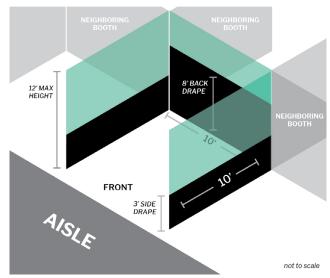
Hanging signs are not permitted for Standard Inline Booths. Signage, props and display materials may not exceed an overall height of 12 feet. All signage must be placed from the ground up and stay within your exhibit space. All signage must be one-sided facing inward towards your booth.

Sound and Noise Levels

Show Management will measure sound pressure levels with a Calibrated Sound Level Meter. Exhibitors must regulate their own booth to be sure the noise levels from their demonstrations or sound systems are kept to a minimum (below 85 dB) and do not interfere with other exhibits. Remember the use of sound systems or equipment producing sound is a privilege. Show Management reserves the right to

STANDARD INLINE BOOTH SPACE

example shows 10' X 10' with provided drape



determine at what point sound constitutes interference with others and must be discontinued. Per your space contract, exhibitor agrees that it will not violate any copyrights at the show and assumes sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors will obtain any and all necessary licenses from copyright owners, including music, etc.

Fire Code Regulations

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass an on-site flame test. See the Fire Safety Rules and Regulations for more information.

Please contact Laura Ouimet at laura.ouimet@ outdoorretailer.com for questions you may have regarding exact specifications relative to your booth size and structure.

Height Restrictions

There are generally no height restrictions for Islands, Peninsulas, Corners, and Inline Peninsulas. However, if your booth space is on Street Level, Lower Level or in a meeting room, contact Show Management at (949) 392-4645 for more information.

BOOTH RULES + REGULATIONS

Peninsula, Island, Corner, or Inline 20' X 20' or Larger Booths

Exhibitors must follow the booth regulations as described within this manual. This page refers specifically to **Peninsula, Island, Corner** and Inline 20' X 20' or Larger Booths.

Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification, signs or other copy that would detract from the adjoining exhibit. If exhibitor does not comply after a written warning has been issued, Show Management reserves the right to order a cover from Freeman. Exhibitor will incur the cost.

Two-story booths must be submitted to Show Management and the Denver Fire Department for approval. See Fire Safety Rules and Regulations for more information.

Signs & Banners

The length and width of sign or banner is not to exceed 50% of corresponding dimension of booth (i.e., a 20' X 40' peninsula cannot have a sign or banner that is larger than 10' X 20'). The bottom of the sign or banner must not be lower than 14-feet from the ground. There is an additional decorator charge for labor and equipment on all hanging signs.

View Hanging Sign Requirements HERE.

Sound & Noise Levels

Show Management will measure sound pressure levels with a Calibrated Sound Level Meter. Exhibitors must regulate their own booth to be sure the noise levels from their demonstrations or sound systems are kept to a minimum (below 85 dB) and do not interfere with other exhibits. Remember the use of sound systems or equipment producing sound is a privilege. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Per your space contract, exhibitor agrees that it will not violate any copyrights at the show and assumes sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors will obtain any and all necessary licenses from copyright owners, including music, etc.

Fire Code Regulations

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame proofed to

PENINSULA, ISLAND, OR CORNER

examples shown in green; neighboring booths in grey



PENINSULA

(aisles on 3 sides. Sides facing aisles may be walls or open, depending on exhibitor's booth design.)



ISLAND

(aisles on 4 sides. Sides facing aisles may be walls or open, depending on exhibitor's booth design.)



CORNER

(aisles on 2 sides. Sides facing aisles may be walls or open, depending on exhibitor's booth design.)

not to scale

the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass an on-site flame test. See Fire Safety Rules and Regulations for more information. All hard wall booth structures exceeding 50 contiguous feet may require additional fire exits.

Please contact Laura Ouimet at laura.ouimet@ outdoorretailer.com for questions you may have regarding exact specifications relative to your booth size and structure.

Exhibitors must follow the booth regulations as described within this manual. This Additional Booth Rules + Regulations section applies to all Outdoor Retailer Summer 2021 exhibitors.

ANIMALS

All domesticated animals must be registered and on a leash at all times. Non-domesticated animals will be considered on an individual basis. Please fill out the Animals Approval form and send it to Laura Ouimet (laura.ouimet@outdoorretailer.com). Please note that pet owners are responsible for any damage/ injury inflicted by your pet.

Animals Policy

Animals must be accompanied by the keeper, owner or trainer at all times.

Animals displayed must be tied down, in a cage or otherwise restrained. Animal display areas must be kept clean at all times. Animals outside the display area must be on a leash or otherwise restrained.

Animal display areas must have a floor covering and the floor covering must be changed frequently enough so as not to cause lingering odor.

The keeper/owner/trainer of the animal is responsible for immediate cleanup of animal waste either inside or outside the facility.

Animals to be displayed or exhibited must have the approval of Show Management.

No animal may be exhibited or displayed that will in any manner endanger the safety or well-being of patrons.

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 & protecting persons having seizures, or performing other special tasks.

Access the Animals approval form HERE.

APPEARANCE OF EXHIBIT SPACE AND CARE OF **PREMISES**

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

Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.

No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.

No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.

Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.

No sign of any description may be installed, except within the confines of the exhibit space assigned.

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

BEHAVIOR/GOOD NEIGHBOR POLICY

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

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

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

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BOOTH CLEANING

Please note that booth cleaning is not included with your booth package. If you need your booth vacuumed prior to show opening, you must order cleaning service through Freeman.

BOOTH FOOD & BEVERAGE SERVICE

Centerplate is the exclusive food and beverage purveyor in the Colorado Convention Center.

View & order Centerplate booth catering services HERE.

BOOTH OCCUPANCY

Your booth must be staffed and open for business during regular show hours. You may not dismantle your booth prior to show close. Failure to adhere to these rules may result in a fine and/or losing priority status in future Emerald Exposition trade shows.

BOOTH ACTIVATIONS, LIVE MUSIC & HAPPY HOURS

To maintain a productive business environment during show hours, the following are not allowed in your booth space without prior approval from Show Management:

- Booth Activations Any demonstration that has amplified noise or will overflow into aisles
- Live Bands Any band that requires an amplifier
- Acoustic Jams
- DJs and/or MCs, i.e. anything that requires a PA system

Sound

If any booth activation, live music or happy hour causes disturbance to a neighboring booths' ability to conduct business, Show Management reserves the right to shut the event down without warning.

Stereo music may be played at a background sound level only, speakers must be turned in towards booth and not the aisles. The definition of background level is the ability to carry on a conversation and conduct business while the music is playing. Noise levels are not to exceed (85 dB) outside a 10' radius of your booth space. If the sound level exceeds 85 dB, you will be asked to reduce the level. If you do not comply, the electricity to your booth will be disconnected for the remaining show hours.

Happy Hours & Purchasing Of Alcohol

Beer, wine and alcohol may be purchased at any time during the day for service in your booth through Centerplate, the exclusive food and beverage purveyor in the Colorado

Convention Center, but live music, DJ's, acoustics, etc. may not begin until 5:00 p.m. Alcohol purchases require a bartender, two-hour minimum.

Access the Booth Activations, Live Music & Happy Hour approval form HERE.

BOOTH AND/OR MATERIAL ABANDONMENT

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

CEILING & CANOPY REQUIREMENTS

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part of. For example, canopies cannot exceed 12 feet in height in standard linear booth configuration.

Overhead Obstructions/Double Decker Booths

Double Decker booths are allowed in the Upper Exhibit Hall only, in booth spaces that are 20' X 20' or larger. Meeting room ceiling heights do not allow for second story structures/ Double Decker booths.

Any exhibit that has a covered area greater than 300 sq. ft. or any exhibit that has a second story structure must submit the following information to the Mark Brisse, Colorado Convention Center Operations Manager, at mbrisse@denverconvention. com for approval prior to move in:

- Diagram of the booth layout with dimensions.
- An elevation drawing of the exhibit.
- Detail of the covered area including materials used.
- Flame retardant certificate is required if soft goods are used as the covering.
- Second story exhibits will also need to submit the engineered stamped drawings of the structure.

Important

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to ensure that their display meets with the necessary fire

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safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. Please see the **Fire Regulations** for more information.

CLEAN FLOOR POLICY & STORAGE

Empty cartons and cases must be removed from your booth. Cartons may not be stored behind curtains or in your booth.

Storing of any crates, cartons, boxes or other show materials within your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials. 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 Desk and should affix them to each empty crate, carton and box. Freeman will store and return them to your booth at show closing. Please refer to the Freeman Quick Facts for specific times and dates.

Any excess samples may be stored during the show in "Overnight Storage Areas" at the Exhibitor's risk. For more information, call Freeman at (888) 508-5054.

DEMONSTRATIONS

Demonstrations must take place within the assigned exhibit space. Demonstrations must not directly or indirectly prevent the normal flow of foot traffic through aisles or common space, nor inhibit the ability of neighboring exhibitors to conduct business. Demonstrations must have the proper protection to prevent injuries to spectators.

EARLY TEARDOWN

Early booth breakdown is **strictly** prohibited. Due to an increase in complaints from retailers and exhibitors, Outdoor Retailer Summer is committed to eliminating these practices from the show floor on the final day of the show.

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/or are unable to conduct business in their booth PRIOR to 4 p.m. local time on Thursday, August 12, 2021. Show Management will have teams walking the show floor the last day to enforce compliance of this policy. If your booth is breaking down early, we will take photographs and your company will receive a notification of the violation within 30 days post show. This policy will be strictly enforced at Outdoor Retailer Summer and all subsequent shows. Note that the violation fines will be as follows:

- First time violation will receive a \$500 fine;
- a \$1,000 fine for the next show violation;
- and the third violation will result in a forfeit of booth space at subsequent shows in addition to the fine(s).

Any company in violation of this policy is jeopardizing their booth location for future shows and the fine must be paid prior to being able to reserve space in subsequent shows. Please keep this in mind when making staffing decisions and travel arrangements for the final day of the show. The show closes at 4 p.m. local time on August 12, 2021.

If your booth is unmanned or completely disassembled, we will take a photograph of the booth space with a time stamp. Within 30 days of show close Emerald will issue an invoice for the fine amount.

ELECTRICAL

All electrical and electrical services must be pre-ordered through Freeman. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets, you will be charged for your power usage at a higher rate than if you had ordered it in advance. Electrical is programmed for the amount of power you ordered. You will blow your circuit if you plug in more usage then purchased. Hard wall structures must sit 6" off the pipe & drape wall for electrical clearance. All overhead electrical rigging will be powered from the column electrical port.

EXCESSIVE TRASH

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

EXHIBIT DESIGN

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

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Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

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

HANGING SIGN REQUIREMENTS

Hanging signs are only permitted for booths that are $20' \times 20'$ or larger in the Upper Exhibit Level only.

Hanging Sign Regulations

Hanging signs and graphics will be permitted above island, peninsula and all in-line 20' x 20' booths on the Upper Exhibit Level only. Please note that there are no hanging signs allowed in Meeting Rooms, on the Street Exhibit Level or the Lower Exhibit Level.

Hanging signs and graphics should be set back 10 feet from adjacent booths and be directly over contracted space only. The bottom of the sign must not be lower than 14 feet. The length and width of sign or banner is not to exceed 50% of corresponding dimension of booth (i.e., a 20' X 40' peninsula cannot have a sign or banner that is larger than 10' X 20'). There is an additional decorator charge for labor and equipment on all hanging signs.

Structural Integrity

All hanging signs must have drawings available for inspection by Show Management at all times. Drawings must include a signature or stamp of a structural engineer indicating reviewing that stress points for hanging the sign have been properly engineered. The signature of an authorized official of the exhibit building company is also required, indicating that the structure is built in compliance with the details and the specifications set forth on the drawings.

(Note: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)

Approval Process

Due to the amount of hanging signs on the show floor, Outdoor Retailer Summer implements a hanging sign approval process. Submit your hanging sign information and layout to Laura Ouimet (laura.ouimet@outdoorretailer.com) for approval. If approved, you will be instructed to upload your approved renderings in your Exhibitor Console.

INFLATABLES

Inflatables must be anchored, and exhibitors must have prior written approval by Show Management. Any cost incurred for removal of lost inflatables will be the responsibility of the exhibitor. Helium balloons are NOT allowed on the show floor at any time.

INSTALL & DISMANTLE

Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period. Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from Show Management.

No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.

All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show Management will notify exhibitor of official dates, times and any changes.)

Show Management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

Labor

Exhibitors may use full-time company personnel to set-up and teardown exhibits. If full-time company personnel are utilized, they are required to carry positive company identification, such as a business card or payroll stub.

Late Set-Up

To stay in the building after noted move-in hours exhibitors must remain in their designated booth space. In and out access to the building is not permitted without prior approval.

Use of Independent Contractor/Exhibitor Appointed Contractor (EAC)

If an exhibitor chooses to employ an outside display house and/or outside contractor other than Freeman, the Official Service Contractor, the exhibitor and the EAC must abide by all rules and regulations of Outdoor Retailer Summer, the Colorado Convention Center and the local unions. The exhibitor and the EAC must also abide by the full EAC/I&D policy as outlined in the Exhibitor Information section.

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View and complete the EAC/I&D form HERE.

View full EAC/I&D policy.

LIGHTING

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.

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.

Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.

Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen l a.m.ps 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.

Light Projection

The projection of light or laser in any form onto any part of the building or other exhibits must be preapproved by Show Management.

PRODUCT GIVEAWAYS

If you intend to give away products of significant retail value, you must present a receipt to each attendee. Attendees without receipts will not be allowed to remove product from the show floor. The receipt must include your company name, product and a signature. These receipts may be pre-printed.

PROMOTIONAL DISTRIBUTION

Distribution of any printed materials, samples or other articles shall be restricted to the confines of the exhibitor's own exhibit space. Signs or advertising devices shall not be displayed outside of each exhibitor's own space.

SAMPLING

Exhibitors who manufacture, process or distribute food in their normal course of business and would like to distribute food samples will be allowed to serve their product provided that the food sample is no larger than bite size (one ounce or smaller) and beverages no larger than two ounces.

An exhibitor that does not manufacture, process or distribute food must purchase their food from the Convention Centers' catering department. Centerplate is the exclusive food and beverage purveyor in the Colorado Convention Center. For your booth catering needs, please contact them at (303) 228-8050 or view and order catering services HERE.

SELLING

In keeping with the business-to-business nature of the event, retail sales are NOT permitted on the exhibition floor at any time. This includes the selling of exhibit product and/or samples by cash, check or credit card. Exhibitors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

SHARING, SUB-DIVIDING OR TRADING OF EXHIBIT SPACE

Exhibitors may not share booth space with another noncontracted or unauthorized manufacturer or distributor.

SIGN REQUIREMENTS

For all booth configurations that are less than 400 square feet, signage, props and display materials may not exceed an overall height of 12 feet. Signage may not be rigged and must be placed within the exhibit space and floor supported. All signage must be one-side facing inward towards the booth. Hanging signs are not permitted for booths under 400 square feet.

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VEHICLES ON DISPLAY

Please refer to the <u>Freeman Vehicle Spotting and Permit Form</u> for detailed instructions regarding requirements and payment for booth display and sponsorship vehicles.

View Vehicle Spotting and Permit Form.

All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense. Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed. Fueling or de-fueling of vehicles on the facility premises is prohibited.

Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to line-of-sight rules.

Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by Show Management.

Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation. Once placed, display vehicles cannot be started or moved without the approval of Show Management and the direction of the general service contractor.

Auxiliary batteries not connected to engine starting system may remain connected.

External chargers or batteries are allowed for demonstration purposes.

No battery charging is permitted inside the building.

GENERAL RULES + REGULATIONS FOR **EXHIBITING**

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

ADVERTISING

Exhibitor shall not, without the written consent of Show Management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the Colorado Convention Center and event hotels are prohibited during conference hours regardless of permits.

Show Management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/ banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of Outdoor Retailer Summer".

Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from Show Management. These areas are considered private property. Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and Show

AMERICANS WITH DISABILITIES ACT (ADA)

Management fines.

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

BUILDING REGULATIONS AND CARE OF THE FACILITY

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises. Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents, contractors or representatives.

CAMERA. PHOTO & VIDEO REGULATIONS

Exhibitors may only take pictures of their booth prior to show opening and after show closing. The use of cameras or video equipment during show hours is strictly prohibited with the exception of authorized press.

Please note that unauthorized photos will be confiscated, along with the device. The violator's badge will be pulled, and they will be prevented from attending future Outdoor Retailer shows.

Outdoor Retailer has an unauthorized photo hotline on-site. If an infraction occurs, please call (385) 534-4754 to report the violator's name and company as listed on their badge.

COPYRIGHTS

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

ENVIRONMENTAL LAWS/OSHA REGULATIONS

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

GENERAL RULES + REGULATIONS FOR **EXHIBITING**

FIRE PROTECTION/FIRE MARSHAL REQUIREMENTS

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

Fire and Safety

- · Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

Flammable and Toxic Materials

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

FREIGHT HOLDS

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

HAND CARRY/POV

Exhibiting companies may unload from a POV (privately owned vehicle) and hand carry their own booth materials into the facility. However, the use of flat trucks, pallet jacks, or other

mechanical equipment is not permitted. Products must be unloaded within 30 minutes and the vehicle must then be moved. One person must remain with the vehicle at all times. If your vehicle is left unattended at any time, it will be ticketed and/or towed.

View designated POV Areas on Move-In Map.

Please check in with security to get an unloading pass when you arrive. If you are arriving on or after Tuesday, August 10 at 9 a.m., you will need to pick up your exhibitor badge from registration before unloading in the POV area.

POV Qualifying Vehicles

A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include: pick-up trucks, passenger van, SUV, taxi, or a box truck less than 17' in length.

NO SMOKING

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms at all times, including move-in, move-out and all show days.

PAGING & ANNOUNCEMENTS

Show Management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

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.

SALES FROM EXHIBITORS' BOOTHS

In keeping with the business-to-business nature of the event, retail sales are NOT permitted on the exhibition floor at any time. This includes the selling of exhibit product and/or samples by cash, check or credit card. Exhibitors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

GENERAL RULES + REGULATIONS FOR **EXHIBITING**

SHOW DIRECTORY

Exhibitor information will be published as part of the official show directory, if directory information is submitted by the deadline date of July 1, 2021. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies Show Management and its agents from and against any and all claims against Show Management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

STROLLING ENTERTAINMENT

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

SUITCASING

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

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

ANIMALS APPROVAL FORM

All domesticated animals must be registered and on a leash at all times. Please fill out the below information and send it to Laura Ouimet (email below). Please note that pet owners are responsible for any damage/injury inflicted by your pet.

PROCEDURES

- Animals must have an official show badge.
- Animals must be accompanied by the keeper, owner or trainer at all times.
- Animals outside the display area must be on a leash or otherwise restrained.
- Animals displayed must be tied down, in a cage or otherwise restrained.
- Animal display areas must be kept clean at all times. Animal display areas must have a floor covering and the floor covering must be changed frequently enough so as not to cause lingering odor.
- The keeper/owner/trainer of the animal is responsible for immediate cleanup of animal waste either inside or outside the facility.
- Animals to be displayed or exhibited must have the approval of show management.

Email your completed form to Laura Ouimet for approval: laura.ouimet@outdoorretailer.com

- No animal may be exhibited or displayed that will in any manner endanger the safety or well-being of patrons.
- Service animals are an exception to the above regulations and shall be allowed to all event areas with their companion and shall remain on a leash or similar control device.

EXHIBITING COMPANY BOOTH NUMBER TYPE OF ANIMAL ON-SITE CONTACT NAME TITLE **ON-SITE CONTACT CELL EMAIL ADDRESS** PRODUCT DESCRIPTION

BOOTH ACTIVATIONS, LIVE MUSIC & HAPPY HOUR APPROVAL FORM

RESPECT YOUR NEIGHBORS

To maintain a productive business environment during show hours, the following are not allowed in your booth space without prior approval from Outdoor Retailer Summer Show Management:

- Booth Activations Any demonstration that has amplified noise that exceeds over 85dB and/or that overflow into aisles
- Live Bands Any band that requires an amplifier or that exceeds 85dB
- · Acoustic jams that exceed 85dB
- DJs and/or MCs i.e. anything that requires a PA system that exceeds 85dB

If you are hosting an event that includes any of the above, please fill out and submit this form to Laura Ouimet: laura.ouimet@outdoorretailer.com

EXHIBITING COMPANY
BOOTH NUMBER
DATE OF EVENT
ON-SITE CONTACT NAME
ON-SITE CONTACT CELL
EMAIL ADDRESS
EVENT DESCRIPTION

Beer, wine & alcohol may be purchased at any time during the day for catering service in your booth, but live music, DJ's, acoustics, etc. may not begin until 5:00 p.m.

Show Management Use Only

Approved **Event Date** Approved Hours

ACORD CERTIFICATE OF LIABILITY INSURANCE			
Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2	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.		
Attn: Agent Name (212) 555-6102 ext. 1234	INSUREERS AFFORDING COVERAGE		
INSURED 2.	INSURER A: Hartford Insurance Company of Illinois		
Exhibiting Company Name	INSURER B: Aetna Casualty & Surety Company		
Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name	INSURER C: Travelers Insurance Company		
	INSURER D: Royal Insurance Company		
Phone: (212) 555-5349 Fax: (212) 555-9819	INSURER E:		
COVERAGES			
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NA	MED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING.	ANY REQUIREMENT	

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	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	J. LIMITS	5 CL/
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR GENERAL AGGREGATE LIMIT APPLIES PER POLICY PROJECT LOC	000P98298-AI1	01/01/21	01/01/22	EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS-COMP/OP AGG	\$1,000,000 \$ 50,000 \$ 5,000 \$1,000,000 \$2,000,000 \$2,000,000
В	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS GARAGE LIABILITY	SKLS-029499S	01/01/21	01/01/22	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) AUTO ONLY-EA ACCIDENT	\$1,000,000
	ANY AUTO			60	OTHER THAN \$AUTO ONLY:\$	\$
Α	UMBRELLA/EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION \$	XL1234567	01/01/21	01/01/22	EACH OCCURENCE AGGREGATE	\$1,000,000 \$1,000,000 \$ \$
С	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/21	01/01/22	X WC STATU- ORY LIMITS OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	\$1,000,000 \$1,000,000 \$1,000,000
D	OTHER				Each Occurrence & Aggregate	. ,,

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Emerald (Show Management), Freeman (Official Service Provider), The Denver Convention Center (Facility), and Outdoor Retailer Summer (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 10-12, 2021 in Denver, CO.

CERTIFICATE HOLDER X ADDITIONAL INSURED; INSURER LETTER: X CANCELLATION

Outdoor Retailer Summer 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Laura Ouimet

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



- 1. PRODUCER: Name, address and phone number of insurance carrier.
- INSURED: Company name, address, phone number and booth number of company insured.
- COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
- 4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME OF ADDITIONAL INSUREDS: Emerald (Show Management), Freeman (Official Service Provider), Outdoor Retailer Summer (Show) and The Denver Convention Center (Facility) as additional insureds on a primary and non-
- contributory basis. Show dates are August 10-12, 2021.
- CERTIFICATE HOLDER: Emerald Outdoor Retailer Summer, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Laura Ouimet.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



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

<u>Click here</u> to purchase General Liability insurance for Outdoor Retailer Summer

Visa, Mastercard, AMEX are accepted Coverage must be purchased prior to the event/show

QUESTIONS?

Total Event Insurance

emeraldexhibitor@totaleventinsurance.com

FREEMAN



Outdoor Retailer Summer 2021

August 10-12, 2021 Colorado Convention Center Denver, Colorado

EASY IS NICE, ON ANY DEVICE

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

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

HEALTH AND SAFETY

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

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The Upper Level exhibit area is NOT carpeted. The Street Level and Lower Level exhibit areas will have Convention Center carpet.

DISCOUNT PRICE DEADLINE DATE

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by July 16, 2021.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Saturday	August 7, 2021	8:00 a.m 5:00 p.m.	20' x 20' Booths & Larger Only
Sunday	August 8, 2021	8:00 a.m 6:00 p.m.	
Monday	August 9, 2021	8:00 a.m 7:00 p.m.	

EXHIBIT HOURS

Tuesday	August 10, 2021	9:00 a.m 6:00 p.m.
Wednesday	August 11, 2021	9:00 a.m 6:00 p.m.
Thursday	August 12, 2021	9:00 a.m 4:00 p.m.

EXHIBITOR MOVE-OUT

Thursday	August 12, 2021	4:00 p.m 11:59 p.m.
Friday	August 13, 2021	8:00 a.m 5:00 p.m.
Saturday	August 14, 2021	8:00 a.m 12:00 p.m.

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

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Saturday, August 14, 2021 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 <u>Saturday</u>, <u>August 14</u>, <u>2021 at 8:00 a.m.</u>

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CLEAN FLOOR POLICY

Due to the volumn of display crates and the limited aisle space available during the show setup, a Clean Floor Policy will be enforced at the Outdoor Retailer Summer 2021 tradeshow. Please adhere to the following regulations:

** Prior to arriving on show site, please remove all OLD empty labels from previous show.

Sunday, August 8, 2021

1:00 p.m. - 5:00 p.m.: Label any rates, cartons or fiber cases that are ready for removal with empty stickers.

Monday, August 9, 2021

- 1:00 p.m.: Accessible storage items must have a work order submitted for pick-up and be labeled for removal.
- 2:00 p.m.: Crates, cartons, fiber cases, and packing material must be empty and labeled for storage.
- 5:00 p.m.: All aisles must be 100 percent clear of any product or any other items. Any items in the aisles after 6:00 p.m. will be removed from the aisles and placed in empty storage.

EXHIBITOR SERVICE HOURS

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

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at <u>FreemanOnline</u> by <u>July 16, 2021</u>. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before**, **during** and **after** your show.

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # Outdoor Retailer Summer 2021 C/O Freeman / Crane Freight 18100 E 40th Ave, Ste 10 Aurora, CO 80011

Freeman will accept crated, boxed or skidded material beginning **Wednesday**, **July 16**, **2021** at the above address. Material arriving after **Friday**, **July 30**, **2021** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Please Note: The warehouse will be closed on Monday, July 5, 2021 in observance of Independence Day. Shipments will not be accepted on this date.

Show Site Shipping Address:

Exhibiting Company Name / Booth # Outdoor Retailer Summer 2021 Colorado Convention Center C/O Freeman 700 14th St Denver, CO 80202

Freeman will receive shipments at the exhibit facility beginning **Saturday**, **August 7**, **2021**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

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, <u>click here</u>.

LABOR INFORMATION

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

(888) 508-5054 Fax (469) 621-5614 ExhibitorSupport@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

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

HELPFUL HINTS

SAVE MONEY

Order early on <u>FreemanOnline</u> to take advantage of advance order discount rates, place your order by July 16, 2021.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

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 <u>FreemanOnline's FAQ page</u>.





Outdoor Retailer Summer 2021

August 10-12, 2021 Colorado Convention Center Denver, Colorado

CLEAN FLOOR POLICY

CLEAN FLOOR POLICY

Due to the volumn of display crates and the limited aisle space available during the show setup and to ensure a successful show opening for all exhibitors at the Outdoor Retailer Summer 2021, we are implementing a Clean Floor Policy. This will allow Freeman sufficient time to complete the overall cleaning of the exhibit hall and provide exhibitors the space to complete their booth installation by keeping aisles clear. In addition, certain aisles will be designated at "No Freight" aisles. A "No Freight" aisle must be kept clear at all times of crates and boxes in order for all freight to be delivered in a timely fashion.

If you are working with an exhibit house, please discuss with them in advance as this may affect their work schedule and we want to avoid any unanticipated issues onsite.

Please note: Prior to arriving on show site, please remove all OLD empty labels from previous shows.

Booths larger than 20' x 20' moving in on Saturday, August 7th:

Empty crates must be tagged no later than 5:00 p.m. on Sunday, August 8th

All other exhibitors moving in from Sunday, August 8th thru Monday, August 9th:

Empty crates must be tagged no later than 2:00 p.m. on Monday, August 9th

- Accessible storage items must have a work order submitted for pick-up and be labeled for removal by 1:00 p.m. on Monday, August 9th.
- All fiber cases, cardboard boxes and packing materials must be tagged no later than 2:00 p.m. on Monday, August 9th.
- Visqueen on booth carpet should be rolled up by the exhibitor or exhibitor appointed contractor and placed in the aisle no later than 5:00 p.m. on Monday, August 9th.
- All aisles must be 100 percent clear of product and any other items no later than 5:00 p.m. on Monday, August 9th.

Any items in the aisles after 6:00 p.m. will be removed from the aisles and placed in empty storage.

** If you are granted early move-in, please refer to the Clean Floor Policy listed on the request form associated with your granted day. **



FREQUENTLY ASKED QUESTIONS OUTDOOR RETAILER SUMMER 2021

MOVE IN:

What are the move-in dates/hours:

Saturday, August 7, 2021 8:00 a.m. - 5:00 p.m. ** ** 20' x 20' Booths & Larger Only

Sunday, August 8, 2021 8:00 a.m. - 6:00 p.m. Monday, August 9, 2021 8:00 a.m. - 7:00 p.m.

Is early move-in allowed for this show?

Yes, early move-in is allowed. Must be requeted and approved via early move-in form.

Where is the Freeman Service Center located? Main 705-707

Where is the Show Office located? Main 107-113 (odd)

Where is Registration located? Lobby A / Lobby B

Where is Lead Retrieval located? MR 701

Where is the POV (Privately Owned Vehicle) loading area located?

Lobby B- Please refer to the POV Map & Directions

In the POV area, am I allowed to use carts or hand trucks to unload or reload my booth properties?

No, carts of any kind are not allowed per union regulations. All POV items must be hand carried to and from your booth.

How late can exhibitors work in the hall on the movein days?

Midnight. The hall will be swept by security at midnight if there are still people working.

MOVE IN (continued):

When does my exhibit booth need to be set? Tuesday, August 10, 2021, 8:00 a.m.

When can exhibitors enter the exhibit hall on opening day?

Not before 5:00 a.m.

What are the Show Hours:

Tuesday, August 10, 2021 9:00 a.m. - 6:00 p.m. Wednesday, August 11, 2021 9:00 a.m. - 6:00 p.m. Thursday, August 12, 2021 9:00 a.m. - 4:00 p.m.

MOVE OUT:

What time does the show close:

4:00 p.m. on Thursday, August 12, 2021

How long will it take to return empty crates?

Thursday, August 12 by 9:00 p.m. = CARDBOARD Friday, August 13 by 2:00 a.m. = CRATES

What are the move out hours/days:

Thursday, August 12, 2021 4:00 p.m. - 11:59 p.m. Friday, August 13, 2021 8:00 a.m. - 11:59 p.m. Saturday, August 14, 2021 8:00 a.m. - 12:00 p.m.

What is the deadline for Carriers to check-in:

By 8:00 a.m. on Saturday, August 12, 2021.

What day/time must all materials must be removed from the exhibit facility?

By 12:00 p.m. on Saturday, August 12, 2021.



EXHIBITOR MOVE-OUT BULLETIN OUTDOOR RETAILER SUMMER 2021

General Move-out information:

Show closes at 4:00 PM on Thursday, August 12, 2021.

Freeman will begin returning empty containers at the close of the show. Cardboard and Fiber cases will be returned by **9:00 PM on Thursday, August 12, 2021**, and empty crate return will be completed by **2:00 AM on Friday, August 13, 2021**. Please contact the Freeman Service Center at 303-228-8177 to be set up for empty crate return text message notification.

Move-out schedule:

Thursday, August 12, 2021
 Friday, August 13, 2021
 Saturday, August 14, 2021
 6:00 PM - Midnight
 8:00 AM - 5:00 PM
 8:00 AM - Noon

Driver Check-in deadline is Saturday, August 14, 2021 at 8:00 AM.

All Material Handling Agreements must be turned in at the Freeman Service Center in Meeting Room 705/707 by **Saturday, August 14, 2021 by Noon**.

Exhibitors and display houses are requested to meet this deadline or Show Management will have any remaining displays dismantled, packed, and shipped at the exhibitor's or display house's expense and risk.

Outbound Freight:

All outbound freight must be accompanied by an outbound Material Handling Agreement (MHA) unless you have small pieces which you intend to carry. Outbound Material Handling Agreements may be obtained at any time during the show at the Freeman Service Center in Meeting Room 705/707, but you must have your exhibit completely dismantled, packed and labeled before returning your completed outbound MHA to the Freeman Service Center. You may also submit your MHA online at FreemanOnline.

Please do not leave the Outbound MHA in your booth. If you prefer a particular carrier, you must specify them on your Outbound MHA and contact the carrier to schedule pickup no later than **8:00 AM on Saturday, August 14, 2021**.

** POV (Privately Owned Vehicles) will load out in Lobby B only. **

Street Level and Lower Level Booths:

Visqueen will be laid prior to empty return. Please keeps aisles clear until then.

EXHIBITOR MOVE-OUT BULLETIN (cont)

Marshalling Yard:

The Freeman Marshalling Yard is is open 6:00 AM – 2:00 PM daily. Your MHA must be turned into the Freeman Service Center by 1:30 PM AND your carrier must check in prior to 2:00 PM in order to be eligible to have your freight loaded out that day. Maps to the marshalling yard are available at the Freeman Service Center in Meeting Room 705/707.

Security:

Please take every possible precaution to guard your merchandise and property from theft. You are most vulnerable at the closing hour through the entire move-out period. Do not leave your booth unattended until everything has been properly secured. Do not leave items unlabeled in your booth at any time after the show closes. They are at risk of theft or may be presumed abandoned and mistaken for trash.

Discarded Booths:

Any wooden crates, exhibit structures and/or large containers left on the show floor at show close are the responsibility of the exhibitor. If you intend to discard your booth at show site rather than making outbound shipping arrangements, you will be charged a dumpster fee as well as labor fees to dismantle and remove it. To arrange for these services, please visit the Freeman Service Center or contact your Freeman Concierge.

Freeman, Show Management nor the facility will be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the official exhibitor service manual. Booth structure is not considered a donation to show charity.

Thank you for exhibiting at the Outdoor Retailer Summer 2021. We value your participation and strive to make your move-out experience smooth and seamless. If there is anything we can do to further assist you, please contact your ORSM Floor Manager, Freeman Concierge or visit the Freeman Service Center.



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.



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.



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.





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



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

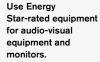


Print on at least 50 percent post-consumer recycled paper.











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



Light up your booth with CFLs, LEDs, or other energyefficient lighting.



MOVE OUT

train your team

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





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



ExhibitorSupport@freeman.com

PAYMENT INFORMATION

Freeman only accepts payment information electronically. Place your order on <u>FreemanOnline</u> 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.

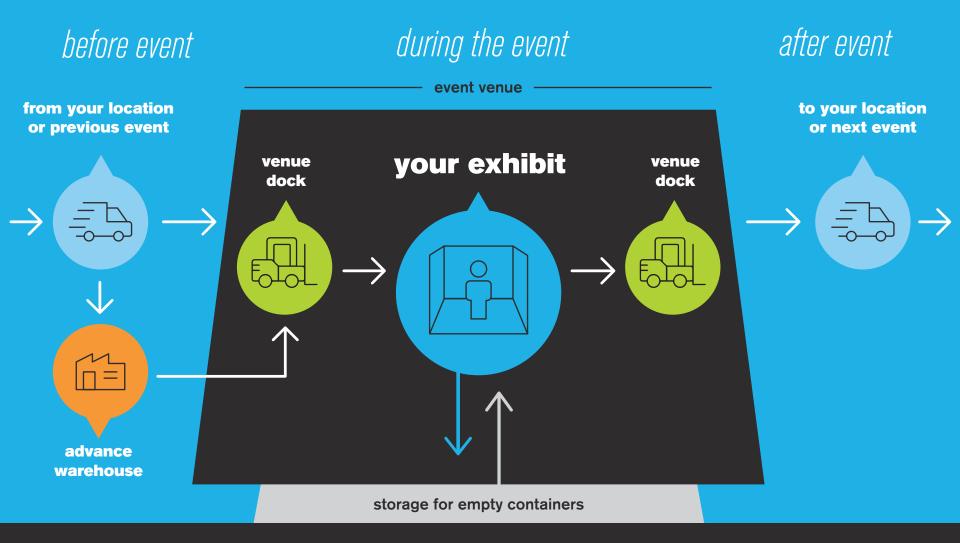
1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information https://www.freemanpay.com/459327

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.





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.



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.



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EXHIBIT TRANSPORTATION SERVICES

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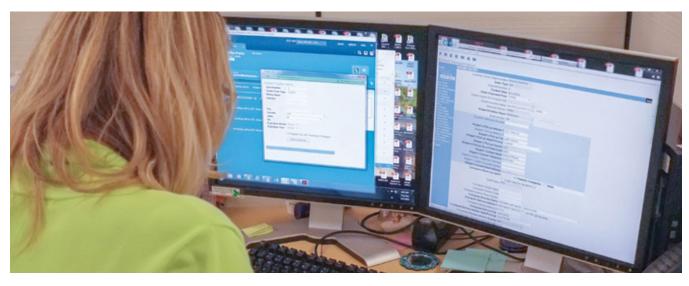
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	Specialized: Pad wrapped, uncrated, truck load	SHOW # (45	9327)		



August 10-12, 2021 Colorado Convention Center

International Shipping & US Customs Guidelines



Phoenix International Business Logistics, Inc.
Port Elizabeth
1201 Corbin Street
Elizabeth, NJ 07201

Phil Hobson / Sally Mulkeen

Tel 908-355-8900 Fax 908-355-8883

Email phobson@phoenixlogistics.com

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Forms:

- A) Import Freight Information Sheet
- **B) Importer Security filing form**
- C) PIBL's Worldwide List of Agents



INTRODUCTION

Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for the 2021 Outdoor Retailer Summer Market.

We strive to offer each exhibitor exemplary service in concert with our overseas partners. By using PIBL's international network, your company can derive the following benefits:

- Alleviate potential transport and customs clearance problems and insure 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 issues, we invite you to contact us.



U.S. CUSTOMS CLEARANCE PROCESS

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 this by facsimile or email to the PIBL coordinating office. If needed, consult with your freight forwarder 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 insure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of shipments 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 with the intention 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 a single 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 ladings. Questions on this subject can be forwarded to PIBL or our overseas agents.

CONSIGNMENT INFORMATION

Please insure that your shipments are sent on a prepaid basis, marked and consigned as follows.

Consignee

Name of exhibiting company / Booth# Outdoor Retailer Show 2021 Colorado Convention Center 700 14th Street Denver, CO 80202

Notify

PIBL - Phoenix Int'l Business Logistics, Inc. 1201 Corbin Street Elizabeth, NJ 07201 Attn: Phil Hobson/Sally Mulkeen

Phone: 908.355.8900 Fax: 908.355.8883



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OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight (LCL): Denver Consolidation point: July 11, 2021 Air Freight: Denver Int'l Airport (DIA): July 25, 2021

To insure timely delivery to show site, we recommend all shipments arrive in the U.S. by the above 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.

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.

REQUIRED DOCUMENTATION

The following documents must be available 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. (NO COMMERCIAL VALUE on Invoices 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



IMPORTER SECURITY FILING (10 + 2)

International exhibitors attending trade shows in the U.S. face 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.

- Manufacturer (or supplier) name and address
- Seller name and address
- 3. Buyer name and address
- 4. Ship to name and address
- 5. Container stuffing location

- 6. Consolidator name and address
- 7. Importer of record number
- 8. Consignee number
- 9. Country of origin of goods
- 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



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 WPM 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. <u>U.S. Customs is no longer accepting fumigation certificates as proof of fumigation.</u> All fumigated WPM must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packing 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:

https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/wood-packaging-material



XX represents the ISO country code.

000 represents the unique number assigned by the national plant protection organization.

YY represents either HT for heat treatment or MB for methyl bromide fumigation.



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 (<u>6</u> <u>U.S.C. 944</u>) to be sealed with a seal meeting the <u>ISO/PAS 17712</u> 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.

FULL CONTAINER OCEAN SHIPMENTS

Please contact PIBL for the routing of full container load shipments to Denver.

LESS THAN CONTAINER LOAD OCEAN SHIPMENTS

If you intend to utilize the services of a sea freight consolidator for your LCL (less than container load shipments), please be aware of the delays associated with utilizing this service. Freight availability and customs delays range from 5 -20 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to showsite.



U.S. CUSTOMS DUTY AND PROCESSING FEES

Merchandise entered into the Commerce of the United States is subject to duty, <u>merchandise processing fees</u> and, if imported via seafreight, 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 showsite.

Duty- Based on commodity description and rate of duty

Merchandise processing fee - .3464 % of FOB value (maximum USD\$ 528.70) Sea & Air

Harbor Maintenance fee - .125% of FOB Value - (No maximum) Seafreight only

Commercial/proforma invoices must include the following information:

- A. Name of Shipper (Exporter or Manufacturer)
- B. Name of Consignee (Exhibiting Company C/O 2021 Outdoor Retailer Summer Market
- C. Booth Number
- D. Complete description of merchandise
- E. Harmonized tariff number of each description
- F. Unit Value and total value (No Commercial value statements are not accepted by U.S. Customs)
- G. Invoices must be in English

A display booth with lights, panels, etc., can be grouped and shown as: (example) "Completed display booth and stand" 9403.20.0020 Value \$5,000.00



INSURANCE

In our effort to best service our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as ourselves, 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 and we and our agents will charge you a significantly higher rate for our services, or 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.



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 908-355-9800



INTERNATIONAL SMALL PACKAGE SHIPMENTS

Small package shipments are defined as shipments less than 32kgs/70 lbs. Successful customs clearance and delivery of international small package shipments can be a challenge for trade show shipments. To reduce delays, additional expenses and possible non delivery of your shipment, we recommend exhibitors utilize PIBL's door to showsite dock customs clearance and delivery services. In conjunction with our overseas agents, our staff arranges the transportation, 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, 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 Denver. 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 showsite.

PIBL's 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 onsite charges. Utilization of the PIBL network will alleviate any delays in Denver and increase efficiency of the entire transportation process. The full contact information for each office is enclosed. 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.
- 2. Cargo arriving after the deadline referred to on page 5 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 Denver. 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
2.	Customs clearance fees:
	a. Permanent entries
	b. Temporary entries
3.	Customs examination
4.	Document messenger services, communication and exhibition
	coordination fee
5.	Other Gov't Agency releases (If required)
6.	Additional Classifications (3 free)
	Additional invoice (1 free)
7.	* Delivery from DIA Airport or consol point, to US 35.00 p/100 lbs.
	Showsite dock. (Based on Greater of volume or weight) US 250.00 Minimum
8.	Seafreight container drayage from port of arrival to Showsite dock Quotation required
9.	US Customs bond fee
	Minimum US 80.00
10.	ISF Filing fee
11.	ISF Filing Bond fee
12.	Trucker waiting time

^{*} Discounts available for shipments exceeding 4,000 lbs.



C. Outbound charges

1.	Export documentation and handling fee:	
	AirfreightUS	95.00 p/Bill of lading
	Seafreight	135.00 p/Bill of lading
2.	Onsite sea/air freight export coordination fee	85.00 p/cont./shipment
3.	Delivery from show site to DIA Airport or consol point	*
4.	Cancellation of U.S. Customs Temporary entries US	85.00 p/entry
5.	Trucker waiting time	85.00 per/hour /1 hr. free

Return Air/Ocean freight rates 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, waiting time on show site, any storage charges due to early arrival or delays beyond Phoenix's control, and charges related to the movement of freight once it arrives on the fairgrounds.
- 4. Unless prior arrangements have been made with our Phoenix overseas affiliate, all freight charges must be settled prior to show opening. Failure to do so will result in a 2.5% outlay charge. Payment may be in the form of cash, American Express or Traveler's checks. *Company checks drawn on foreign banks cannot be accepted.* A 4% processing fee is added to all credit card payments
- 5. All merchandise brought into the exhibition center must be properly packed. Phoenix will not be held liable for damage caused due to poor packing.
- 6. C.O.D./Collect return shipments: 15% of freight charges will be added to all C.O.D./Collect shipments.
- 7. Phoenix will invoice a 15% outlay fee for any/all monies outlaid on behalf of the exhibitor.
- 8. Rates do not include trucker waiting time.
- 9. Rates do not include chassis rental charges.
- 10. PIBL Terms and Conditions of service are available upon request.



PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

TRADE SHOW / FINE ART DIVISION 1201 CORBIN STREET ELIZABETH, NJ 07201

PHONE: (908) 355-8900 FAX: (908) 355-8883

CFT IMPORT FR	EIGHT IN	FORMATI	ON SHEET CAN
SHOW NAME:			
EXHIBITOR:			
HALL NO:	воотн по:		MOVE-IN DATE:
CONTACT(S) AT SHOW:	Email address:		On-Site Cell No:
DEFINITIVE OR TEMPORARY CLEARANCE:			
IMPORTER OF RECORD: Name and Address		PHC (Conf.	HIBITOR DENIX AGENT IN COUNTRY OF ORIGIN irmation required) HER: (Specify:)
	vailable		PAT Certified ?: YES O NO O
PAYMENT CONDITIONS: Unless prior arrangements have been made with Express, Visa, wire transfer or company check ar FREIGHT ARRIVAL CONDITIONS To insure proper U.S. Customs clearance and tin the attached guidelines or as confirmed by email.	e all acceptable forms of	f payment.	•
DELIVERY TERMS: PIBL is only responsible for delivery of freight to The designated drayage contractor is responsible PIBL is not responsible for loss of freight while or PIBL will not accept collect freight unless advance. The below signed Exhibitor/Company guerantees.	for all onsite freight mo a show site. e arrangements have be	en made in writing.	out in accordance with the above instructions
The below signed Exhibitor/Company guarantees and the Terms and Conditions of PIBL which are			ent in accordance with the above instructions
THANK YOU.			
NAME:SIGNATURE:			
DATE: / /			



Port Elizabeth 1201 Corbin Street Elizabeth, NJ 07201 USA Tel 908.355.8900 Fax 908.355.8883

IMPORTER SECURITY FILING

BILL OF LADING NO.	ON BOARD DATE	
SHIPPER REF NO.	COUNTRY OF ORIGIN	
MANUFACTURER NAME		
MANUFACTURER Address		
CONTAINER Stuffing Location		
BUYER NAME		
BUYER ADDRESS		
SHIPPER NAME		
SHIPPER ADDRESS		
CONSOLIDATOR NAME		
CONSOLIDATOR ADDRESS		
IMPORTER OF RECORD	CONSIGNEE Federal ID No.	
ACTUAL OWNER OF GOODS		
HARMONIZED TARIFF		



PIBL's WORLDWIDE NETWORK OF AGENTS

Argentina

Global Logistic Transport SRL Billinghurst 1263 Piso 5° Of. B 1174 - Buenos Aires - Argentina

Contact: Juan Julio Villanueva Phone:0054-11-5275-6143 Fax: 54 11 4363-9351

E-mail: julio.villanueva@gltarg.com.ar

Australia

Agility Fairs & Events 32 Sky Road

Melbourne Airport VIC 3045, Australia

Contact: Fiona Ostoja Phone: 61-393303303 Fax: 61-393303337 E-mail:FOstoja@agility.com

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

Brazil

TTI Log International Logistics 137 Avenue Alexandr Mackenzie Sao Paolo, Brazil 05323-000

Contact: Marcos Krekovski Phone: (+55 11) 3716-3713

Fax: n/a

Email: MarcosKrekovski@ttilog.com.br

Canada

Phoenix Int'l Business Logistics, Inc 1201 Corbin Street Elizabeth, NJ 07201US

Contact: Roger Howell Phone: 908-355-8900 Fax: 908-355-8883

Email: rhowell@phoenixlogistics.com

China

APT ShowFreight Shanghai RM 901-2, Modern Plaza Tower 1 369 Xian Xia Road Shanghai, China 200336

Contact: Kelly Huo Phone: [86]21 6124 0090 Ext. 316 Fax: [86] 21 61240091

Email: kelly.huo@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

France

Global Exposition Services 161, rue de la belle Etoile - Bâtiment 2A 95943 ROISSY EN FRANCE

Contact: Mr. Jerome Perrin Phone: [33] 1-49195590 Fax: [33] 1-49195599

E-mail: jerome.perrin@globalexposervices.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

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

India

Fair Logistics Pvt Ltd – WTO Group Building No A-185, st Floor Str No–10, Road No 4, Mahipalpur, New Delhi 110037, India.

Contact: Amit Singh Phone #: +91-11-71859752 Mobile #: +91-9810292403

Indonesia

PT. Vissasa Parama Nati Duta Garden Square Blok A.9 Jl. Husein Sastranegara Tangerang 15124

Contact. Andi Mulyadi Phone: (62-21) 70767332 - 54370666 Fax: (62-21) 54370566 Email: andi@vissasa.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

Netherlands

Fairexx Logistics De Trompet 1540 Heemskerk, 1967 DB Netherlands

Contact: Paul Van Zijl Phone: 31-251250060 Fax: 31-251250065

E-mail: 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

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

Singapore

APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent #05-05, The Spire,Singapore 658079

Contact:Abdul Ghani Bin Zainolabiden Phone: 65-6499-8988

Fax: 65-6499-8989
Email: 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 Email:rob@aspiring.co.za

PIBL's WORLDWIDE NETWORK OF AGENTS

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

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

Taiwan

Trans-Link Exhibition Services Co., LTD RM5-2, 5Floor, No. 99 Chung Shan N. Rd Sec. 2 Taipei, Taiwan

Contact: Ms. Frances Lin Phone: 886-25811133 Fax: 886-25239449

Email: Frances@trans-link.com.tw

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

Turkey

Kita Transport Services Inc. Kocman No: 33 Gunesli Istanbul, Turkey 34212

Contact: Ayla Yildiz Phone: +90 212 410 00 40 FAX: +90 212 410 00 44 E-mail:project@kitalogistics.com.tr

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 Vietnam

APT Showfreight Vietnam Co., Ltd Unit 301, 3rd 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

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.

FREEMAN

FREIGHT SERVICES

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 Handing Agreement and labels will be available for pick up at the Freeman Service Center.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

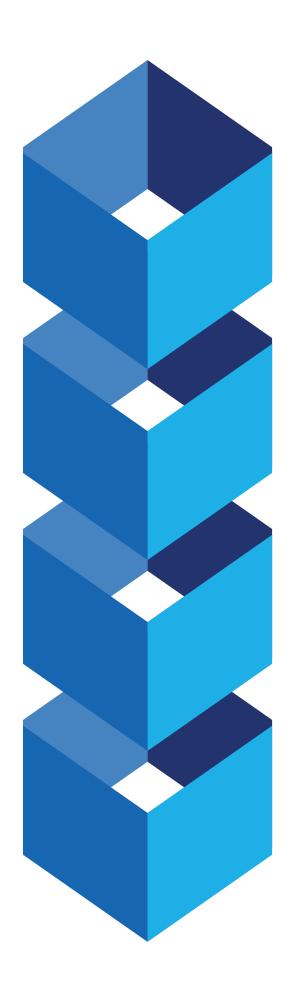
FREEMAN®

material handling simplified

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

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

It's just easier!





(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com



Outdoor Retailer Summer 2021

August 10-12, 2021 Colorado Convention Center Denver, Colorado

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

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 **JULY 7, 2021**.
- Warehouse address: Exhibiting Company Name / Booth #

Outdoor Retailer Summer 2021 C/O Freeman / Crane Freight 18100 E 40th Ave, Ste 10 Denver, CO 80011

 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 AUGUST 7, 2021.
- Show Site address: Exhibiting Company Name / Booth #

Outdoor Retailer Summer 2021 Colorado Convention Center

C/O Freeman 700 14th St Denver. CO 80202

Outbound:

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



(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com



Outdoor Retailer Summer 2021

August 10-12, 2021 Colorado Convention Center Denver, Colorado

MOBILE UNIT & VEHICLE SPOTTING

Important: Any display vehicle with an engine located on the meeting room or ballroom level of the convention center requires a FIRE PERMIT from Denver Fire Prevention. Permit application and \$75 payment per vehicle must be submitted, along with payment to:

Mark Brisse'/Colorado Convention Center

700 14th St Denver, CO 80202 303-228-8013

Please note, the \$75 per vehicle payment should be made out to "Denver Manager of Finance". If you are using a credit card for payment, please contact Mark to get processing information.

NOTE: APPPROVED FIRE PERMIT APPLICATION MUST ACCOMPANY THE FREEMAN VEHICLE SPOTTING FORM BEFORE IT WILL BE APPROVED/PROCESSED BY DEREK WATTS, FREEMAN.

** Anything larger than a standard size car, truck, or SUV <u>will not</u> fit on the street level or ballroom level of the Colorado Convention Center. The door access to these levels is only 8' x 8' and vehicles over 17' long may not fit. This includes trailers or vehicles pulling a trailer. Oversized vehicles or containers going into booths on the exhibit level may be required to arrive on the first day Freeman accesses the facility.

Exhibitors or agents with motorized/towed equipment 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. Exhibitors may drive their vehicles into and out of the exhibit areas or have Freeman supply an operator when available.

Any vehicle placed outside of the upper level exhibit hall (lobby, common areas) will incur an additional labor fee due to the special requirements associated with non-exhibit level placement. The minimum labor fee will be two men for one hour each for installation and two men for one hour each for dismantle. If labor in addition to the minimum is needed, it will also be charged.

Each vehicle shall comply with the following:

- 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.

ESTIMATE SPOTTING CHARGES

Description	Price per Unit	Number of Units	Total
Motorized/Towed Vehicles Spotting Fee (Round Trip)	\$242.75		\$

ESTIMATE LABOR CHARGES

	Date	Start Time	# of People (Minimum 2)	# of Hours (Minimum 1)	Total Hours (People x Hours)	Hourly Rate	Estimated Cost
Labor for Vehicle Placement						ST - \$71.50 OT - \$124.50 DT - \$176.00	\$
Labor for Vehicle Removal						ST - \$71.50 OT - \$124.50 DT - \$176.00	\$

LIST MOTORIZED/TOWED VEHICLE DIMENSIONS AND WEIGHT Please note: Specify pounds or kilograms, metric or imperial.

	Type of Vehicle	Weight	Length	Width	Height
Unit 1					
Unit 2					

REQUIREMENTS AND DETAILS

To schedule an appointment for your vehicle, or if you have any questions or changes, please contact Derek Watts. Exhibitors may be subject to supplemental charges if additional labor is required to clear aisles for access to the exhibitor booth.

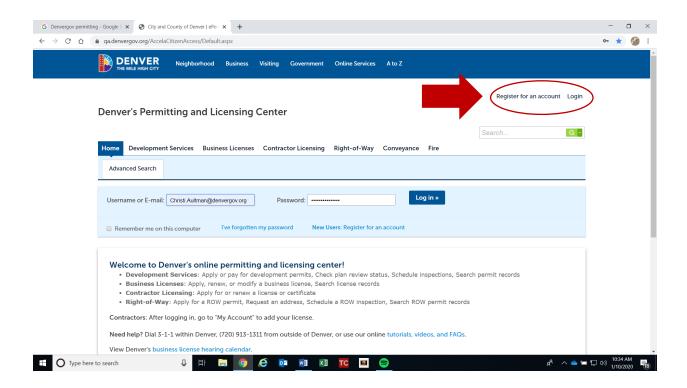
Derek Watts, Freeman Director of Freight Operations

Derek.Watts@freeman.com | 775-622-2197

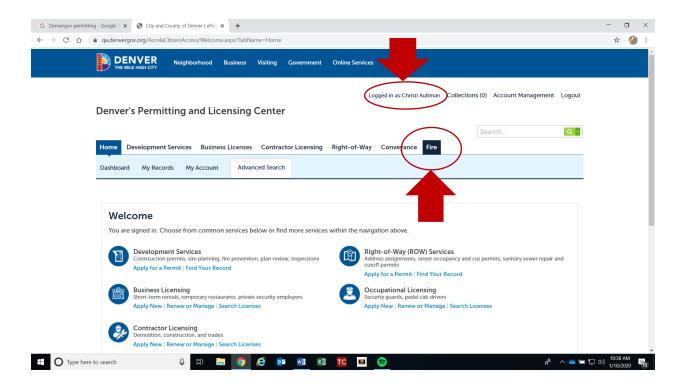
CITY AND COUNTY OF DENVER DENVER FIRE DEPARTMENT - FIRE PREVENTION & INVESTIGATION DIVISION

SPECIAL EVENT INFORMATION FORM/PERMIT FORM

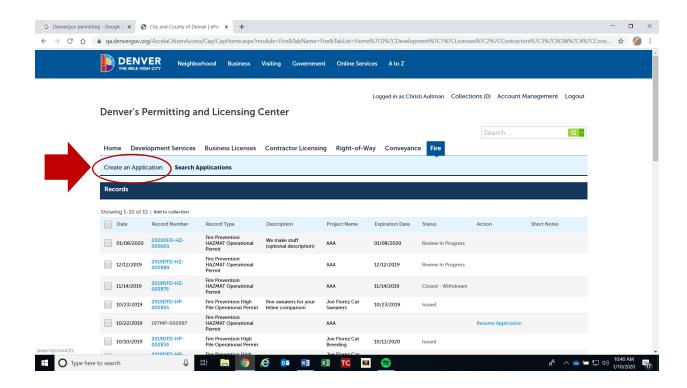
EVENT NAME	
EVENT DATE	EVENT BOOTH NUMBER
BUSINESS NAME	
BUSINESS REPRESENTATIVE_	PHONE
BUSINESS ADDRESS	
Remit Form and Paymer	nt ONLY if your exhibit includes one or more of the following:
Candles and Open Flame perm	
canada ana open i iamo penni	
	andles Lanterns Other
Describe Device	
Describe Use	
Describe Salety Frecautions	
	Dutana Distance Other
	ppane Butane Natural Gas Other
	r
Display Vehicle Permit fee: \$75	inorvahido:
Display Vehicle Femili lee. \$75	per venicie.
Number of Vehicles	
Location where vehicle will be dis	splayed
	do not possess fire, explosive or health hazards are <u>exempt</u> from special
use permits (although they will	I still need "knockover" protection). A few examples of associated gases
would be: carbon dioxide, n	itrogen, helium, and oxygen in small quantities. Facility Management
approval is required prior to us	
	n site in a setion will be done by the Fire Drevention and Investigation Division
	n-site inspection will be done by the Fire Prevention and Investigation Division h the Uniform Fire Code, my permit may be revoked without a refund.
	nt Permit has a Fee and is payable to the "Manager of Finance" ; the fee must
	Facility Management. See permit Fee schedule for applicable fee amount. All
fees double if application is sul	bmitted less than 14 days from the event.
Signature	Date
Cidilatuic	שמכ



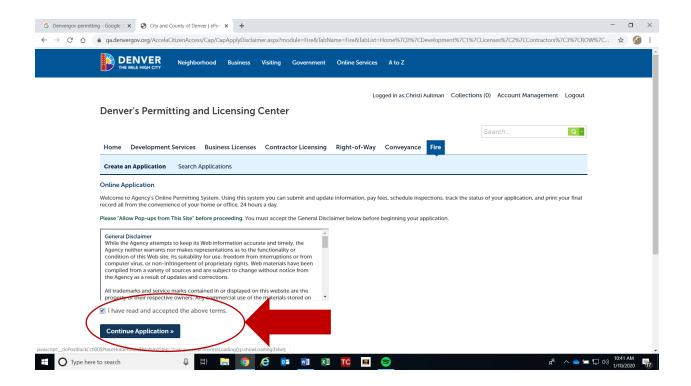
Step 1: Go to https://www.denvergov.org/AccelaCitizenAccess, and register for an account. Provide an email that you will use to receive permit update notifications.



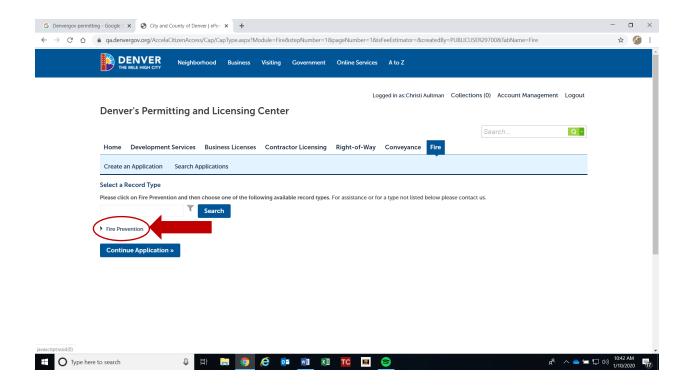
Step 2: Make sure you are logged in, then hover your cursor over the **Fire** tab and click on it.



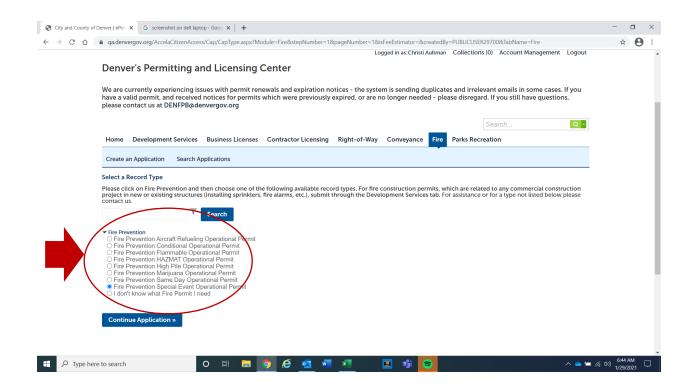
Step 3: In the blue field, click on **Create an Application**.



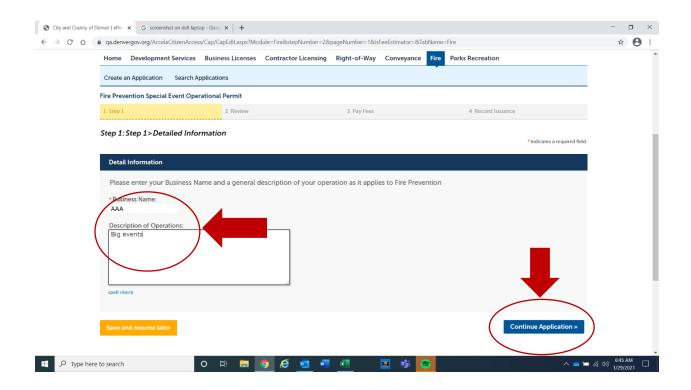
Step 4: Read the **General Disclaimer** and click the box indicating you have read. Then click on **Continue Application** to advance to the next step.



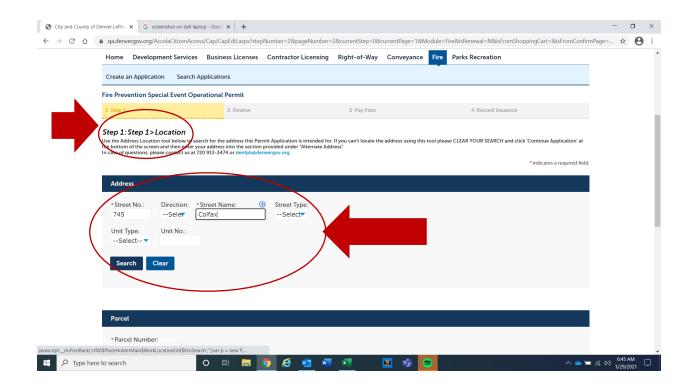
Step 5: Locate the text that reads **Fire Prevention** with a small arrow pointing to the right. Hover your cursor over the small arrow and click on it. This should expand a list of choices.



Step 6: Locate **Fire Prevention Special Events Operational Permit** in the list and select. Then click on **Continue Application** to advance to the next step.



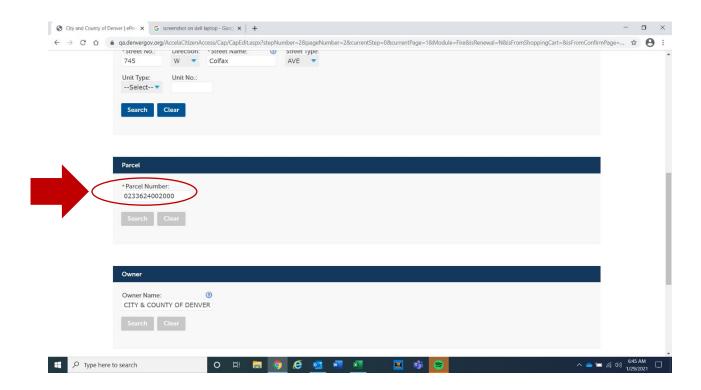
Step 7: Fill out your business name. All fields with a red asterisk are mandatory. Description of Operations is optional. Then click on **Continue Application** in the lower right corner to advance to the next page.



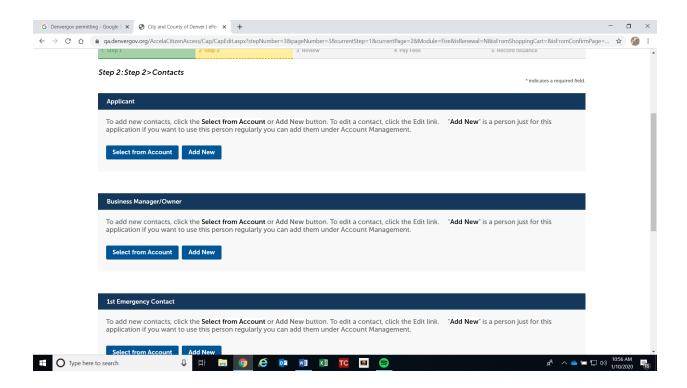
Step 8:

In the **Address** field, *type in the business street number and name only, and hit search. After a short wait, this should auto-populate the parcel and owner fields. You might be given a pop-up box with multiple choices, just pick the one that looks best. Then click on **Continue Application** to advance to the next screen.

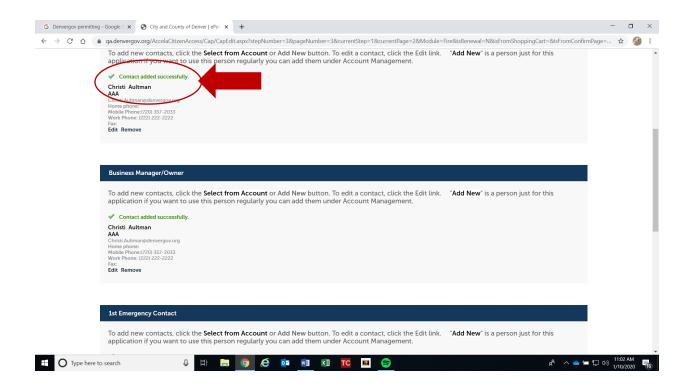
^{*}REMEMBER- You <u>only</u> need to type in the address numbers, and street name! **Do not** type in street direction (East, West, North, South) or Street Type (Avenue, Way, Boulevard, etc.) Do NOT type this in, **only** street numerical and street name/number.



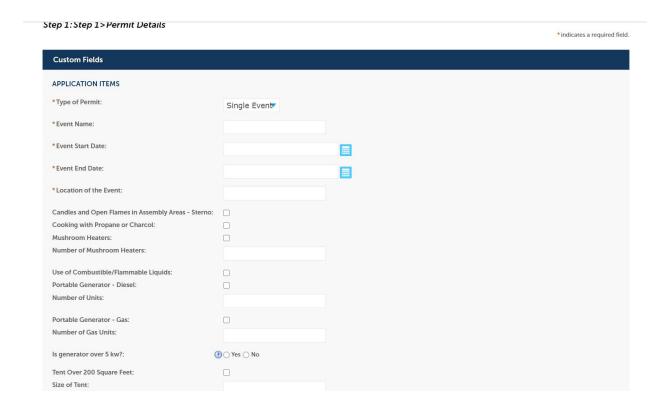
Step 9: Parcel number will auto-populate when you search by address number and street name only.



Step 10: On the Contacts page, you must fill out the first three fields- Applicant, Business Manager, and 1st Emergency Contact. If Manager and Owner are different, choose whichever contact you'd like. You may add an additional contact as 2nd Emergency Contact, this field is optional. All fields with red asterisks are mandatory fields. If you miss a mandatory field, you will be unable to advance to the next page. Select **Continue Application** in the bottom right corner of the page when you are done to advance to the next step.



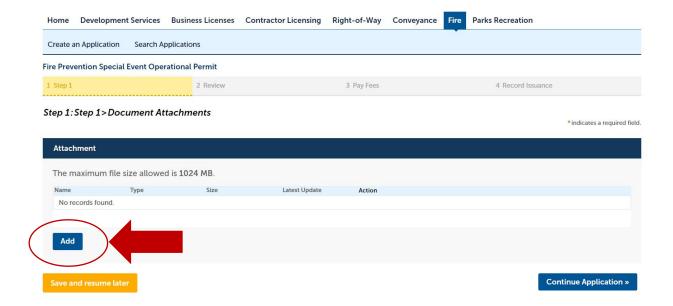
Step 11: When all contact info is added successfully, your page will look like this. Then you can advance to the next step.



Step 12: Fill out all fields relevant to your Special Event- *Type of Permit, Event Name, Event Start Date and End Date,* and *Location of the Event* are mandatory fields (marked with a red asterisk, you cannot advance in the application if these details are not complete). Provide all the relevant details, for example, if you have tents, you must provide the sizes, etc.

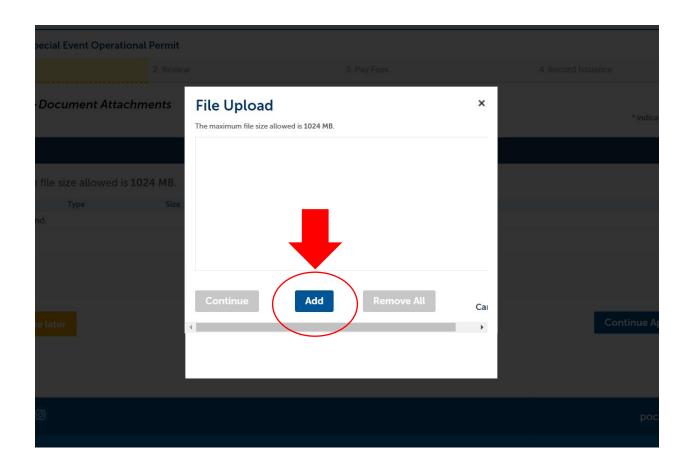
Tent Over 200 Square Feet:	
Size of Tent:	
Number of Tents:	
Canopy Over 400 Square Feet:	
Size of Canopy:	
Number of Canopies:	
Other:	
Other Description:	
PYROTECHNICS ITEMS	
Indoor/Outdoor Proximate Pyrotechnics:	
Temporary Heat - Electric or Propane:	
FireWorks:	
Propane Effects:	
Fogger(s)/Hazer(s):	
Fire Dancing:	
Save and resume later	Continue Application »

Step 13: Once you have filled out all relevant details, click on **Continue Application** in the lower right corner to advance to the next screen.

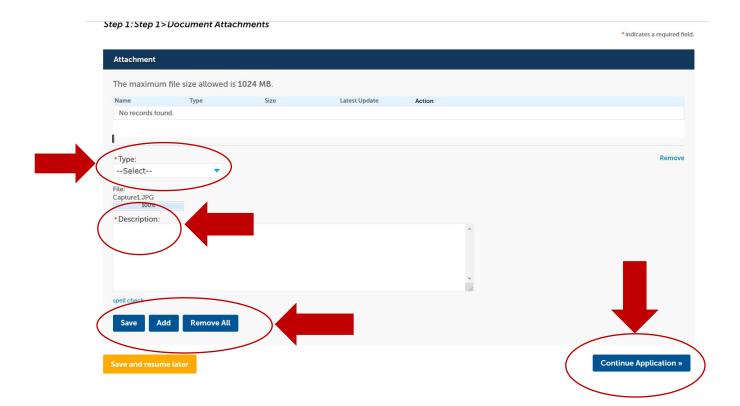


Step 14: This is where you will attach all documents needed for review such as Site Maps, Floor Plans, Copies of Licenses and Certifications, Proof of Flame Retardant Tent Materials, etc.

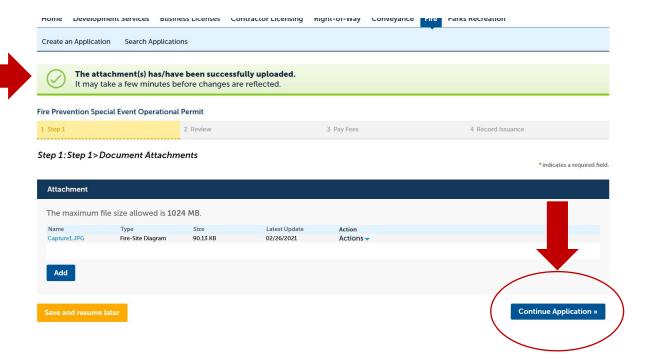
Click on blue Add button to upload documents.



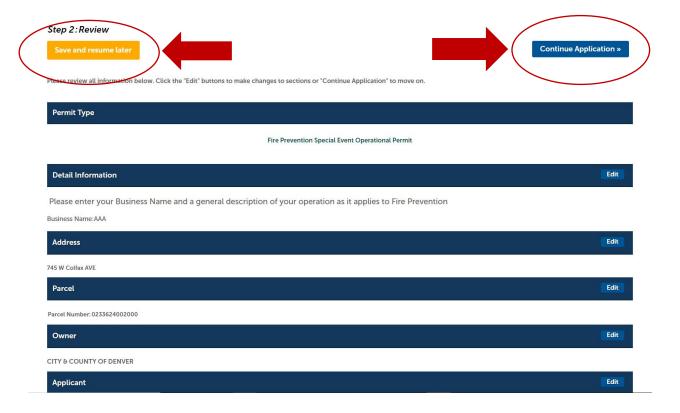
Step 15: This window will open up-click **Add** again in this field to upload documents.



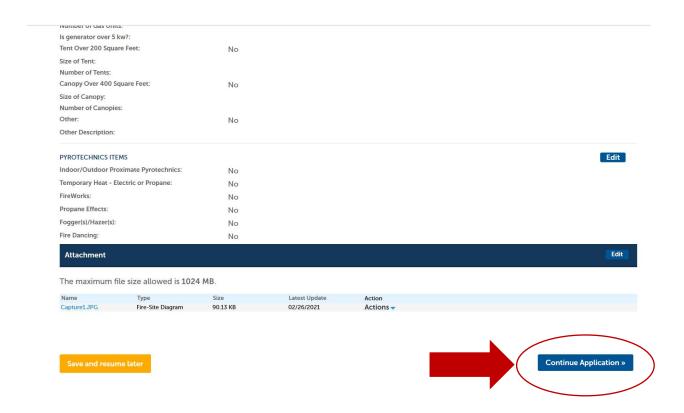
Step 16: Once you have attached the document, select document **TYPE** from the drop-down menu, then provide a brief **DESCRIPTION** in the field with the red asterisk, and click **Save**. Or, you can more documents, but you must remember to click **Save**. Click on **Continue Application** in the lower right corner to advance to the next page.



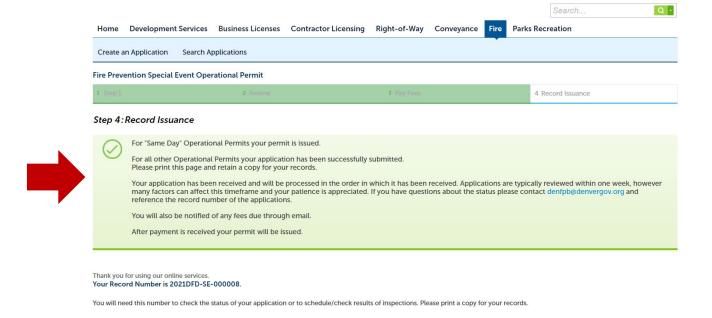
Step 17: This is what the page will look like when your documents are downloaded and saved correctly. Click on **Continue Application** in the lower right corner to advance to the next screen.



Step 18: Review the information you have provided. At any step in the application, you may elect to **Save and Resume Later**. This will save the data you have entered so you can just pick up from where you left off. To advance to the next step, click on **Continue Application** in the upper right and/or lower right corner of the screen.



Step 18 cont.: Review all information to confirm it is correct before you submit.



Step 19: Your application has been submitted for review by the Special Events group. You will receive email notifications regarding any status update or change to your application. These will come from info@denvergov.org, do not delete them or send them to your junk/spam folder, as they contain important information regarding your permit. You will be emailed a link to pay permit fees and will be emailed a copy of your permit once payment has been posted. Please direct general questions to: DENFPB@denvergov.org. Please direct Special Events specific questions to: SpecialEventsDFD@denvergov.org.





Outdoor Retailer Summer 2021

August 10-12, 2021 Colorado Convention Center Denver, Colorado

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.

Labor jurisdictions prohibit the use of commercial dollies, flat trucks, pallet jacks, or other mechanical equipment as shown on Hand Carry Information. Cart service is available for POV exhibitors who are unable to hand carry their booth properties and merchandise. Please refer to the Labor Jurisdictions for additional information.

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

RATES:

This service is available at a one-way trip rate of \$27.75 per trip (from the dock to the booth or the booth to the dock).

DIRECTIONS:

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

AVAILABILITY:

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

<u>Move-In</u>			<u>Move-Out</u>		
Saturday	August 7	8:00 a.m 5:00 p.m. *	Thursday	August 12	4:00 p.m 11:59 p.m.
* 20' x 20' l	Booths & Large	er Only	Friday	August 13	8:00 a.m 5:00 p.m.
Sunday	August 8	8:00 a.m 6:00 p.m.	Saturday	August 14	8:00 a.m 12:00 p.m. **
Monday	August 9	8:00 a.m 7:00 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:









VEHICLES THAT DO NOT QUALIFY:











Trailer Commercial Van

Rentals

Bobtail

Stakebed





Outdoor Retailer Summer 2021

August 10-12, 2021 Colorado Convention Center Denver, Colorado

POV MAP & DIRECTIONS

Hand Carry and POV's are intended for exhibitors only. Exhibiting companies may hand carry their own materials into the facility. However, the use of flat trucks, pallet jacks, or other mechanical equipment is not permitted. You have 30 minutes to unload and one person must remain with the vehicle at all times. If your vehicle is left unattended at any time, it will be ticketed and/or towed. Please check in to get an unloading pass and be prepared with your booth number and your exhibitor badge. If you do not receive your badge prior to arriving, you will be asked to check in at Exhibitor Registration before unloading.

• A "POV" is any vehicle that is primarily designated to transport passengers and not cargo or freight. Included in this category (for this show) are: a pick-up truck, passenger van, SUV, taxi, or a box truck less than 17' in length.

Street Level POV Area - Welton Street - Areas 1 and 2

Please note: Vehicles parked at any bagged meters are subject to ticketing by the city of Denver.

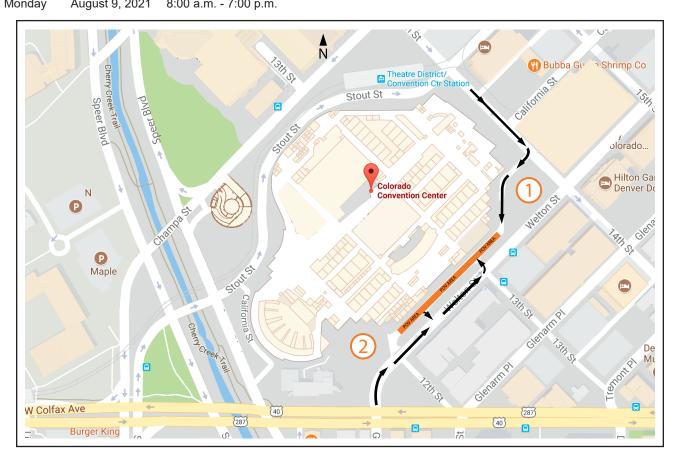
South-Bound 14th Street Directions (Area 1)

Driving on South-bound 14th Street, turn right just past California Street but before Welton Street into the bus lane that runs under the Colorado Convention Center and follow the signs to POV Area 1.

East-Bound or West-Bound Colfax Directions (Area 2)

From East or West-bound Colfax Avenue, turn onto Welton Street and follow the signs to POV Area 2.

	<u>Move-In</u>			<u>Move-Out</u>
Saturday	August 7, 2021	8:00 a.m 5:00 p.m. *	Thursday	August 12, 20216:00 p.m 11:59 p.m.
* 20' x 20	Booths & Larger	Only	Friday	August 13, 20218:00 a.m 5:00 p.m
Sunday	August 8, 2021	8:00 a.m 6:00 p.m.	Saturday	August 14, 20218:00 a.m 12:00 p.m.
Monday	August 9, 2021	8:00 a.m 7:00 p.m.		



^{**} All non POV truck drivers delivering freight must check in at the Marshalling Yard before going to the Colorado Convention Center.





Outdoor Retailer Summer 2021

August 10-12, 2021 **Colorado Convention Center** Denver, Colorado

HAND CARRY INFORMATION

What is Hand Carry?

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

What does Hand Carry include?

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.







What does Hand Carry not include?

Hand carry does not include the use of commercial dollies 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).

The use of commercial dollies as shown below is prohibited.







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.

Please refer to the Freeman POV & Cart Service form if your items are over 300 pounds or require a cart or dolly to get to your booth.





Outdoor Retailer Summer 2021

August 10-12, 2021 Colorado Convention Center Denver, Colorado

STORAGE INFORMATION

Freeman is offering special storage rates for your exhibit from Outdoor Retailer Summer 2021 to the following shows:

- Outdoor Retailer Summer 2022
- Outdoor Retailer Snow Show 2022

Our year-round storage has never been easier or more affordable. Freeman works directly with you to streamline the process and store your exhibit with ease.

The Freeman Storage advantage:

- First on show floor for all shows
- Convenient storage services pre-show, at show site and post-show
- · Safe, sustainabile, and affordable way to exhibit year-round
- All-inclusive pricing and convenient invoicing

For a free quote, contact us today at ExhibitorSupport@freeman.com or (888) 508-5054.

FREEMAN

(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com



Outdoor Retailer Summer 2021

August 10-12, 2021 Colorado Convention Center Denver, Colorado

	OWNER OF MATERIALS		
COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
CONTACT NAME:	PHONE #:		
E-MAIL ADDRESS:	FAX #:		
	HOLD FOR		
SHOW:	COMMENTS:		
	RATES AND CHARGES		
DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM CHARGE (1000 lbs)	TOTAL
Storage (monthly)	\$6.40 per cwt (cwt @ 6.40 per cwt)	\$64.00	\$
Handling Rate (one time charge)	\$8.10 per cwt (cwt @ 8.10 per cwt)	\$81.00	\$
Returned Shipments (one time charge)	\$18.75 per cwt (cwt @ 18.75 per cwt)	\$187.50	\$
TOTAL			\$

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.

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 acu 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 trailers 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 neglig

ACCEPTANCE: I have read, understood and agree to be bound by the Terms and Conditions 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:





NAME OF SHOW:	Outdoor Retailer Summe	r 2021 / Augus	st 10-12, 2021	
COMPANY NAME:		ВС	OOTH #:	
CONTACT NAME :		PH	IONE #:	
E-MAIL ADDRESS :				
	For fast, eas	y ordering, g	o to <u>www.freem</u>	an.com/store.
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	schedule your outbound shipmen appear on your Freeman invoice		Carrier I	
•	Freeman will make arrangeme		_	Phone:
	Arrangements for pick-up by oth			
Select a Leve	l of Service:			
☐ 2 Day	Delivery next business day Delivery by 5:00 PM second ed: Delivery within 3-5 busine	-	☐ Standard Gro☐ Specialized: F	und Pad wrapped, uncrated, or truckload
Select Shipme	ent Options (if applicable)			
☐ Inside ☐ Pad w ☐ Do no	rap required t stack		☐ Lift gate requi☐ Air ride requir☐ Residential	
Select Desired	Number of Labels:			return completed the Meterial Handling

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

FREEMAN RUSH

DO NOT DELAY

RECEIVING DAT	E BEGINS: JULY 7, 2	2021	·	RECEIVING DATE	BEGINS: JULY	7, 2021	
DEADLINE DAT	E IS: JULY 30,	2021		DEADLINE DATE	IS: JULY	30, 2021	
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	 THE	ABOVE LABELS	ARE PRO	VIDED FOR YOUR (ONVENIENCE.		

PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

DO NOT DELAY

FREEMAN

FREEMAN

CANNOT DELIVER BEFORE AUGUST 6, 2021

TO:

EXHIBITOR NAME

C/O: FREEMAN

COLORADO CONVENTION CENTER

700 14TH ST

DENVER, CO 80202

SHOW SITE

(459327)

EVENT: Outdoor Retailer Summer 2021

BOOTH NO: _____ NO. ___ OF ___ PCS | BOOTH NO: ____ NO. ___ OF ___ PCS

CANNOT DELIVER BEFORE AUGUST 6, 2021

TO:

EXHIBITOR NAME

CO: FREEMAN

COLORADO CONVENTION CENTER

700 14TH ST

DENVER, CO 80202

SHOW SITE

(459327)

EVENT: Outdoor Retailer Summer 2021

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

FREEMAN RUSH

DO NOT DELAY

RECEIVING DAT	E BEGINS: JULY	7, 2021		RECEIVING DATE	BEGINS: JULY 7	, 2021	
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FREEMAN

DO NOT DELAY

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





DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

NAME OF SHOW:	Outdoor Retailer Summer 2021 / August 10-12, 2021
COMPANY NAME:	BOOTH#:
CONTACT NAME:	PHONE #:
E-MAIL ADDRESS:	

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

BOOTH DRAPE

PLEASE COMPLETE IF YOU HAVE AN ISLAND OR PENINSULA BOOTH AND YOU REQUIRE BOOTH DRAPE.

Inline booths are not required to submit the form as back and side drape will automatically be supplied to inline booths.

Please note that each space will be provided with 8' high black back drape and 3' high black dividers in limited quantities. To receive complimentary booth drape, the below information must be submitted prior to the first day of exhibitor move-in.

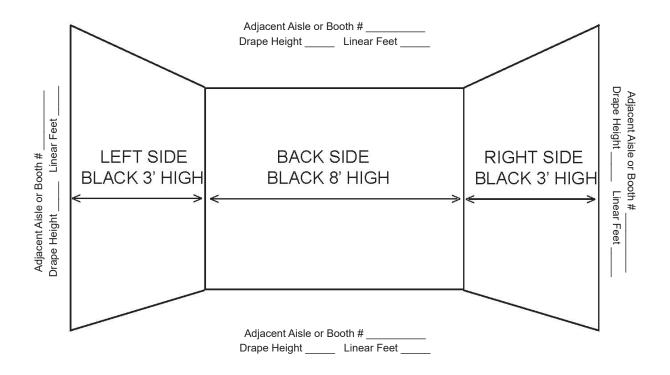
Orders placed on site will be subject to one hour installation labor charges.

Please indicate on the diagram below the set location of the drape, the drape height and the linear footage.

Please provide surrounding aisle and/or booth numbers, particularly for island booths.

Please advise what date the drape should be set:

BACK DRAPE AND SIDE DIVIDERS Please indicate location, drape height and linear footage of draping.



Exhibitor support

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

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

Make Freeman® Trade Show Furnishings your furniture solution.





Furnishings Brochure



Comfortableand 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





Bowery Swivel Chairs & Sedona C-Tables

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

Top Design Tips

for Tradeshow Booths.

10.

Provide a Pop!

Colorful furnishings attract attention and help reinforce brand themes.



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



Charge it!

Powered tables and seating encourages clients to linger in the booth and recharge.





Communal tables help facilitate networking opportunities and build connections.





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





Creature Comforts.

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





Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.





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



Level the field!

Low and casual seating makes clients more comfortable and open to learning.





Demo Down.

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

Complete The Look Of Your Exhibit Space

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



The Showcase 10'x10' booth package

is designed for exhibitors with small, high value items to display. Multiple cabinets elevate your products and make it easy to catch the eye of attendees.

Shown here with Zoey Barstools



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**

4 | Freeman.com/store Freeman.com/store | 5

Power Up In Style.



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.







Powered Tables





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

B) 820955 (white top)

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

Take Charge.



Powered Tables

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



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



Powered Tech Desk



Denotes AC and USB charging outlets

Powered Locking Pedestal

A) 85061 24"L 24"D 36"H **B) 85063** 24"L 24"D 42"H

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.)

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

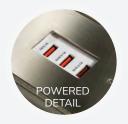
C) 84080 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H

Take Charge.



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





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



Soft Seating Collections



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



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



KEY LARGO

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

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

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

Soft Seating



Create Engaging Booth Environments



Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

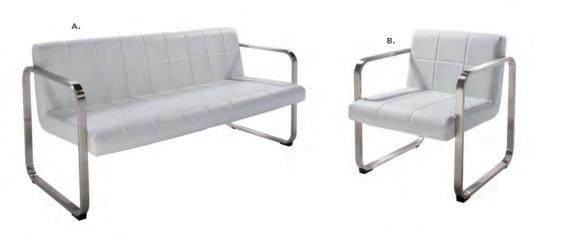
Soft Seating Collections





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



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



NAPLES 🏖

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

B) 830119 Sofa

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

810120 (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!



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)







Accent Chair Styles

Montreal 81031 Chair

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









Lena 81036 Chair

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



(gray fabric) 22.5"L 27"D 28.5"H B) 81035

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

A) 810151 Munich Armless Chair

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





Madrid

810816 Chair

(white, chrome) 30"L 30"D 31"H







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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.



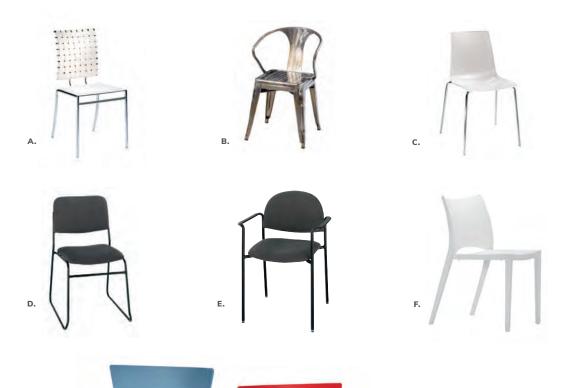
LAGUNA C) 810861 Chair (maple, chrome) 18"L 19"D 34"H

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





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 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

20.5"L 19"D 30.5"H



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 $^{\text{TM}}$ (gray) 18"W X 17.75"L X 33"H



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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)

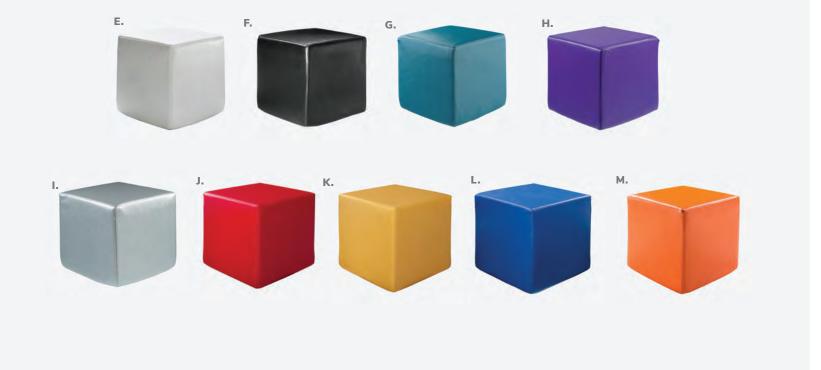
I) 81533 (silver vinyl)

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)

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

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Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

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





Marche Swivel Ottomans





Marche Swivel Ottomans 17" RND 18"H

A) 815150 (white vinyl)

B) 815154 (red fabric) C) 81539

(Ivory Faux Sheep Fur) **D) 815158**

(pear yellow fabric)

E) 815156 (plum fabric) **F) 815159** (blue fabric)

G) 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)

O) 81541 (teal velve) **P) 81542**

(distressed brown vinyl)

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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.



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



Styles & Shapes



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

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Available in Power

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

Customize and Create

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





Mix & Match

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



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 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

Café Tables Standard Black Base 30" RND 29"H A) 8201220 (white) also available

820265 (Madison/gray 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)



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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



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



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



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.





BRUSHED YELLOW

GREEN

ORANGE

Style & Design

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



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)

820913 (orange) **820914** (brushed yellow)

820930 (blue) 820932 (wood)

8201236 (black)

36" RND 45"H

820125 (white) **8201211** (graphite nebula) **8201205** (maple)

8201240 (black)

Barstools

LIFT Barstools

15" RND 23-33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black 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.

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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









Conference Tables

42" Round Coference Table

A) 820708 (white laminate) B) 820260 (Madison/gray acajou)





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

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Conference Tables



Black Rectangular Conference Table



Executive Seating





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.







Communal and Powered Tables

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



Bar Tables

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



Café Tables



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.





Ventura Powered Bar Tables

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)

Ventura Powered Café Tables

72.25"L 26.25"D 30"H (silver frame) **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)

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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



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



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 Bar

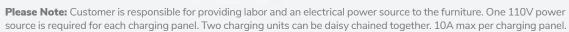
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



















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.

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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

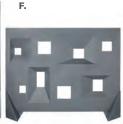
(blue top, chrome hydraulic base) 30" RND 45"H

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

Product Kiosk & Display

A) 75032

Display Cube-Large (black) 24"W X 24"L X 42"H

B) 75031

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

C) 75030 Display Cube-Small

(black) 12"W X 12"L X 42"H



Stanchions & Signage

A) 220121 Chrome Stanchion

w/ 8' Retractable Belt (black, belt) 42"H

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





Draped or Undraped Tables & Counters

Table Drape Colors



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



Sizing Chart*

24"D X 30"H | Tables Draped 24"D X 4

 124330
 Tables Draped
 3'L x 24"D x 30"H

 124430
 Tables Draped
 4'L x 24"D x 30"H

 124630
 Tables Draped
 6'L x 24"D x 30"H

 124830
 Tables Draped
 8'L x 24"D x 30"H

24"D X 30"H | Tables Undraped

 125330
 Tables Undraped
 3'L x 24"D x 30"H

 125430
 Tables Undraped
 4'L x 24"D x 30"H

 125630
 Tables Undraped
 6'L x 24"D x 30"H

 125830
 Tables Undraped
 8'L x 24"D x 30"H

24"D X 42"H | Counter Draped

 124342
 Counter Draped
 3'L x 24"D x 42"H

 124442
 Counter Draped
 4'L x 24"D x 42"H

 124642
 Counter Draped
 6'L x 24"D x 42"H

 124842
 Counter Draped
 8'L x 24"D x 42"H

24"D X 42"H | Counter Undraped

 125342
 Counter Undraped
 3'L x 24"D x 42"H

 125442
 Counter Undraped
 4'L x 24"D x 42"H

 125642
 Counter Undraped
 6'L x 24"D x 42"H

 125842
 Counter Undraped
 8'L x 24"D x 42"H

4th Side | Table Draped 30"

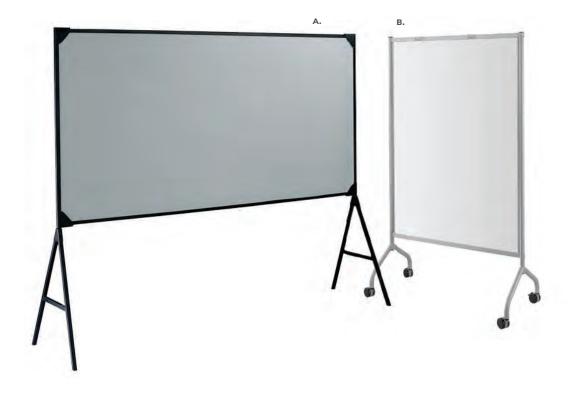
12404630 Drape Table 4th Side **6'** X 30" **12404830** Drape Table 4th Side **8'** X 30"

4th Side | Table Draped 42"

12404642 Drape Table 4th Side **6'** X 42" **12404842** Drape Table 4th Side **8'** X 42"



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.

<u>Click</u> 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

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Safety Dividers

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

Personalize here

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

Also available in opaque and personalization available. 85052 Divider Single Sided Graphic 85053 Divider Single-Sided Graphic 85090 Divider Double-Sided Graphic



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

Also available in opaque and personalization available.

Please Note:

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



85055 Freestanding Wall Plus

(silver, clear) 40"L 9"D 72"H

Also available in opaque and personalization available.

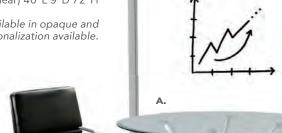
85056 Panel Single-Sided Graphic 85057 Panel Single-Sided Graphic 85058 Panel Double-Sided Graphic

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

Also available in opaque and personalization available.

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

Also available in opaque and personalization available.



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

A) Atomic Round Tables

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





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









Miramar Dividers

85043 (harvest yellow) **85042** (burgundy) **85041** (gray)

Vertical: 63"L 23"D 83"H Horizontal: 83"L 23"D 63"H



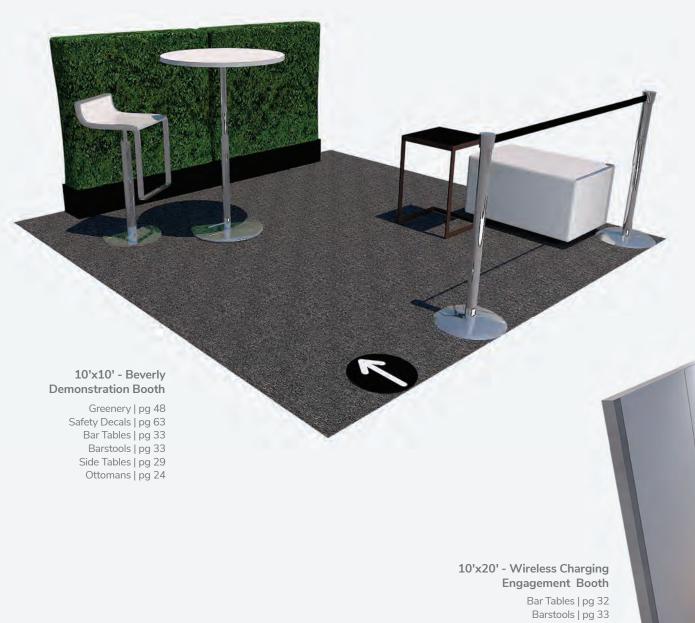
C) 810861 Laguna Chair (maple, chrome) 18"L 19"D 34"H



Health & Safety

Stanchions & Booth Design

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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

Charging Tables | pg 11 Ottomans | pg 22

Health & Safety

Safety & Directional Signage

10'x10' - Atherton

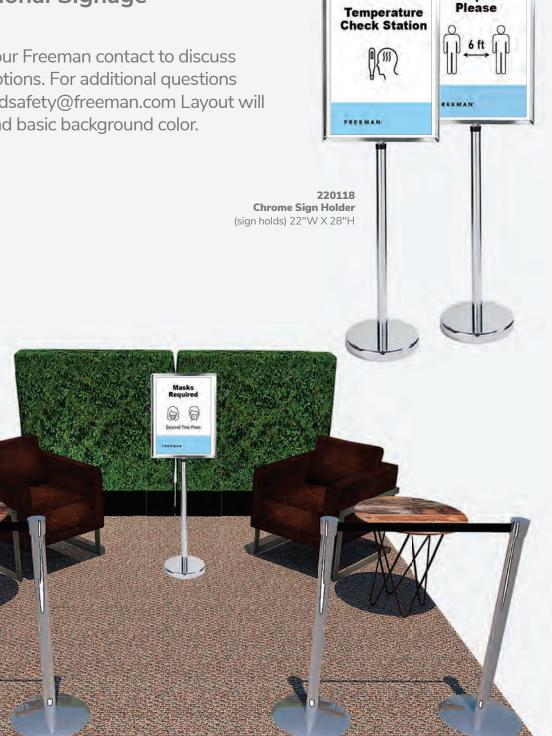
Accent Chairs | pg 16

Side Tables | pg 29

Greenery | pg 48

Conversation Booth

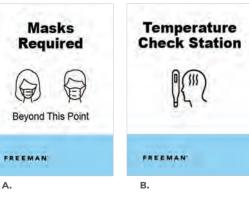
Please reach out to your Freeman contact to discuss suggested use and options. For additional questions please email healthandsafety@freeman.com Layout will include YOUR logo and basic background color.



6' Apart

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.





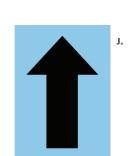






STAND HERE





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

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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

1510100 Clear Barrier with graphic

Personalize here

Also available in opaque and personalization available.

Please Note:

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

FREEMAN



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ONLINE PRICE DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

NAME OF SHOW:	Outdoor Retailer Summer 2021 / August 10-12, 2021
COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:
E-MAIL ADDRESS	

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		SOF	T SEATING			
Vaples (Group - Blac	•				
	810119	Chair	691.60	760.75	968.25	
	830120	Loveseat	926.95	1,019.65	1,297.75	
	830119	Sofa	1,032.00	1,135.20	1,444.80	
Munich	Group - Gra	ay Fabric				
	810151	Armless Chair	508.85	559.75	712.40	
Baja Gro	up - White	Vinyl				
	81050	Chair	580.40	638.45	812.55	
	83020	Loveseat	617.45	679.20	864.45	
	83019	Sofa	909.80	1,000.80	1,273.70	
/alencia	- Velvet					
	810180	Chair - Spice Orange	386.85	425.55	541.60	
	83045	Sofa - Coffee Brown	581.45	639.60	814.05	
ey Larg	 jo Group - I	Black Fabric			_	
	830950	Loveseat	782.85	861.15	1,096.00	
	830951	Sofa	865.65	952.20	1,211.90	
	810950	Chair	617.40	679.15	864.35	
llegro (Group - Blu	e Fabric				
	81019	Chair	554.55	610.00	776.35	
	83015	Sofa	887.25	976.00	1,242.15	
airfax C	Froup - Whi	•				
	_	Chair	520.75	572.85	729.05	
	830949	Sofa	831.15	914.25	1,163.60	
Palm Be	ach - White	Vinyl				
	83040	Sofa	663.80	730.20	929.30	
Sterling	Group - Gra	ay Fabric				
	81037	Chair	712.00	783.20	996.80	
	8309	Sofa	1,062.00	1,168.20	1,486.80	

	CASUAL SEATING								
Ottomans									
	815122	Endless Square - White Vinyl	445.40	489.95	623.55				
	815123	Endless Square - Black Vinyl	445.40	489.95	623.55				
	815953	Endless Curve - White Vinyl	644.95	709.45	902.95				
	815952	Endless Curve - Black Vinyl	644.95	709.45	902.95				
	81518	Vibe Cube - Blue Vinyl	122.90	135.20	172.05				
	81519	Vibe Cube - Red Vinyl	122.90	135.20	172.05				
	81525	Vibe Cube - Orange Vinyl	122.90	135.20	172.05				
	81517	Vibe Cube - Yellow Vinyl	122.90	135.20	172.05				
	81530	Vibe Cube - Black Vinyl	122.90	135.20	172.05				
	81531	Vibe Cube - White Vinyl	122.90	135.20	172.05				
	81532	Vibe Cube - Steel Blue Vinyl	122.90	135.20	172.05				

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Qty Part #	Description	Online Price	Discount Price	Standard Price	Total
ttomans (continu	ied)				
81533	Vibe Cube - Silver Vinyl	122.90	135.20	172.05	
81534	Vibe Cube - Purple Vinyl	122.90	135.20	172.05	
81535	Vibe Cube -Citrus Green Vinyl	122.90	135.20	172.05	
81536	Vibe Cube - Taupe Vinyl	122.90	135.20	172.05	
81537	Vibe Cube - Spice Orange Vinyl	122.90	135.20	172.05	
81538	Vibe Cube - Desert Rose Vinyl	122.90	135.20	172.05	
815151	Marche Swivel - Gray Fabric	325.20	357.70	455.30	
815154	·	325.20	357.70	455.30	
815159	Marche Swivel - Blue Fabric	325.20	357.70	455.30	
815152		325.20	357.70	455.30	
815157		325.20	357.70	455.30	
815158		325.20	357.70	455.30	
	Marche Swivel - Plum Fabric	325.20	357.70	455.30	
815153	, ,	325.20	357.70	455.30	
815155		325.20	357.70	455.30	
815150	Marche Swivel - White Vinyl	325.20	357.70	455.30	
815160	Marche Swivel - Orange Fabric	325.20	357.70	455.30	
81540	Marche Swivel - Forest Green Vinyl	325.20	357.70	455.30	
81541	Marche Swivel - Teal Velvet	325.20	357.70	455.30	
81542	Marche Swivel - Distressed Brown Vinyl	325.20	357.70	455.30	
81543	Marche Swivel - Black Vinyl	325.20	357.70	455.30	
81539	Marche Swivel - Ivory Faux Sheep Fur	325.20	357.70	455.30	
everly Bench Otto	omans				
81550	Black Vinyl	432.20	475.40	605.10	
81551	Brown Fabric	432.20	475.40	605.10	
81552	Gray Fabric	432.20	475.40	605.10	
81553	Linen Fabric	432.20	475.40	605.10	
81554	Ocean Blue Fabric	432.20	475.40	605.10	
81555	Red Fabric	432.20	475.40	605.10	
81556	White Vinyl	432.20	475.40	605.10	
everly Small Bend	ch Ottomans				
81560	Black Vinyl	214.00	235.40	299.60	
81561	Blue Fabric	214.00	235.40	299.60	
81562	Brown Fabric	214.00	235.40	299.60	
81563	Green Fabric	214.00	235.40	299.60	
81565	Linen Fabric	214.00	235.40	299.60	
81568	Red Fabric	214.00	235.40	299.60	
81569	White Vinyl	214.00	235.40	299.60	
81566	Lavender Fabric	214.00	235.40	299.60	
81567	Orange Fabric	214.00	235.40	299.60	
81564	Gray Fabric	214.00	235.40	299.60	
81570	Yellow Fabric	214.00	235.40	299.60	
ccent Chairs					
71089	Black Diamond Side Chair	87.85	96.65	123.00	
71090	Black Diamond Arm Chair	92.80	102.10	129.90	
810861	Laguna Chair - Maple/Chrome	145.65	160.20	203.90	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ccent Cl	hairs (con	itinued)				
	810816	Madrid Chair - White Vinyl/Chrome	891.70	980.85	1,248.40	
	810948	Meeting Chair - White Vinyl	427.75	470.55	598.85	
	810164	Marina Chair - White Vinyl	158.70	174.55	222.20	
	810160	Marina Chair - Black Vinyl	158.70	174.55	222.20	
	810161	Marina Chair - Brown Fabric	158.70	174.55	222.20	
	810162	Marina Chair - Ocean Blue Fabric	158.70	174.55	222.20	
	810163	Marina Chair - Red Fabric	158.70	174.55	222.20	
	810131	Malba Chair - Gray Molded Plastic	144.50	158.95	202.30	
	810130	Malba Chair - Green Molded Plastic	141.20	155.30	197.70	
	810846	Christopher Chair - White Vinyl/Chrome	176.90	194.60	247.65	
	- 810851		226.60	249.25	317.25	
	810841	Rustique Chair - Gunmetal	176.90	194.60	247.65	
	810837	Razor Armless Chair - White High Density Plastic	137.30	151.05	192.20	
	810875	Swanson Swivel Chair - White Vinyl	333.25	366.60	466.55	
	81083	Blade Chair - Sky Blue	87.65	96.40	122.70	
	81082	Blade Chair - Red	87.65	96.40	122.70	
	81093	Lucent Chair - Frosted Acrylic	220.35	242.40	308.50	
	810145	Wentworth Chair - Brown Vinyl	281.90	310.10	394.65	
	81024	Atherton Chair - Brown Leather	414.00	455.40	579.60	
	81034	Bowery Chair - Yellow Fabric	388.00	426.80	543.20	
	81035	Century Chair - Gray Velvet	436.00	479.60	610.40	
	81036	Lena Chair - Green Leather	350.00	385.00	490.00	
	81031	Montreal Chair - Blue Fabric	498.00	547.80	697.20	
	81032	Pasadena Chair - White Plastic	280.00	308.00	392.00	
	81038		336.00	369.60	470.40	
	•	Tech Chair - Gray Vinyl				
	81039	Tech Tablet Chair - Gray Vinyl	346.00	380.60	484.40	
ecutive	Seating					
	71045	Gray Gaslift Chair Without Arms	179.15	197.05	250.80	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric	438.15	481.95	613.40	
	810175	Genesis Chair - Black	418.90	460.80	586.45	
	810844	Pro Executive High Back Chair - White Vinyl	399.10	439.00	558.75	
	810946	Pro Executive High Back Chair - Black Vinyl	427.75	470.55	598.85	
	810945	Pro Executive Mid Back Chair - White Vinyl	531.10	584.20	743.55	
	810944	Pro Executive Mid Back Chair - Black Vinyl	521.10	573.20	729.55	
	810947	Pro Executive Guest Chair - Black Vinyl	555.25	610.80	777.35	
	-	Cupertino Mid Back Chair - Black Vinyl	485.30	533.85	679.40	
	-	Supervision and Busic Chair Black Finghton	100.00	000.00		
rstools						
	71088	Black Diamond Stool	62.90	69.20	88.05	
	71047	Gray Gaslift Stool without Arms	206.85	227.55	289.60	
	810860	Laguna Barstool - Maple/Chrome	183.40	201.75	256.75	
	210109	Limerick® Stool by Herman Miller	82.10	90.30	114.95	
	810872	Lift Barstool - Gray VinylChrome	231.80	255.00	324.50	
	810873	Lift Barstool - Red Vinyl/Chrome	231.80	255.00	324.50	
	810871	Lift Barstool - Black Vinyl/Chrome	231.80	255.00	324.50	
	810870	Lift Barstool - White Vinyl/Chrome	231.80	255.00	324.50	
	810103	Banana Barstool - White Vinyl/Chrome	181.15	199.25	253.60	

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ty	Part #	Description	Online Price	Discount Price	Standard Price	Total
rstool	s (continue	ed)				
	810104	Banana Barstool - Black Vinyl/Chrome	181.15	199.25	253.60	
	810850	Zenith Barstool - White/Chrome	226.60	249.25	317.25	
	810840	Zoey Barstool - White Vinyl/Chrome	349.20	384.10	488.90	
	810848	Christopher Barstool - White Vinyl/Chrome	317.35	349.10	444.30	
	810202	Shark Swivel Barstool - White Plastic/Chrome	372.30	409.55	521.20	
	810839	Rustique Barstool - Gunmetal	176.90	194.60	247.65	
	81080	Blade Barstool - Red	175.00	192.50	245.00	
	81081	Blade Barstool - Sky Blue	175.00	192.50	245.00	
	81092	Lucent Barstool - Frosted Acrylic	234.50	257.95	328.30	
	— 810135	Task Stool - Black Fabric	194.25	213.70	271.95	
	— 81026	Marina Barstool - Ocean Blue	234.00	257.40	327.60	
	— 81027	Marina Barstool - Black Vinyl	234.00	257.40	327.60	
	81028	Marina Barstool - Brown Fabric	234.00	257.40	327.60	
	81029	Marina Barstool - Red Fabric	234.00	257.40	327.60	
	- 81029 81030	Marina Barstool - Red Pabric	234.00	257.40	327.60	
	— Gloso Fables & Co	•	234.00	237.40	327.00	
		Tables are 24" wide Blue □ White □ Gray □ Red				
	124330	Draped Table 3'L x 30"H	63.25	69.60	88.55	
	124430	Draped Table 4'L x 30"H	81.80	90.00	114.50	
	124630	Draped Table 6'L x 30"H	100.15	110.15	140.20	
	124830	Draped Table 8'L x 30"H	118.85	130.75	166.40	
	12404630	4th Side Drape 6'L x 30"H	41.85	46.05	58.60	
	12404830	4th Side Drape 8'L x 30"H	41.85	46.05	58.60	
	124342	Draped Counter 3'L x 42"H	107.80	118.60	150.90	
	124442	Draped Counter 4'L x 42"H	133.75	147.15	187.25	
	124642	Draped Counter 6'L x 42"H	139.05	152.95	194.65	
	124842	Draped Counter 8'L x 42"H	166.55	183.20	233.15	
	12404642	4th Side Drape 6'L x 42"H	41.85	46.05	58.60	
	12404842	4th Side Drape 8'L x 42"H	41.85	46.05	58.60	
drape	d Tables &	Counters				
	125330	Undraped Table 3'L x 30"H	39.20	43.10	54.90	
	125430	Undraped Table 4'L x 30"H	47.65	52.40	66.70	
	125630	Undraped Table 6'L x 30"H	55.35	60.90	77.50	
	125830	Undraped Table 8'L x 30"H	62.75	69.05	87.85	
	 125342	Undraped Counter 3'L x 42"H	67.05	73.75	93.85	
	— 125442	Undraped Counter 4'L x 42"H	76.75	84.45	107.45	
		Undraped Counter 6'L x 42"H	85.70	94.25	120.00	
	— 125842	Undraped Counter 8'L x 42"H	92.25	101.50	129.15	
ble T		- Risers are 8" wide			_	
	•	Black 4'L x 7"H Corrugated Riser	30.15	33.15	42.20	
	_	White 4'L x 7"H Corrugated Riser	30.15	33.15	42.20	
	_	Black 6'L x 7"H Corrugated Riser	35.30	38.85	49.40	
		Diagnot DE A 1 11 Contaguioù Midol	22.00	- 5.00		
	_	White 6'll y 7"H Corrugated Piser	35.30	38.85	49 40	
	1506101 	White 6'L x 7"H Corrugated Riser Black 8'L x 7"H Corrugated Riser	35.30 40.70	38.85 44.75	49.40	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
able To	op Risers	- Risers are 8" wide (continued)				
	1504200	Black 4'L x 14"H Corrugated Riser	46.10	50.70	64.55	
	1504201	White 4'L x 14"H Corrugated Riser	46.10	50.70	64.55	
	1506200	Black 6'L x 14"H Corrugated Riser	56.40	62.05	78.95	
	_	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	
edestal	 Tables - So	oho Series			_	
	72069	Black Top Cafe Table - 30"H x 24"W	149.40	164.35	209.15	
		Black Top Cafe Table - 30"H x 36"W	172.45	189.70	241.45	
	— 72066	Black Top Mini Table - 18"H x 18"W	128.00	140.80	179.20	
	— 72070	Black Top Bistro Table - 42"H x 24"W	198.00	217.80	277.20	
	— 72068	Black Top Bistro Table - 42"H x 36"W	215.75	237.35	302.05	
edestal	_	nelsea Series				
	72063	Butcher Block Top Cafe Table - 30"H x 30"W	162.30	178.55	227.20	
	- 72063 72064	Butcher Block Top Cafe Table - 30 H x 30 W	170.90	188.00	239.25	
	720163	Butcher Block Top Bistro Table - 42"H x 30"W	218.20	240.00	305.50	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W	238.30	262.15	333.60	
edestal	_	Butonor Blook Top Bishe Tuble 42 TTX 66 W	200.00	202.10		
Juootui	8201208	Hydraulic Base Cafe Table - Maple	374.85	412.35	524.80	
	— 8201207	Hydraulic Base Bar Table - Maple	393.70	433.05	551.20	
	8201209		420.70	462.75	589.00	
	8201211	Hydraulic Base Cafe Table - Graphite	420.70	474.60	604.05	
	_	Hydraulic Base Bar Table - Graphite				
	8201206	Hydraulic Base Cafe Table - Maple	418.05	459.85	585.25	
	8201205	Hydraulic Base Bar Table - Maple	426.10	468.70	596.55	
	820126 —	Hydraulic Base Cafe Table - White Laminate	438.90	482.80	614.45	
	820125 —	Hydraulic Base Bar Table - White Laminate	458.75	504.65	642.25	
	820241 —	Madison Hydraulic Base Cafe Table - Gray Acajou.	450.00	495.00	630.00	
	820240	Madison Hydraulic Base Bar Table - Gray Acajou	450.00	495.00	630.00	
	820265	Madison Cafe Table - Gray Acajou	354.70	390.15	496.60	
	820264	Madison Bar Table - Gray Acajou	387.55	426.30	542.55	
	— 8201220	30" Cafe Table Black Base - White Laminate	251.90	277.10	352.65	
	— 8201221	30" Bar Table Black Base - White Laminate	269.25	296.20	376.95	
	8201222	30" Bar Table Chrome Base - White Laminate	387.75	426.55	542.85	
	8201223	30" Cafe Table Chrome Base - White Laminate	387.75	426.55	542.85 542.85	
	- 820920	30" Bar Table Chrome Hydraulic Base - Red	298.90	328.80	418.45	
	- 820920 - 820921	30" Cafe Table Chrome Hydraulic Base - Red				
	_	30" Bar Table Chrome Hydraulic Base - Graphite	298.90	328.80	418.45	
	820922		298.90	328.80	418.45	
	820923 —	30" Cafe Table Chrome Hydraulic Base - Graphite	298.90	328.80	418.45	
	820930	30" Bar Table w/ Hydraulic Base - Blue	324.60	357.05	454.45	
	820931	30" Bar Table w/ Black Base - Blue	258.25	284.10	361.55	
	820932	30" Bar Table w/ Hydraulic Base - Wood	319.85	351.85	447.80	
	— 820933	30" Bar Table w/ Black Base - Wood	274.85	302.35	384.80	
	— 820940	30" Cafe Table w/ Hydraulic Base - Blue	324.60	357.05	454.45	
	— 820941	30" Cafe Table w/ Black Base - Blue	232.20	255.40	325.10	
	820942	30" Cafe Table w/ Hydraulic Base - Wood	395.65	435.20	553.90	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	Tables (co	ntinued)				
	820943	30" Cafe Table w/ Black Base - Wood	251.15	276.25	351.60	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal	288.45	317.30	403.85	
	820911	30" Bar Table w/ Hydraulic Base - Black	288.45	317.30	403.85	
	820912	30" Bar Table w/ Hydraulic Base - Green	288.45	317.30	403.85	
	820913	30" Bar Table w/ Hydraulic Base - Orange	288.45	317.30	403.85	
	820914	30" Bar Table w/ Hydraulic Base - Yellow	288.45	317.30	403.85	
	— 820915	30" Bar Table w/ Black Base - Gunmetal	288.45	317.30	403.85	
	— 820916	30" Bar Table w/ Black Base - Black	288.45	317.30	403.85	
	820917	30" Bar Table w/ Black Base - Green	288.45	317.30	403.85	
	- 820918	30" Bar Table w/ Black Base - Orange	288.45	317.30	403.85	
	_	30" Bar Table w/ Black Base - Yellow				
	820919 —	30" Cafe Table w/ Hydraulic Base - Gunmetal	288.45	317.30	403.85	
	8201230	•	412.00	453.20	576.80	
	8201231	30" Cafe Table w/ Hydraulic Base - Black	412.00	453.20	576.80	
	8201232	30" Cafe Table w/ Hydraulic Base - Green	412.00	453.20	576.80	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange	412.00	453.20	576.80	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow	412.00	453.20	576.80	
	8201235	30" Cafe Table w/ Black Base - Gunmetal	412.00	453.20	576.80	
	8201236	30" Cafe Table w/ Black Base - Black	267.85	294.65	375.00	
	8201237	30" Cafe Table w/ Back Base - Green	267.85	294.65	375.00	
	8201238	30" Cafe Table w/ Black Base - Orange	267.85	294.65	375.00	
	8201239	30" Cafe Table w/ Black Base - Yellow	267.85	294.65	375.00	
	— 8201240	36" Bar Table w/ Hydraulic Base - Black	428.10	470.90	599.35	
	— 8201241	36" Bar Table w// Black Base - Black	293.00	322.30	410.20	
	— 8201242	36" Cafe Table w/ Hydraulic Base - Black	407.45	448.20	570.45	
	— 8201243	36" Cafe Table w// Black Base - Black	313.65	345.00	439.10	
cent T	_		0.0.00	0.0.00		
cent i	82015	Silverado End Table - Tempered Glass/Painted	230.95	254.05	323.35	
	82014	SteelSilverado Cocktail Table - Tempered Glass/Painted Steel	246.50	271.15	345.10	
	— 820252	Alondra End Table - Glass/Chrome	328.45	361.30	459.85	
	— 820250	Alondra Cocktail Table - Glass/Chrome	456.55	502.20	639.15	
	— 820253	Alondra End Table - Wood/Chrome	328.45	361.30	459.85	
	820251	Alondra Cocktail Table - Wood/Chrome	456.55	502.20	639.15	
	8201224	Atomic 36" Round Table - Glass/Chrome	338.40	372.25	473.75	
	8201225	Atomic 42" Round Table - Glass/Chrome	338.40	372.25	473.75	
	82028	Geo End Table - Wood/Black Steel	387.55	426.30	542.55	
	— 82027	Geo Cocktail Table - Wood/Black Steel	397.45	437.20	556.45	
	82035	Geo End Table - Glass/Chrome	215.40	236.95	301.55	
	— 82034	Geo Cocktail Table - Glass/Chrome	227.45	250.20	318.45	
	— 82054	Sydney End Table - Black Laminate/Brushed Steel	274.60	302.05	384.45	
	— 82055	Sydney End Table - White Laminate/Brushed Steel	274.60	302.05	384.45	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel	331.85	365.05	464.60	_
	— 82053	Sydney Cocktail Table - White Laminate/Brushed	331.85	365.05	464.60	
	— 82079	Steel Sydney End Table - Blue Laminate/Brushed Steel	253.50	278.85	354.90	
	— 82080	Sydney End Table - Wood Laminate/Brushed Steel	253.50	278.85	354.90	
	_	Sydney Cocktail Table - Blue Laminate/Brushed				
	82077 —	Steel	305.60	336.15	427.85	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ccent Ta	ables (con	tinued) Sydney Cocktail Table - Wood Laminate/Brushed				
	82078	Steel	305.60	336.15	427.85	
	82075	Regis End Table - Brushed Metal	362.10	398.30	506.95	
	82074	Regis Bench Table - Brushed Metal	510.40	561.45	714.55	
	820844	Aura Round Table - White Metal	186.75	205.45	261.45	
	82043	Geo Square-Round Table - Glass/Black Steel	459.80	505.80	643.70	
	82044	Geo Square-Round Table - Glass/Chrome	459.80	505.80	643.70	
	8201226	Rustique Square Metal Bar Table - Gray	296.40	326.05	414.95	
	820130	Mesa Cocktail Table - Black/Bronze	302.20	332.40	423.10	
	820131	Mesa Cocktail Table - Glass/Bronze	302.20	332.40	423.10	
	820132	Mesa Cocktail Table - Wood/Bronze	302.20	332.40	423.10	
	820133	Mesa End Table - Black/Bronze	270.10	297.10	378.15	
	820134	Mesa End Table - Glass/Bronze	270.10	297.10	378.15	
	820135	Mesa End Table - Wood/Bronze	270.10	297.10	378.15	
	820310	Sedona Side Table - Black/Bronze	224.35	246.80	314.10	
	820311	Sedona Side Table - Wood/Bronze	224.35	246.80	314.10	
	820312	Sedona Side Table - White/Bronze	224.35	246.80	314.10	
	820320	Taos Side Table - Black/Bronze	224.35	246.80	314.10	
	820321	Taos Side Table Wood/Bronze	224.35	246.80	314.10	
	820322	Taos Side Table - White/Bronze	224.35	246.80	314.10	
onferen	ce Tables					
	82041	Geo Conference Table - Glass/Black Steel	268.55	295.40	375.95	
	82051	Geo Conference Table - Glass/Chrome	268.55	295.40	375.95	
	820260	Madison Conference Table - Gray Acajou	607.65	668.40	850.70	
	820708	42" Round Conference Table - White Laminate	575.75	633.35	806.05	
	820261	Madison 5' Conference Table - Gray Acajou	735.75	809.35	1,030.05	
	820262	Madison 8' Conference Table - Gray Acajou	1,468.15	1,614.95	2,055.40	
	820263	Madison 10' Conference Table - Gray Acajou	1,468.15	1,614.95	2,055.40	
	820951	Ventura Bar Table - Maple w/ Grommets	733.55	806.90	1,026.95	
	820952	Ventura Communal Bar Table - Black	718.75	790.65	1,006.25	
	820953	Ventura Bar Table - White w/ Grommets	733.55	806.90	1,026.95	
	 820954	Ventura Communal Bar Table - Maple	733.55	806.90	1,026.95	
	 820956	Ventura Communal Bar Table - White	733.55	806.90	1,026.95	
	 820963	Ventura Communal Cafe Table - Maple	537.85	591.65	753.00	
	 820960	Ventura Cafe Table - Maple w/ Grommets	753.40	828.75	1,054.75	
	— 820961	Ventura Cafe Table - White w/ Grommets	753.40	828.75	1,054.75	
	820966	Ventura Communal Cafe Table - White				
	_		537.45	591.20	752.45	
	820962 —	Ventura Communal Cafe Table - Black	537.45	591.20	752.45	
	8201244 —	42" Round Conference Table - Black Laminate	425.80	468.40	596.10	
	8201	10' Table - Black Laminate	716.00	787.60	1,002.40	
	8203	5' Table - Black Laminate	368.00	404.80	515.20	
	8205	8' Table - Black Laminate	540.00	594.00	756.00	
ffice						
	84075	Madison Desk - Gray Acajou	876.95	964.65	1,227.75	
	84078	Madison Bookcase - Gray Acajou	624.05	686.45	873.65	

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NAME OF SHOW:	Outdoor R	Retailer	Summer	2021 /	August	10-12,	2021
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COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:
E MAIL ADDDECC.	

Part #	Description	Online Price	Discount Price	Standard Price	Total
r Desks/Ta	ables				
820706	Work Desk - White Laminate	496.15	545.75	694.60	
	Р	OWERED			
Seating					
•	Naples Chair, Powered - Black Vinyl	1.051.90	1.157.10	1.472.65	
_	•				
_					
_		,,	,		
820950	Ventura Communal Bar Table, Powered - Black	889.15	978.05	1,244.80	
- 820955	Ventura Communal Bar Table, Powered - White	807.70	888.45	1,130.80	
820964	Ventura Communal Cafe Table, Powered - Black	668.15	734.95	935.40	
- 820965	Ventura Communal Cafe Table, Powered - White	668.15	734.95	935.40	
84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal	938.10	1,031.90	1,313.35	
84084	Tech Desk, Powered - Black Metal	824.30	906.75	1,154.00	
82076	Sydney Cocktail Table, Powered - Black	638.10	701.90	893.35	
82073	Sydney Cocktail Table, Powered - White	638.10	701.90	893.35	
8202	10' Table, Powered - Black Laminate	896.00	985.60	1,254.40	
8204	5' Table, Powered - Black Laminate	464.00	510.40	649.60	
8206	8' Table, Powered - Black Laminate	896.00	985.60	1,254.40	
Pedestals					
85060	Powered Locking Pedestal 36" H, Black	769.10	846.00	1,076.75	
- 85061	Powered Locking Pedestal 36" H, White	769.10	846.00	1,076.75	
- 85062	Powered Locking Pedestal 42" H, Black	917.30	1,009.05	1,284.20	
85063	Powered Locking Pedestal 42" H, White	917.30	1,009.05	1,284.20	
820710	Wireless Charging Table, Powered	533.10	586.40	746.35	
- Counters 8	k Bars				
850103	Midtown Powered Counter Unlighted - Pewter	1.705.85	1.876.45	2.388.20	
- 850102	Midtown Powered Counter Lighted w/ Plug-In -	1,985.45	2,184.00	2,779.65	
-	Midtown Bar Unlighted - Pewter	1,528.15	1,680.95	2,139.40	
850100	Midtown Bar Lighted w/ Plug-In - Pewter	1,814.85	1,996.35	2,540.80	
	DISPLAY	& ACCESSO	RIES	_	
Storage					
84080	3 Door File Cabinet on Castors - Black	286.25	314.90	400.75	
85020	Posh Shelving w/ Chrome Frame - White	540.90	595.00	757.25	
tor				_	
8503001	Refrigerator - White	908.00	998.80	1,271.20	
850707	Mason Table Lamp White/Brushed Silver	174.05	101 70	2//2 05	
_	•				
- 030708	mason i loui Lamp - willie/Diustieu Silvei	174.20	191.70	Z40.30	
75000	Display Cube Black 408 Con-1	204.00	222.00	202.52	
75030	Display Cube - Black - 12" Small	201.80	222.00	282.50	
_	B: 1 0 1 B: 1 40#::: "	007.55	000 00	000 50	
75031 75032	Display Cube - Black - 18" Medium Display Cube - Black - 24" Large	201.80 201.80	222.00 222.00	282.50 <u> </u>	
	Seating	Seating 810120 Naples Chair, Powered - Black Vinyl	Power Powe	Posks/Tables 820706 Work Desk - White Laminate	Power Powe

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NAME OF SHOW: Outdoor Retailer Summer 2021 / August 10-12, 2021					
COMPANY NAME:	BOOTH #:				
CONTACT NAME :	PHONE #:				
E-MAIL ADDRESS	:				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Boxwoo	d Hedges					
	85030	7' Boxwood Hedge	568.00	624.80	795.20	
	85035	4' Boxwood Hedge	304.00	334.40	425.60	
Accesso	ries					
	220121	Chrome Stanchion w/ 8' Retractable Belt	71.45	78.60	100.05	
	220118	Chrome Sign Holder	66.65	73.30	93.30	
	750135	Round Literature Rack	294.15	323.55	411.80	
	750136	Flat Literature Rack	169.25	186.20	236.95	
	220109	Chrome Coat Tree	38.45	42.30	53.85	
	220134	Aluminum Easel	35.85	39.45	50.20	
	220110	Chrome Bag Rack	64.55	71.00	90.35	
	10201484	Floor Standing Bulletin Board	136.45	150.10	191.05	
	220106	Corrugated Wastebasket	15.90	17.50	22.25	
	8502	Village Charging Hub	194.00	213.40	271.60	
pecial [Orape					
□ Blac		☐ White ☐ Gray ☐ Red]		
	12103	Special Drape 3'H (per ft.)	15.70	17.25	22.00	
	12108	Special Drape 8'H (per ft.)	19.25	21.20	26.95	

		TOTAL COST	
	+	=	
Sub-Total		8.81% Tax	Total Cost

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

01/21 (459327) Page 9 of 9

FREEMAN CARPET

FROM THE GROUND UP

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

Sustainability Tip:



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

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



FREEMAN CARPET

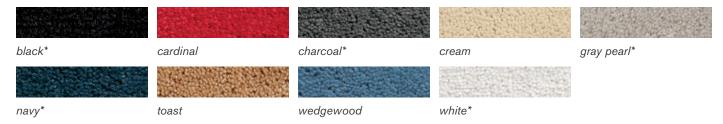
PRESTIGE CARPET

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

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

Custom Options

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



^{*}Colors available in both 28 oz. and 40 oz.



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

CLASSIC CARPET

Custom Cut

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

Standard Cut

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



Actual colors may vary slightly

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

ONLINE PRICE DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com

COMPANY NAM	IE: BOC	OTH #:						
CONTACT NAM		NE #:						
E-MAIL ADDRES		71 1 L #.						
Take ad	vantage of the Online price by ordering at	www	.freema	n.	com/sto	re l	by the d	eadline date
	STANDARD SIZE							
Orders rec	eived after the deadline date or without payment	will b	e charge	d	the Stand	dard	l Price ar	nd are subject
Prestige and	Custom Cut Classic Carpet are subject to a 100% Can	cellati	on Charg	e.				
-	es must be installed before carpet installation. Utilities					ce.		
	adding and plastic covering contain recycled content a	and are	recyclab	le.				
CLASSIC	CARPET , PADDING & PLASTIC COVERING	0.0						
	CHOOSE YOUR CARPET COL ☐ Black ☐ Blue ☐ Gray ☐ Midnight Blue ☐		□ Tu	IVA	do			
Qty	Description	, rtou	Online Price	ixot	Discount Price		Standard Price	Total
-	10' x 10' Classic Carpet	. \$	198.00	\$	217.80	\$	277.20	
	10' x 20' Classic Carpet	. \$	396.00	\$	435.60			
	10' x 30' Classic Carpet	. \$	594.00	\$	653.40			
	10' x 10' Carpet Padding - Single Layer	\$	121.50	\$	133.65	\$	170.10	
	10' x 20' Carpet Padding - Single Layer		243.00		267.30			
	10' x 30' Carpet Padding - Single Layer	\$	364.50	\$	400.95	\$	510.30 _	
	10' x 10' Carpet Padding - Double Layer	\$	243.00	\$	267.30	\$	340.20	
	10' x 20' Carpet Padding - Double Layer							
	10' x 30' Carpet Padding - Double Layer	\$	729.00	\$				
	Plastic Covering (price per sqft)	\$.60	\$.65	\$.85	
LISTOM CL	IT CLASSIC CARPET							
	om Cut Classic Carpeting by the sqft if your size is	not lis	ted abov	e.				
Sample:	Booth Size: 10 x 25 = 250	sqft	\$;	3.30			
	CHOOSE YOUR CARPET COLO	DR - 1	6 oz. Car	ре	t:			
☐ Bla	ick 🗌 Blue 🗎 Gray 🗎 Midnight Blue 🗎 Red 🔲	Tuxedo	□ La	tte	☐ Gre	en	☐ Red F	Pepper
6 oz. Carpe	et Rental - Price per sqft (100 sqft minimum)		Onli		Disc		Standar	d Total
er sqft	Booth Size: X = s	sqft	Prio		Pri	65	Price \$ 4.60	

		TOTAL COST		
	+		=	
Sub-Total	•	8.81% Tax		Total Cost

3.30

3.65 \$ 4.60

OUTDOOR RETAILER

ONLINE PRICE DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com

NAME OF SHOW	N: Outdoor Retailer Summer 2021 / Augus	st 10-12, 2	021					
COMPANY NAM	1E:	ВООТН #:						
CONTACT NAM	E:	PHONE #:						
E-MAIL ADDRES	SS:							
Take adv	antage of the Online price by ordering	at www.fr	reen	nan.c	om/s	tore b	y the dea	adline date
	CUT TO SIZ	E CARPET	「& P≀	ADDIN	IG			
Guaranteed	new, high-quality carpet.							
	eived after the deadline date or without payı	ment will b	e ch	arged	the S	tandar	d Price an	d are subje
availability.	Custom Cut Classic Counct are subject to a 4000	0/ Canasilati	on Cl					
•	l Custom Cut Classic Carpet are subject to a 100% es must be installed before carpet installation. Ut			-	d in ad	vance.		
-	adding and plastic covering contain recycled con							
PRESTIGE	CARPET includes plastic covering, delivery, mate	erial handling,	instal	llation a	nd rem	oval		
	CHOOSE YOUR CARP	ET COLOR	- 28	oz. Ca	arpet:			
☐ Blac	k ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gra	y Pearl 🔲	Navy	□ T	oast	☐ We	edgewood	☐ White
				Outline		.	Standard	
8 oz. Carpet	Rental - Price per sq. ft. (100 sqft minimum)			Online Price		Discount Price	Price	Total
- 700 sqft	Booth Size: X =	sqft	\$	3.70	\$	4.05	\$ 5.20	
Over 700 sqft	Booth Size: X =	sqft	\$	3.50	\$	3.85	\$ 4.90	
	CHOOSE VOUR OA	DDET COL	00	40	0	4-		
	CHOOSE YOUR CA ☐ Black ☐ Charcoal ☐	Gray Pear		. 40 02 □ N	•	_	White	
0 oz. Carpet	Rental - Price per sq. ft. (100 sqft minimum)	, - ,		Online Price	•	Discount Price		Total
1 - 700 sqft	Booth Size: x =	sqft	\$	5.10	\$	5.60		
Over 700 sqff		sqft	\$	4.90	\$	5.40	\$ 6.85	
	·	·						
CARPET P	ADDING includes delivery, material handling, inst	tallation and r	emova	al .				
Order Ca	rpet Padding by the sqft if your size is not liste	ed on the s	tanda	ard siz	e orde	r form		
Sample	Booth Size: 10 x 25 =	250 sq. ft	. @	\$	1.30			
04	Description Div. (4.00 (4.11)		Onlin	e	Discou	ınt S	Standard	Total
	Description Price per sqft (90 sqft minimum)	•	Price		Price		Price	
Qty		\$	1.	.30 \$	1	.45 \$	1.80	
——————————————————————————————————————	Carpet Padding 1/2" (90 - 700 sq. ft.)			4 E C	4	25 \$	4 60	
——————————————————————————————————————	Carpet Padding-1/2" (Over 700 sq. ft.)	\$ \$	1.	.15 \$.25 \$.85 \$		
			1. 2.	.15 \$.60 \$.30 \$	2	.25 \$.85 \$.55 \$	3.65	

8.81% Tax

Total Cost

Sub-Total

Ø



(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com

NAME OF SH	IOW: Out	door Retailer Summer 2021 / August 10-12, 2021			
COMPANY N	AME:	воотн #:			
CONTACT NA	AME :	PHONE #:			
E-MAIL ADDR	RESS:				
		For fast, easy ordering, go to www.freemar	n.com/sto	<u>re</u> .	
		CLEANING SERVICES			
 Prices are 	e based or	clusive service. This includes all floor services and tras n total square footage of booth regardless of area to be clea will apply to all cleaning orders placed at show site.			
VACUU	MING (p	er sqft - 100 sqft minimum)	Advance	Chow Cito	
Qty (sqft)	Part	# Description	Advance Price	Show Site Price	Total
•Includes	emptying o	of your booth's wastebasket(s) at the time of vacuuming.			
	_ 610100	Booth Vacuuming - One Time	.47	.65	
	_ 610200	Booth Vacuuming - 2 Days	.96	1.35	
	_ 610300	Booth Vacuuming - 3 Days	1.43	2.00	
SHAMPO	OOING	(per sqft - 100 sqft minimum)			
Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
	620100	Shampoo Carpet - One Time	.63	.90	
	_ 630100	Champoo Carpet - One Time			
	_ 630200	Shampoo Carpet - 2 Days	1.26	1.75	
	_	Shampoo Carpet - 2 Days			
	_ 630200 _ 630300	Shampoo Carpet - 2 Days	1.26		
	_ 630200 _ 630300 R SERVIO	Shampoo Carpet - 2 Days	1.26		
PORTER Qty (# day	630200 630300 SERVIC	Shampoo Carpet - 2 Days	1.26 1.89 Advance Price	2.65 — Show Site Price	Total
PORTER Qty (# day	630200 630300 R SERVIC (s) Part emptying c	Shampoo Carpet - 2 Days Shampoo Carpet - 3 Days EE (per day) # Description If your booth's wastebasket(s) and policing of your exhibit a	1.26 1.89 Advance Price area at two-	2.65 — Show Site Price hour intervals	Total s during show hour
PORTER Qty (# day	630200 630300 R SERVIC (s) Part emptying c	Shampoo Carpet - 2 Days	1.26 1.89 Advance Price area at two- 66.30	2.65 — Show Site Price hour intervals	Total s during show hour
PORTER Qty (# day	630200 630300 R SERVIC (s) Part emptying c 620500 6201500	Shampoo Carpet - 2 Days Shampoo Carpet - 3 Days EE (per day) # Description of your booth's wastebasket(s) and policing of your exhibit a Exhibit Area / Under 500 sqft	1.26 1.89 Advance Price area at two- 66.30 99.35	Show Site Price hour intervals 92.80 — 139.10 —	Total s during show hour
PORTER Qty (# day	630200 630300 R SERVIC (s) Part emptying c 620500 6201500	Shampoo Carpet - 2 Days	1.26 1.89 Advance Price area at two- 66.30 99.35	2.65 — Show Site Price hour intervals	Total s during show hour
PORTER Qty (# day	630200 630300 R SERVIC (s) Part emptying c 620500 6201500 6202500	Shampoo Carpet - 2 Days Shampoo Carpet - 3 Days EE (per day) # Description of your booth's wastebasket(s) and policing of your exhibit a Exhibit Area / Under 500 sqft	1.26 1.89 Advance Price area at two- 66.30 99.35 119.35	2.65 — Show Site Price hour intervals 92.80 — 139.10 — 167.10 —	Total s during show hour
PORTER Qty (# day	630200 630300 R SERVIC (s) Part emptying c 620500 6201500 6202500	Shampoo Carpet - 2 Days	1.26 1.89 Advance Price area at two- 66.30 99.35 119.35	2.65 — Show Site Price hour intervals 92.80 — 139.10 — 167.10 —	Total s during show hour
PORTER Qty (# day	630200 630300 R SERVIC (s) Part emptying c 620500 6201500 6202500	Shampoo Carpet - 2 Days	1.26 1.89 Advance Price area at two- 66.30 99.35 119.35	2.65 — Show Site Price hour intervals 92.80 — 139.10 — 167.10 —	Total s during show hour



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DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

NAME OF SHOW:	Outdoor Retailer Summer 2021 / August 10-12, 2021	
COMPANY NAME:	BOOTH #:	
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:		

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

RECYCLING & COMPOSTING SERVICES

- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- Discount Price will apply to all orders placed after the deadline date.

Qty	Description	Discount Price	Standard Price	Total
	udes one wastebasket for recycling. udes emptying of your recycling wastebasket(s) at two	-hour intervals during sho	w hours	
HICH	udes emptyling of your recycling wastebasket(s) at two	-nour intervals during SNO	w Hours.	
	Booths under 500 sq. ft One Time	\$85.20	\$119.30	\$
	Booths under 500 sq. ft 2 Days		\$212.10	\$
	Booths under 500 sq. ft 3 Days	\$217.80	\$304.90	\$
	Booths 501 - 1,500 sq. ft One Time	\$118.25	\$165.55	\$
	Booths 501 - 1,500 sq. ft 2 Days		\$304.65	\$
	Booths 501 - 1,500 sq. ft 3 Days		\$443.75	\$
	Booths 1,501 - 2,500 sq. ft One Time	\$138.25	\$193.55	\$
	Booths 1,501 - 2,500 sq. ft 2 Days		\$360.65	\$
	Booths 1,501 - 2,500 sq. ft 3 Days	\$376.95	\$527.75	\$
	Booths Over 2,500 sq. ft	Quoted on F	Request	\$
COI	MPOSTING PACKAGE			
	Description	Discount Price	Standard Price	Total
ity Incli	Description udes one wastebasket for recycling.			Total
Ity Inclu	Description	Price	Price	
ity Inclu	Description udes one wastebasket for recycling. udes one wastebasket for compost. udes emptying of your recycling and compost wasteba	Price sket(s) at two-hour interva	Price	
t y Inclu	Description udes one wastebasket for recycling. udes one wastebasket for compost. udes emptying of your recycling and compost wasteba Booths under 500 sq. ft One Time	sket(s) at two-hour interva	Price	
Incluinclu	Description udes one wastebasket for recycling. udes one wastebasket for compost. udes emptying of your recycling and compost wasteba	Price sket(s) at two-hour interva\$104.10\$170.40	Price als during show ho \$145.75	
Inclu Inclu Inclu	Description udes one wastebasket for recycling. udes one wastebasket for compost. udes emptying of your recycling and compost wasteba Booths under 500 sq. ft One Time Booths under 500 sq. ft 2 Days Booths under 500 sq. ft 3 Days	Price sket(s) at two-hour interva\$104.10\$170.40\$236.70	Price als during show ho \$145.75 \$238.55	
Inclu Inclu Inclu	Description udes one wastebasket for recycling. udes one wastebasket for compost. udes emptying of your recycling and compost wasteba Booths under 500 sq. ft One Time Booths under 500 sq. ft 2 Days Booths under 500 sq. ft 3 Days Booths 501 - 1,500 sq. ft One Time	sket(s) at two-hour intervalues \$170.40 \$236.70 \$137.15	Price als during show ho \$145.75 \$238.55 \$331.40	ss
Inclu Inclu	Description udes one wastebasket for recycling. udes one wastebasket for compost. udes emptying of your recycling and compost wasteba Booths under 500 sq. ft One Time Booths under 500 sq. ft 2 Days Booths under 500 sq. ft 3 Days	Price sket(s) at two-hour interval\$104.10\$170.40\$236.70\$137.15\$236.50	Price als during show ho \$145.75 \$238.55 \$331.40 \$192.00	
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		TOTAL	COST		
_		+	= \$		
	Sub-Total	8.81%	Tax	Total Cost	

ELEVATING YOUR EXHIBIT EXPERIENCE

Exhibit Packages + Custom Solutions for your brand

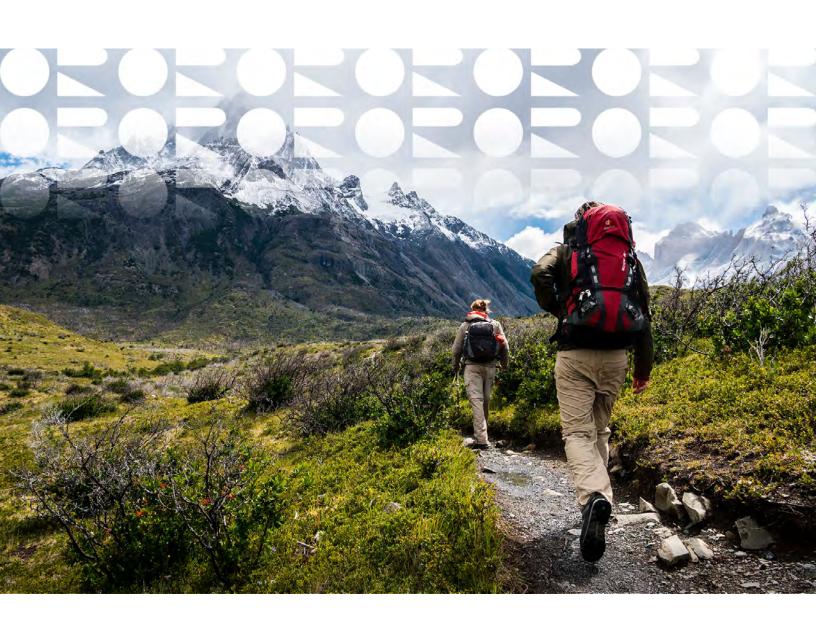






EXHIBIT SOLUTIONS: 10X10

PACKAGE A

- 8'h Multidimensional backwall structure with large mural fabric graphic and (1) L shaped, offset graphic header panel
- ➤ (1) 20"w x 36"h x 20"d pedestal with interior storage, locking door and graphic panels
- (2) arm spot lights (includes electrical)
- Material handling of structure is included



PACKAGE B

- 8'h Modular backwall structure with large mural fabric graphic,
 (2) 3'w x 1'd shelves
- ➤ (4) 20"w x 36"h x 20"d pedestal with interior storage, locking door and graphic panels
- (2) arm spot lights (includes electrical)
- Material handling of structure is included



EXHIBIT SOLUTIONS: 10x20

PACKAGE A

- 8'h Multidimensional backwall structure with large mural fabric graphic and (1) L shaped, offset graphic header panel
- ➤ (1) 5'w x 36"h x 28"d reception counter with interior storage and graphic panels
- (4) arm spot lights (includes electrical)
- Material handling of exhibit is included



10x20 Package A \$6,787.75

PACKAGE B

- 8'h Modular backwall structure with large mural fabric graphic
- ➤ (4) 3'w x 1'd shelves
- ➤ (4) 20"w x 36"h x 20"d pedestal with interior storage, locking door and graphic panels
- (4) arm spot lights (includes electrical)
- Material handling of structure is included



EXHIBIT SOLUTIONS: 10x20

PACKAGE C

- 8'h Modular backwall structure with mural fabric graphic
- > (12) 3'w x 1'd shelves
- ➤ (1) 5'w x 42"h x 20"d reception counter with interior storage and graphic panels
- (4) arm spot lights (includes electrical)
- Material handling of structure is included



EXHIBIT SOLUTIONS: 20x20

PACKAGE A

- 10'h Modular backwall structure with a 10'w x 3'd storage closet with locking door and mural fabric graphics
- ➤ (2) 5'w x 36"h x 20"d reception counter with storage and graphic panels
- (1) 20"w x 36"h x 20"d pedestal with interior storage, locking door and graphic panels
- ➤ (1) 70-inch monitor mount
- (6) arm spot lights (includes electrical)
- Material handling of structure is included

*70-inch monitor not included

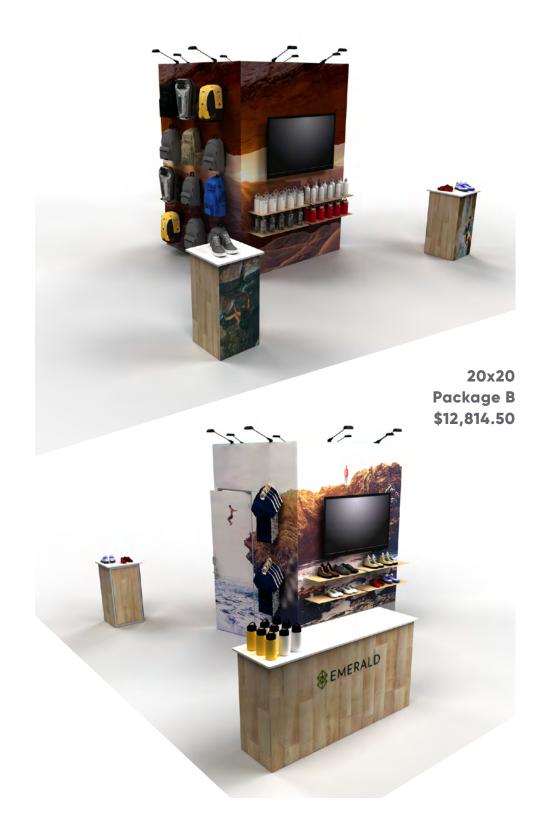


EXHIBIT SOLUTIONS: 20x20

PACKAGE B

- ➤ Center tower rental 5'w x 5'd x 10'h with graphic overlay
- ➤ (1) 4'w x 40"h x 18"d counter
- (2) 1'w x 1'd x 40"h counters
- Installation / Dismantle
- Graphic printing/ installation (fabric graphics are reusable)
- ➤ (2) 70-inch monitor mounts
- Electrical service for (8) arm lights
- Material handling of structure is included

^{*70-}inch monitors not included



PACKAGE ENHANCEMENTS

FLOORING UPGRADES









RENTAL FURNITURE















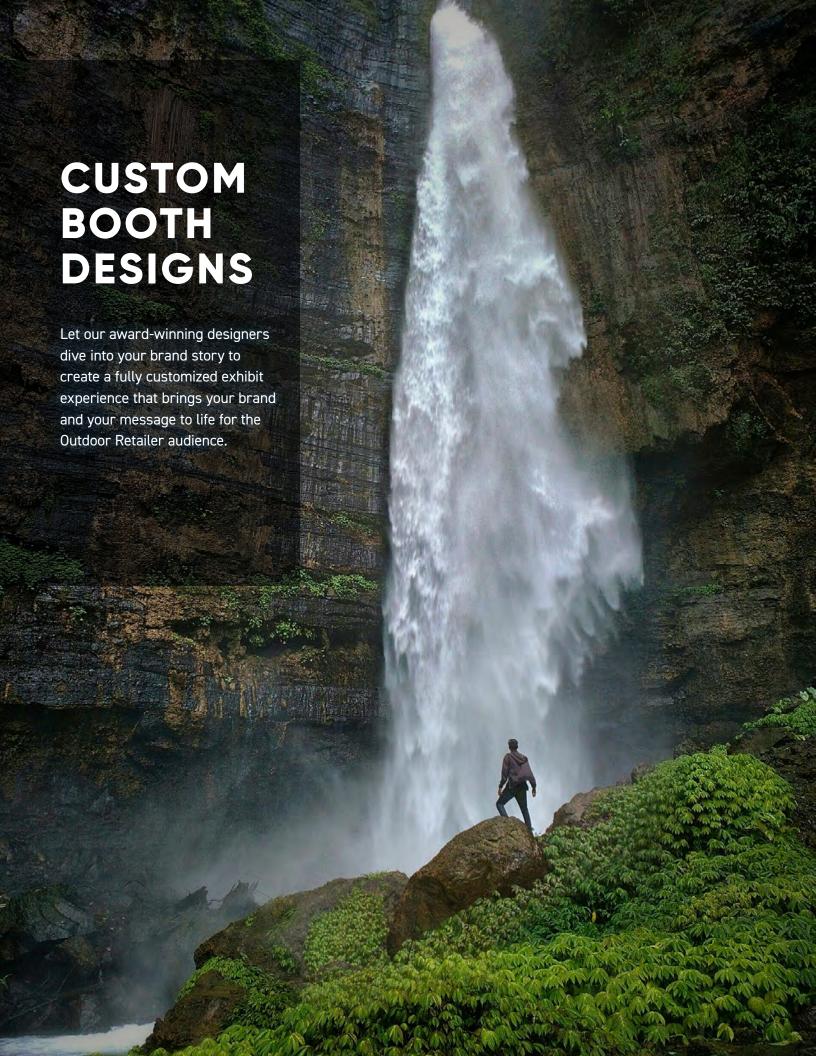
ADDITIONAL ENHANCEMENTS

Make your turnkey exhibit exactly what you want it to be with rental upgrades.

Furniture/Accessories

Flooring options upgraded carpet, extra padding, vinyl/faux wood

Audio Visual Enhancements: LED wall, monitors, laptops, iPads/Tablets



BOOTHS CUSTOMIZED TO TELL YOUR BRAND STORY













Freeman¹

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 highresolution 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



EVENT GRAPHICS

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
- Logo reproduction

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





(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com

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01/21 (459327)

DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

Page 1 of 2

NAME OF SHOW: Outdoor Retailer Summer 2021 / Au	ugust 10-12, 202	21			
COMPANY NAME:	BOOTH #:				
CONTACT NAME :	PHONE #:				
E-MAIL ADDRESS :					
For fast, easy ordering	g, go to www.fr	eeman.coi	m/store.		
GRA	APHICS				
To order your graphics, complete this order form an		gn copy or e	lectronic f	ile.	
Please see artwork guidelines for electronic files on	page 2 of this fo				
Note: All graphics are subject to a 100% Cancellation	STANDARD	CIZEC			
Freeman has the capabilities to provide you with the	CHOOSE YOU				
finest digital graphic reproduction available.	OHOUGE TO	QTY.	Discount <u>Price</u>	Standard <u>Price</u>	TOTAL
Capabilities include four-color, photo-quality, high-	7" x 11"		46.35	69.55 =	
resolution digital printing virtually any size for banners, signage, exhibit graphics and more.	7" x 22"		44.95	67.45 =	
	7" x 44"		61.65	92.50 =	
L XW = sqft	9" x 44"		48.85	73.30 =	
\$ 19.25 per sqft discount price sqft x or = \$	11" x 14"		53.70	80.55 =	
\$ 28.90 per sqft standard price	14" x 22"		66.30	99.45 =	
Minimum order per graphic 9 sqft (1296 sqin)	14" x 44"		100.00	150.00 =	
Double sqft for double-sided graphics	22" x 28"		100.00	150.00 =	
Round sqft to next whole increment File conversion, retouching, cloning or color	28" x 44"		181.25	271.90 =	
correcting may incur additional labor charges.	20" x 60"		173.85	260.80 =	
(See reverse side for graphic guidelines.) LARGE DIGITAL GRAPHICS	(white only)			-	
				ing or color ma	
Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sqft.		dditional laboı ohic guideline		See reverse si	de
File Information:	INDICATE Y	-	-	RE:	
Electronic File Name	* Please feel free to a	attach additional sig	n copy on separa	ate page.	
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PMS Colors					
Backing Material:					
Freeman Foam Masonite					
(Foamcore) Masonite					
(PVC) Freeman Honeycomb	Vertical	Horizonta	u Use`	Your Judgment	
Freeman HD Foam (Eco-Board)	vertical	HOHZOHIA	41	Sign Layout	
Freeman Polyfoam Other					
Ultra Board)					
The product offered has recycled content or has eco- friendly attributes and is 100% recyclable according to					
the manufacturer's specifications.	Background Co	lor:			
Vertical Horizontal Use Your Judgment For Sign Layout					
For Sign Layout	Lettering Color:				
		TOT	AL COST		
Special Instructions			AL 0031		
	Sub-Total	+	= % Tax	Total Cost	

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)
- Al with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

•Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (888) 508-5054 for assistance.

Page 2 of 2

COLORADO LABOR JURISDICTIONS CONVENTION, DISPLAY, TRADE SHOW

To assist in planning for your participation in this upcoming Outdoor Retailer Summer 2021, please be aware union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions, please refer to the following:

Exhibit Installation and Dismantling

The Local IATSE Union will provide labor for display installation and dismantling. Full time employees of the exhibiting companies (excluding EAC's), however, may set their own exhibits without assistance from the Local IATSE Union. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Local IATSE Union. Labor can be ordered in advance by returning the Installation & Dismantle Labor Order Form, or at show site at the Freeman Service Center.

Material Handling

Exhibiting company employees may hand carry their own materials into the exhibit facility. The use of flat trucks, pallet jacks or other mechanical equipment which would interfere with the operations of Freeman, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Only full time employees of the exhibiting company will be allowed to unload and load materials. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman. All materials, other than exhibitor handled materials as described above, are chargeable as material handling. There are no storage facilities available for materials handled by exhibitors.

Privately Owned Vehicles (POV's)

Space is limited at show site. To ensure the orderly move-in/out of the show, all docks and vehicle traffic are under the exclusive control of Freeman. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Exhibitor owned vehicles must be capable of being loaded/unloaded within **thirty minutes**. A "POV" is any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: a pick-up truck, passenger van, taxi or box truck less than 17' in length.

Safety

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

LET US DO THE HEAVY LIFTING

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



INSTALLATION + DISMANTLE

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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





(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com



ExhibitorSu						
IAME OF SHOW:	Outdoor Re	etailer Summer	2021 / August 1			
COMPANY NAME	<u>:</u>			BOOTH #:		
CONTACT NAME	:			PHONE #:		
-MAIL ADDRESS	S:					
		For fast, easy o	rdering, go to <u>w</u>	ww.freeman.co	om/store.	
		INSTALLA'	TION & DIS	MANTLE L	ABOR	
escription					Advance Price	Show Site Price
Straight Time: Overtime:	7:00 AM to 8:00 A	M and 4:30 PM to 12	Friday 2:00 Midnight AM Mo			\$108.50 \$192.50
Oouble Time:		Midnight Saturday a nt to 7:00 AM and red	nd Sunday cognized holidays		\$176.00	\$246.50
Labor must bWhen schedFreeman sup	pe canceled in writing dismantle labor pervised jobs will be	ng, 24 hours in advar or, be sure to allow s	iscretion prior to sho) hour cancellation to ty containers to be v opening and befor	returned to your booth. re the hall must be clea	
				on with this order.		
		Please complete th	INSTALLATION	LABOR is form.		
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CONTACT NAME:	PHO	NE #:
E-MAIL ADDRESS:		
	FREEMAN SUPERVISED	LABOR
N ORDER TO BETTER SERVE YOU		wing information if your display is to be set
		to supervise the installation and/or dismar
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PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.

(459327)

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				RETAILE	ĸ			
NAME OF SH	ow: Outdoo	r Retailer S	ummer 20	21 / August 1	10-12, 2021			
COMPANY N	AME:				ВООТН #:			
CONTACT NA	AME:				PHONE #:			
E-MAIL ADDF	RESS:							
		For fast	, easy orde	ering, go to <u>v</u>	www.freemar	n.com/sto	<u>e</u> .	
		F	ORKLII	FT & RIG	GING LAE	BOR		
Straight Tin Overtime: Double Tim	7:00 AM to 8	l:30 PM Monda :00 AM and 4:30 ght to 7:00 AM a	PM to 12:00	AM Midnight Mor	nday through Frid	ay, 7:00 AM to	o 12:00 Midnigl	nt Saturday and Sunda
Start timOne houSupervis	eite prices will e guaranteed only r minimum - labor for must check in a cheduling dismantl	at start of working thereafter is chart the Freeman	ing day narged in half Service Cento	(1/2) hour incremer to pickup labo	nents r	be returned	to your booth	
Part #	Description						Advance Price	Show Site Price
ORKLIFT	_ABOR							
304050	Forklift w/opera	ator - up to 5,00	0 lbs - ST				\$131.00	\$183.50
304051	Forklift w/opera	ator - up to 5,00	0 lbs - OT				\$195.00	\$273.00
3040100	Forklift w/opera	ator - up to 10,0	00 lbs - ST				\$201.75	\$282.50
3040101	Forklift w/opera	ator - up to 10,0	00 lbs - OT				\$315.25	\$441.50
3040150	Forklift w/opera	ator - up to 15,0	00 lbs - ST				\$229.00	\$320.75
3040151	Forklift w/opera	ator - up to 15,0	00 lbs - OT				\$336.25	\$470.75
304040	Forklift w/opera	ator - 4-Stage -	ST				\$262.75	\$368.00
304041	Forklift w/opera	ator - 4-Stage -	OT				\$363.25	\$508.75
RIGGING LA							474.50	* 400.05
3020100								\$100.25
3020101	00							\$174.50
3020102	00						\$176.00	\$246.50
3090600							\$39.75	\$55.75
NSTALLAT	ION							
Part#	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost
			1					

Total Installation \$_____

DISMANTLE

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

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DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

NAME OF SHOW:	Outdoor Retailer Summ	ner 2021 / Ai	ugust 10-1	2, 2021			
COMPANY NAME:			В	OOTH#:			
CONTACT NAME:			PI	HONE #:			
E-MAIL ADDRESS:							
	For fast, eas	y ordering,	go to <u>wwv</u>	v.freema	n.com/	store.	
	ŀ	ANGINO	SIGN	LABO	R		
EQUIDMENT A	AND LABOR RATES TO H	IVNG SIGN	e e				
Straight Time - Overtime - Double Time -	8:00 A.M. to 4:30 P.M. Mond 7:00 A.M. to 8:00 A.M. and 4 7:00 A.M. to 12:00 Midnight 12:00 Midnight to 7:00 A.M.	day through Fi 4:30 P.M. to 12 Saturday and	riday 2:00 Midnigl I Sunday	nt Monday	/ through	Friday	
Crew Size - NMaterials - CRates are perOne hour min	with crew es will apply to all hanging signification finimum of three people. able, clamps, etc are adding if the signification if if the signification is the signification of the signification contact the signification is the signification of the signi	itional and ch	narged acco	ordingly.	ur incren	nents.	
SIGN HANGS	ONLY	Straight	Over	Doul			
Boom/Condor Lif	t with Crew per hour	<u>Time</u>	<u>Time</u>	<u>Tim</u>	<u>ie</u>		
	Price Price	\$ 841.50 \$ 1,178.25	\$ 1,213.50 \$ 1,699.00				
ASSEMBLY C	REW/ADDITIONAL LAB	OR					
Assembly Crew of	or Ground Supervisor - Per Po	erson, Per Ho	ur				
Advanced Standard F	Price	\$ 134.25 \$ 188.00	\$ 258.25 \$ 361.75				
hanging sign can b	assembly and disassembly be provided by Freeman, or by y play house, independent or lightin	our company	ASSEMB	LY ESTIN Approx. Ho		Hourly Rate	Estimated Cost
Please indicate medisassembly:	ethod of supervision you require	for assembly/			@		=
☐ OK to	proceed without Exhibitor Supe	ervision	*REQUES	STED INS	TALL D	ATE:	TIME:
	or Exhibitor Personnel			Approx. Ho	ours	Hourly Rate	Estimated Cost
☐ Displa	y House to supervise				@		=
	nd/or equipment will be used if the	•					
	ry to safely complete the insta o and it will be charged according		*REQUES	Approx. Ho			TIME: Estimated Cost
	INBOUND SHIPPING				@		_
Shipping to Adv	ance Warehouse				@		
☐ Deadline for Re	eceipt: JULY 30, 2021		*REQ	UESTED I	DATES &	TIMES ARE NO	OT GUARANTEED.
Shipping to Sho Date of Arrival:	ow Site* (Standard Prices Apply		,			ill apply for all H direct to show s	
		тс	OTAL COST				

8.81% Tax

Total Cost

Sub-Total

IAME OF SHOW: Ou	tdoor Retaile	r Summer 2021 / A	ugust 10-12	, 2021		
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ONTACT NAME:			PHO	ONE #:		
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ype: 🔲 Cloth Ba	nner 🔲 Meta	al 🗆 Wood 🗀 Otl	her			
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Electrical Required	?	☐ No Is As	ssembly Requi	red?	☐ No	
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o. of feet from the fl	oor to the top of	the hanging structure				
						n motors. Additiona
ews may be dispa	tched at the Ex	hibitor's expense if	deemed nece	ssary by Freema	an.	
Are you using chain	motor(s)?	Quantity:		s your sign desig	ned to rotate?	☐ Yes ☐ No
Exhibitor Provid			[Exhibitor Prov		reeman Provided**
				5		
Does your sign i	require Truss?	Yes No	L Exhibito	r Provided	Freeman Prov	/ided***
Any non-Freeman	supplied chair	n hoists will require o	current yearly	maintenance re	cords.	
Refer to the Moto	r & Truss Orde	r Form.				
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PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

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

exhibitor at the Outdoor Retailer Summer 20 applicable), the display house or builder for hereby certify and guarantee that the stress have been properly engineered and tested. We can be hung safely and has been constructed	the aforementioned exhibitor, do points for the hanging structure /e further certify that the structure
and safety measures.	
We hereby release, indemnify and forever ho COLORADO CONVENTION CENTER, FREE directors, officers, employees, representative and against any and all liability, claims, dearising from the installation, use or dismantling supporting in excess of 200 lbs. may be verifice expense.	EMAN, and its subsidiaries, their res, agents and contractors from lamage, loss, fines, or penalties g of this structure. All hang points
Exhibiting Company:	Booth #:
Authorized Signature:	
Printed Name:	Date:
E-Mail:	
Display House/Builder (if applicable):	
Authorized Signature:	
Printed Name:	Date:

E-Mail:



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DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

NAME OF SHOW:	Outdoor Retailer Summer 2	2021 / August 10-12, 2021		
COMPANY NAME:	Outdoor Netalier Guilliller 2	BOOTH #:		
CONTACT NAME:		PHONE #:		
E-MAIL ADDRESS:				
	For fast, easy or	dering, go to <u>www.freeman.com/</u>	store.	
		MOTOR & TRUSS		
ExhibitorSupport ELECTRICAL ORDER FORM ELECTRICAL on the appropri The cost of Ma Please select	ort@freeman.com. SERVICE requirements to power M. or HANGING SIGN LABOR require riate order form. aterial Handling is included in the r	f no color selection is made, silver will b	nce on the	ELECTRICAL SERVICES
required inform	ation 3 weeks prior to move in. please contact Freeman for ava	d lighting rigging. Please provide a d Incomplete information may prohibit ailability.	wg file of your trus	the rigging plot with load s rig from being hung.
Name:		Phone:		
Company Na	ime:	Email:		
Descri	ption	Advano Pi	ce Order	Total
EQUIPMENT				
Quarte	er Ton Hoist		693.25	\$
Half To	on Hoist		693.25	\$
One T	on Hoist		727.00	\$
Rotati	ng Motor		420.75	\$
12" Bo	ox Truss (per foot)*		29.25	\$
12" Co	orner Blocks*		120.50	\$
Par C	an Lights		105.00	\$
Lekos	Lights		105.00	\$
	L INTEGRITY STATEMENT ACCOMPANY ORDER	TOTAL ESTIMA		%:

Silver

Black

* Select Color for Truss and Corner Blocks:

(If a color choice is not indicated, silver will be selected for you.)



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DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

NAME OF SHOW:	Outdoor Retailer Summer 2021 / August 10-12, 2021
COMPANY NAME:	BOOTH #:
CONTACT NAME:	PHONE #:
E-MAIL ADDRESS:	

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

TRUSS & LIGHTING PACKAGES

Each of the packages below include delivery, installation, rental, initial focus time (varies on package selected), and dismantle. Electricity must be ordered separately with the minimums listed below for each package. Please refer to the Electrical Order Form to place your order for these services.

You must select your box truss color: Silver Black

Please note: Orders received after the deadline date, orders received without rigging plot, and orders received at show site will be charged the Standard Price.

Qty	Description	Discount Price	Standard Price	Total
	Truss & Lighting Package 1	\$2,374.75	\$3,324.75	\$
	Truss & Lighting Package 2	\$3,858.25	\$5,401.75	\$
	Truss & Lighting Package 3	\$5,242.25	\$7,339.25	\$
	Truss & Lighting Package 4	\$6,428.50	\$9,000.00	\$

Please refer to the Electrical Order form for additional electrical and lighting needs.

Truss & Lighting Package 1 consists of 10 linear feet of 12' box truss (Silver or Black), 3 each 1000 watt Quartz lights, and one hour focus time. In addition, you must order the following separately for this group: one 30 amp 208V 3ph for motor power and three 10 amp 120V for lighting power. Refer to Electrical Order Form for pricing.



Truss & Lighting Package 2 consists of 20 linear feet of 12' box truss (Silver or Black), 6 each 1000 watt Quartz lights, and one hour focus time. In addition, you must order the following separately for this group: one 30 amp 208V 3ph for motor power and three 20 amp 120V for lighting power. Refer to Electrical Order Form for pricing.



Truss & Lighting Package 3 consists of 30 linear feet of 12' box truss (Silver or Black), 9 each 1000 watt Quartz lights, and one and a half hours focus time. In addition, you must order the following separately for this group: one 30 amp 208V 3ph for motor power and five 20 amp 120V for lighting power. Refer to Electrical Order Form for pricing.



Truss & Lighting Package 4 consists of 40 linear feet of 12' box truss (Silver or Black), 12 each 1000 watt Quartz lights, and one and a half hours focus time. In addition, you must order the following separately for this group: one 30 amp 208V 3ph for motor power and six 20 amp 120V for lighting power. Refer to Electrical Order Form for pricing.



		TOTAL COST	Γ	
	+		= \$	
Sub-Total		8.81% Tax		Total Cost

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.

FREEMAN

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?

 10×10 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.

FREEMAN

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ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts)

		WATTAGE	
Blender		475-1000	Imprinter for T
Can Opener		500	Iron
Card Reader (credit) / Le	ead Retrieval	100	Juicer - Single
Cash Register		100-200	Juicer - Double
Coffee Pot - Household	Size	600-1200	Laminator
Coffee Pot - Large Brew	er	1500-2000	Lights with Fre
Computer - Monitor (inde	ependent)	120-200	Meat Slicer
Computer - Desktop (mo	onitor & CPU)	200-900	Microwave Ov
Computer - Laptop		100-300	Mixer
Computer Printer - Dot N	Matrix	100-500	Photocopier
Computer Printer - Laser	r	400-1000	Pizza Oven (s
Crock Pot		200-1000	Popcorn Make
DVD Player		50-100	Projector (dep
Electric Frying Pan		1200-2000	Refrigerator -
Fax Machine		1000	Refrigerator - I
Flat Screen TV - 32" to 5	50"	1000	Sewing Machi
Food Processor		500-2000	Steamer
Glue Gun		300	Stereo (amplif
Griddle		1500-2000	Television
Hair Dryer		1000-2000	Toaster
Heat Lamps (per lamp)		250	Toaster Oven
Heater (portable)		1500-2000	Vacuum Clear
Hot Plate Single		1000	VCR
Hot Plate Double		1500-2000	Water Cooler -
Hot Water Heater	30amp/208 vo	lt/Single Phase	Water Cooler -

	WATTAGE		WATTAGE
	475-1000	Imprinter for T-Shirts	2000
	500	Iron	700-1100
ad Retrieval	100	Juicer - Single	500
	100-200	Juicer - Double	1000
ize	600-1200	Laminator	2000
r	1500-2000	Lights with Freeman Rental Booths	200 each
pendent)	120-200	Meat Slicer	500-1000
nitor & CPU)	200-900	Microwave Oven	500-2000
	100-300	Mixer	500-1000
atrix	100-500	Photocopier dependent upon size - may r	equire 208 volt
	400-1000	Pizza Oven (small) 30amp/120 volt Spec	cial Connection
	200-1000	Popcorn Maker	2000
	50-100	Projector (dependent upon size)	1000
	1200-2000	Refrigerator - Small	400
	1000	Refrigerator - Full Size	750
"	1000	Sewing Machine	1000
	500-2000	Steamer	2000
	300	Stereo (amplifier)	100-500
	1500-2000	Television	100-500
	1000-2000	Toaster	1000
	250	Toaster Oven	1500
	1500-2000	Vacuum Cleaner	1500
	1000	VCR	100
	1500-2000	Water Cooler - Cold Water	1000
30amp/208 vol	t/Single Phase	Water Cooler - Hot/Cold Water	2000
	'		

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																							
COMP																								BOOTH #										
													en	t A	isl	e o	r B					1										_		
																																		Adjacen
or Booth #																																		Adjacent Aisle or Booth#
Adjacent Aisle or Booth #																																		h#
∢																																		ı

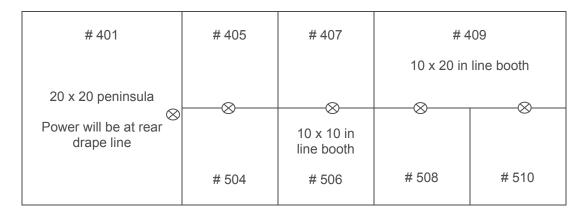
A measurement scale can be applied as necessary to reflect the size of your booth.

Adjacent Aisle or Booth #_

SAMPLE LAYOUTS

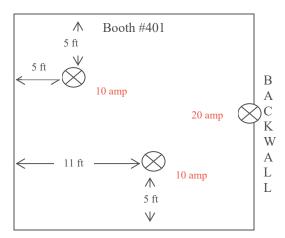
IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The "main power locations" therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet =

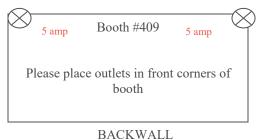


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401 Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409 Order = 2 x 5 amp outlets



ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

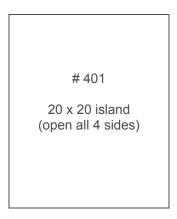
2. Location and load of all outlets.

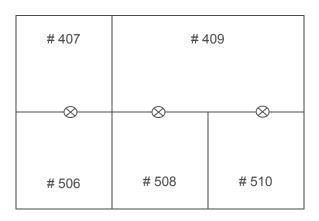
Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. Booth orientation.

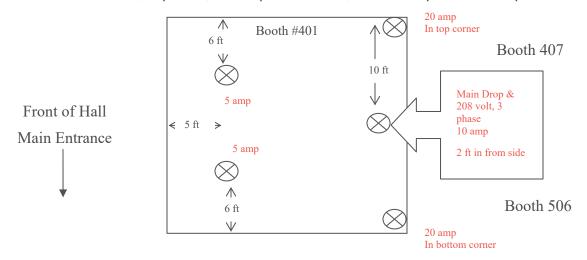
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan





20 x 20 Island – Booth # 401 Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



FREEMAN

(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com



DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

NAME OF SHOW: (Outdoor R	Retailer S	ummer	2021 / A	ugust 10-12,	2021	
COMPANY NAME:	BOOTH #:						
CONTACT NAME:	PHONE #:						
E-MAIL ADDRESS:							
		For fast	, easy c	ordering,	go to www.f	reeman.com/store.	
				ELE	CTRICAL		
ELECTRICAL OU						ADDITIONAL INFORMATION	
Power includes delivery and inline booths. Plea if you require outlets in have orders for power	ise see the Ele n other location	ectrical Labo ons, have lig	or order for hts or elec	rm for rates trical items	and instructions to hang or erect,	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 16, 2021.	
	Quantity Show (For Show Hours Only)	Quantity 24 Hr. (For 24 hrs/day Double Price)	Discount <u>Price</u>	Standard <u>Price</u>	TOTAL	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	
110/120 VOLT						island booth is not provided prior to show move-in, a location	
500 Watts (5 amps	s)		130.00	195.00 =	= \$	will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time	
1000 Watts (10 amp	os)		220.00	330.00 =	= \$	and material basis.	
2000 Watts (20 amp	os)		283.50	425.25 =	= \$	ISLAND BOOTHS	
208 VOLT SINGLE	E PHASE (La	abor Requi		·		For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.	
20 Amps			402.25 474.75		\$	INLINE AND PENINSULA BOOTHS	
30 Amps 60 Amps					= \$ = \$	Power will be placed in the back of the booth unless otherwise	
100 Amps					= \$ = \$	specified.	
208 VOLT THREE	PHASE (La	bor Requir		•	·	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	
20 Amps			536.50	804.75 =	= \$	30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately	
30 Amps			632.75		= \$	after final show closing. If you require power outside actual	
60 Amps			921.75	1,382.75 =	= \$	show hours, special arrangements should be made in advance. Additional charges may apply.	
100 Amps			1,305.75	1,958.75 =	= \$,,	
200 Amps			2,267.25	3,401.00 =	= \$	SEPARATE OUTLETS Separate outlets should be ordered for each piece of equipment	
Transformer to Boos					. ,	and/or each power location. Outlets may not be split to multiple	
	Qty of Amps	s	X Price \$ _		= \$	locations and cannot be shared between multiple booths.	
480 VOLT THREE	PHASE (La	bor Requir	ed for Co	nnection)		CANCELLATION A 50% refund will be applied to electrical services cancelled after	
20 Amps			1,072.25	1,608.50 =	= \$	installation. Refunds will not be issued for materials and/or labor	
30 Amps					= \$	charges related to the installation.	
60 Amps			1,842.00	2,763.00 =	= \$	OVERHEAD POWER	
100 Amps			2,610.75	3,916.25 =	= \$	If you require your power from overhead, additional materials and labor may be incurred. Please contact <u>Julie.Miranda@</u>	
200 Amps			4,534.00	6,801.00 =	= \$	<u>freeman.com</u> .	
LIGHTING (Price	Includes Po	wer & Labo	or for Inst			EXTENSION CORDS & POWER STRIPS Extension cords and power strips are available for rental at the Freeman Service Center.	
Single Light Stand (20	•		118.75		= \$	Treeman Service Center.	
Double Light Stand (4	00w)		237.50		= \$	LIGHT STAND PLACEMENT For single or double light stand; price includes installation along	
Arm Light			372.00		= \$	the side rails of an inline booth. Placement elsewhere will require	
Overhead Quartz Ligh			472.75		= \$	additional labor and materials.	
* Note: Overhead light per light for onsite ord		e is \$175.00	per light foi	r pre-show or	ders and \$262.50	CARPET	

If booth carpet is installed prior to electrical service being

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.

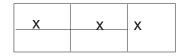
For Lighting

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 quarantee that the outlet will be specifically located in the middle.)





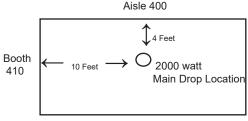
IN-LINE BOOTHS / PENINSULA

BACK TO BACK PENINSULA

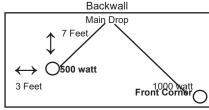
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

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 to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets Labor Required

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 (egpower 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.

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(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com



DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

NAME OF SHOW:	Outdoor Ret	ailer Summer 2021 / Augu	uet 10-12 2021			
COMPANY NAME:	Outdoor Net	anci Gammer 20217 Augu	BOOTH #:			
CONTACT NAME:			PHONE #:			
E-MAIL ADDRESS:						
		or fast, easy ordering, go	to www.freeman.co	m/store		
	-		AL LABOR			
		ELLOTRIO	AL LABOR			
LABOR RATE	S & SCHEDUL	.E				
		0 AM - 4:30 PM (Excluding Holida И - 8:00 AM, All day Saturday, Sun				
Description				Advance Price	Show Site Price	
Electrician - ST				\$136.75	\$191.50	
				*	\$368.25	
					\$611.50	
					\$788.25	
					\$1,188.75 \$1,719.00	
				' '	\$183.50	
•					\$273.00	
				*	\$55.75	
by other Unions Service Center to	or I & D houses as confirm that you	termine if electrical labor is requisit if alls under electrical jurisdiction are ready for service. xample of a completed floorplan p	tion. Time and material c	charges will apply. Ple		
		xample of a completed floorplan p	<u> </u>	ige.		
FLOOR WORK		ctrical under carpet and flooring.	BOOTH WORK: Booth work is any of the	e following. Please che	ck all that apply:	
		T EXHIBITOR PRESENT:	Booth Work to diffy of the	o lonowing. I loade one	on an arac appry.	
			☐ Distribution of elect			
		Time	Distribution of elect	p location in your booth trical through booth stru	cture.	
		arrival. Freeman must receive power distribution under carpet.	 ✓ Mounting of plasmas/LCD monitors and lights. ✓ Connection or hard wiring of all exhibitor equipment. ✓ Lighting used as spot or flood lights. 			
Print Name:			Assembly and insta	allation of all lighting from		
Authorized Signature:			☐ Wiring of overhead	y and hanging of truss). signs.		
☐ EXHIBITO	R SUPERVISION	(DO NOT PROCEED)		rical headers and/or ligh	nt boxes.	
LABOR REQUES	T T		I	SELECT WOR	K TYPE	
Date	Time	# Electrician	Est. # Hours	Floor Work	Booth Work	
Date	Time	# Electrician	Est. # Hours	Floor Work	Booth Work	
Date	Time	# Electrician	Est. # Hours	Floor Work	Booth Work	
Name of On-Site 0	Contact:		Cell Pi	hone:		

Special Instructions:

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.

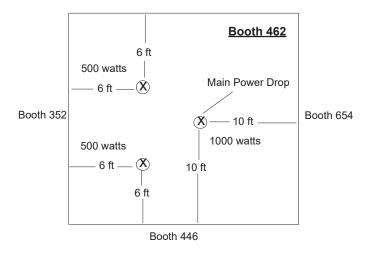
CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

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.



(459327) Page 2 of 2



(888) 508-5054 Fax: (469) 621-5614 ExhibitorSupport@freeman.com



DISCOUNT PRICE DEADLINE DATE JULY 16, 2021

NAME OF SHOW:	Outdoor Retailer Summer 2021 / August 10-12, 2021	
COMPANY NAME:	BOOTH#:	
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:		

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

LIGHTS OUT REQUEST

All exhibitors located in island booths of 400 sq. ft. or greater may request the lights located directly over their booth be turned off. For the purposes of lights out, there are three categories of requests:

- 1. Over Booth Lights directly over exhibitor's booth. This request should be done in advance.
- 2. Partial Over Booth Lights partially over exhibitor's booth and partially over adjacent aisle or exhibitor.
- **3.** Adjacent Aisle Lights Lights completely over adjacent aisle. The exhibitor that is closest to the light has the right to determine if the light may be turned off. However, the final decision for any lights being turned off always reverts to Show Management and the Fire Safety Office.

Freeman and Show Management cannot confirm lights out categories 2 or 3 until all affected exhibitors are on site. Lights in categories 2 and 3 must be approved by Show Management and Fire Safety officials. Category 3 lights must also be approved by affected neighboring exhibitors.

In an effort to help exhibitors determine any additional lighting requirements as early as possible, there will be two designated "full show lighting" periods during move-in. During these times, exhibitor should determine if they wish to request additional lights out. If so, please place request at the Exhibitor Service Center and a Floor Manager will visit your booth and any affected neighboring exhibitors with Fire Safety officials, if necessary, to approve the request.

MOVE-IN LIGHTING SCHEDULE

Saturday August 7, 2021 8:00 a.m. - 5:00 p.m. 20' x 20' Booths & Larger Only Sunday 8:00 a.m. - 6:00 p.m.

Monday August 8, 2021 8:00 a.m. - 6:00 p.m. Monday August 9, 2021 8:00 a.m. - 7:00 p.m.

INSTRUCTIONS

- All eligible companies must submit the "Lights Out Request" to Show Management and Freeman by JULY 16, 2021. With the
 completion of this form, the exhibitor accepts any applicable charges associated with this request.
- · The Colorado Convention Center lighting system is set up in individual circuits depending upon the location in the hall.

ASSISTANCE

 For questions regarding the placement and number of lights above your booth, please contact Julie Miranda at (702) 579-1629 or Julie.Miranda@freeman.com.

LIGHTS OUT REQUEST

Description	Number of Lights	Advance Price	Show Site Price	Total
Lights Out (per light)		\$136.75	\$191.50	\$
			8.81% Tax	\$
			Total	\$

Light Numbers:	 Date Required:	 Time Required: _	

		TOTAL COST	•	
	+		= \$	
Sub-Total		8.81% Tax	- +	Total Cost





AUDIO VISUAL RENTAL FORM

COLORADO CONVENTION CENTER
Office: 303.758.1818

Email: CCCEvents@Imageav.com

Online Order Form:

https://imageav.formstack.com/forms/orsummer2021



Order Online

https://imageav.formstack.com/forms/orsummer2021

Order by 6/30/21 to get 15% off your equipment order Use Code **OR15** Order by 7/31/21 to get 10% off your equipment order Use Code **OR10**

AUDIO		
Item	R	ate
PA w/ 1 Speaker & 4 Ch. Mixer	\$	175
PA w/ 2 Speakers, 4 Ch. Mixer & Wireless Mic	\$	375
Wireless Handheld or Lavaliere Microphone	\$	125
Wireless Headset Microphone	\$	175

Please call for any orders that require more than (2) Microphones and/or (2)

Speakers

MEETING ROOM PACKAGES		
ltem	R	ate
Projection Package (5K Projector, Screen up to 8', stand, cabling)	\$	500
Support Package (For Client Projectors) (Screen up to 8', stand, cabling)	\$	150
LED Uplighting Package (6 lights)	\$	300

The Colorado Convention Center proudly partners with Image AV in all facets of event production.

Image AV is available to provide the following services and more:

Hybrid and Virtual Event Platform
IATSE Labor Union Management, Logistical Planning & Payroll
Comprehensive Production Services and Equipment
Rigging Equipment / CAD Development
Complete inventory of Video, Audio and Lighting packages
Dedicated, On-Site Event Production Management
Conference Recording & Hosting (Click Here for More
Information)
Exhibitor Technology Support & Booth Design
9 Styles of Modular Backdrop Scenic Panels

VIDEO DISPLAY PACKAGES					
Item	R	ate			
24" Video Monitor	\$	150			
32" Video Monitor	\$	200			
40" Video Monitor	\$	300			
55" Video Monitor	\$	450			
70" Video Monitor	\$	700			
80" Video Monitor	\$	800			
Wall Mount for Monitor	\$	75			
8" Tripod Projection Screen	\$	175			
8' Tripod Screen & Projector	\$	500			
Digital Media Player (USB)	\$	50			

Denver, CO

August 10th-12th

24"-32" monitors come standard with tabletop stand, larger monitors come with Floor stands. Wall mounted monitors require coordination with show GSC. A Digital Media Player is recommended for display of any media from a USB flash drive.

LABOR SERVICES	LAB	OR	SE	RVI	CES
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Set/Strike Labor \$ 175

Double Overtime Rates 12:00am-6:59am Please call for price

- *A 3% Administration Fee will be added to each order
- *Prices subject to change without notice for orders received within 5 days of event
- *Additional labor may be required
- *Payment must be received 48Hrs prior to event
- *All applicable Denver and Colorado Sales Taxes will apply

Order Online

https://imageav.formstack.com/forms/orsummer2021



OUTDOOR RETAILER SUMMER 2021 BOOTH SERVICES MENU











OUTDOOR RETAILER SUMMER 2021

Centerplate welcomes Outdoor Retailer back to Denver for another great year! In an effort to ensure the safety of our exhibitors and attendees in addition to the protection of the Colorado Convention Center's Liquor License, we would like to take this opportunity to remind everyone of a few simple Policies and Procedures that MUST be followed according to **Colorado State Law.**

Centerplate -Colorado Convention Center Alcoholic Beverage Policies

As a reminder to all Outdoor Retailer Exhibitors and Attendees Centerplate is the exclusive caterer for the Colorado Convention Center. Please note that **no** food or beverages (including alcoholic beverages) of any kind may be brought into or out of the Colorado Convention Center. All food and alcoholic beverages must be purchased through Centerplate and all alcoholic beverages must be served by TIPs trained (Training for Intervention Procedures) Centerplate staff.

In an effort to ensure the safety of all attendees and exhibitors, all persons entering the Colorado Convention Center may be subject to random bag checks by security. In conjunction, any incoming freight may be subject to random searches. **All outside alcoholic beverages will be confiscated** and the attendee/exhibitor may be asked to leave the premises.

Exhibitors found in violation may be subject to fines or penalties.

Please see OR Terms of Agreement Section 5- Alcohol Beverages and Section 6- Compliance with Laws and Regulations Section 4 B- Beverages/Food.

**Please note that during Outdoor Retail, security teams will be roaming the show floor during set-up and show hours. Any outside alcohol found onsite will be confiscated and individuals may be escorted by DPD (Denver Police Department) out of the Colorado Convention Center. **

Respectfully,
Centerplate Management
OR and The Colorado Convention Center
Please see below for special bar rates for Outdoor Retailer 2021...

Centerplate Donated Alcohol Procedures

A client must provide the following at lease (2) weeks prior the event:

- Documentation confirming they are a registered 501(c)(3) or 501(c)(6)
- Check or credit card used for payment must come from the registered 501(c)(3) or 501(c)(6) photo copy
 of credit card used is required
- All donated alcoholic product must be delivered by a licensed Colorado wholesaler or distributor and must be accompanied by a zero-balanced invoice at delivery (7) business days prior to the start of the event

Optional — Letter of Intent from the company donating the alcohol noting exactly what they are donating and how much they are donating to the registered 501(c)(3) or 501(c)(6)

Fee(s) occurred from donated alcohol:

- A labor fee will be assessed to the customer based upon the size and scope of the donation. These
 fees apply to all donated product delivered and are invoiced whether the donated product is used or
 unused.
 - Liquor-\$30.00 per bottle
 - o Beer -\$1.50 per bottle/can
 - Wine/Champagne- \$10.00 per bottle
 - Keg- \$150.00 per keg
- Centerplate bartenders must dispense all alcoholic beverages served within our facilities. The fee for bartender necessary to dispense product will be determined by an hourly, per person, rate of \$25.00 an hour (4 hour minimum required).
- For donated kegs, there is a \$75 equipment rental fee for a Jockey Box.

Additional Notes:

- Client is responsible for coordinating with the licensed Colorado wholesaler or distributor for delivery Centerplate is not responsible for delivery arrangements
- Donated alcohol can only be removed from the premised by a licensed Colorado wholesaler or distributor and must be accompanied by a zero-balanced invoice at pick-up
- Centerplate cannot assume responsibility for spoilage, uncorked bottles not consumed, or any bottles left on the premises after the event

As per Colorado State Liquor laws, donated alcohol cannot be resold by any registered 501(c)(3) or 501(c)(6).

OUTDOOR RETAILER SUMMER 2021 EXHIBITOR BAR SERVICES MENU

DRAFT BEER - KEG

DIALI DELIC ILLO	0	Discounts d Outdoor Datallan Driefrank
Domestic Coors Banquet Coors Light Budweiser Budweiser Light Miller Light PBR	Centerplate Retail Price \$ 475.00 \$ 475.00 \$ 475.00 \$ 475.00 \$ 475.00 \$ 550.00	Discounted Outdoor Retailer Pricing if Order is Processed Before 7/19/2021 \$425.00 \$425.00 \$425.00 \$425.00
Colorado Breweries AC Golden – Golden Colorado Native (5.5% ABV)	\$ 600.00	-
Blue Moon Brewing Company - RiNo Blue Moon Belgian White (5.4% ABV)	\$ 600.00	\$525.00
Prost Brewery — Fort Collins Pilsner- Light Lager Dunkel — Dark Lager Weissbier — Wheat Ale Kolsch- German Style Ale SKA Brewing — Durango SKA True Blonde Ale (5.3% ABV)	\$ 600.00 \$ 725.00	-
New Belgium – Fort Collins Fat Tire (5.2% ABV) Voodoo Ranger IPA (7% ABV)	\$ 625.00	\$550.00
Great Divide - Denver Roadie Radler (4.2% ABV)	\$ 625.00	-
Breckenridge Brewery – Littleton Avalanche Ale	\$ 625.00	\$550.00
Upslope Brewing Company – Boulder Craft Larger	\$ 700.00	-
National Craft Breweries Sierra Nevada Brewing — Chico, CA Pale Ale (5.6% ABV) Celebration (6.8% ABV)	\$ 625.00	\$550.00
Uinta Brewing — Salt Lake City, UT Hop Nosh IPA (7.3% ABV) Lime Pilsner (5.3% ABV)	\$ 625.00	-
Sam Adams - Boston, MA Pale Ale	\$ 625.00	-
Ciders Angry Orchard Crisp Apple (GF)	\$ 725.00	-
Imported Modelo Especial Paulaner Premium Stella Corona Heineken	\$ 675.00 \$ 725.00 \$ 675.00 \$ 725.00 \$ 725.00	- - -

Kegs that are not fully consumed for a multiple day show may be brought back to the booth pending staff availability. A \$100 labor fee for bartender services will be charged per 4 hour minimum and the contracted Catering Sales Manager must be contacted in order to set up this service. **Notifying the bartender/beverage service manager alone will not ensure keg delivery for following day.**

OUTDOOR RETAILER SUMMER 2021 EXHIBITOR BAR SERVICES MENU

HOSTED BAR SERVICES

DELUXE LIQUORS \$7.50 PER DRINK

Old Foster Whiskey, New Amsterdam Vodka, Bacardi Superior Rum, Bombay Original Gin and Altos Blanco Tequila

PREMIUM LIQUORS \$8.50 PER DRINK

Tin Cup Whiskey, Absolute Vodka, Captain Morgan White Rum, Tangueray Gin and Altos Reposado Teguila

DELUXE WINE \$7.50 PER GLASS

Tunnel of Elms: Chardonnay, Cabernet Sauvignon, Merlot and Gabbinano Pinot Grigio

PREMIUM WINE \$8.50 PER GLASS

Dark Horse: Chardonnay, Cabernet Sauvignon, Merlot, BV Costal Sauvignon Blanc, BV Costal Pinot Noir, Campanile Pinot Grogio, and Alamos Malbec

CORDIALS \$8.00 PER DRINK

Amaretto Di Saronna, St. Brendan's Irish Cream and Grand Marnier

DOMESTIC BEER- 16 oz \$6.50 PER BOTTLE

Coors Banquet, Coors Light

IMPORTED/MICRO BREW BEER- 12 oz \$6.50 PER BOTTLE

New Belgium Fat Tire, Voodoo Ranger IPA, Belgium White Ale, Blue Moon and Heineken

MIMOSA BAR \$8.00 PER MIMOSA

Sparkling Wine and Orange Juice

HOUSE BLOODY MARY BAR \$8.00 PER BLOODY MARY

Celery Stick, Lime and Olive Garnish

MOSCOW MULE \$10.00 PER

MULE Vodka, Ginger Beer and Lime Juice

A bartender is provided free of charge for each individual bar that posts sales of \$400 or more per 4-hour period. A \$100.00 Bartender Labor Fee will be applied to each bar failing to meet the \$400 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$25 per bartender, per hour, applies regardless of the sales achieved.

Centerplate Catering recommends one bartender per 100 guests.

We remind you that Colorado State law prohibits the serving of alcoholic beverages to patrons under the age of 21 and that NO alcoholic beverages may be brought into the Colorado Convention Center for consumption.



OUTDOOR RETAILER SUMMER 2021 EXHIBITOR BOOTH SERVICES MENU

Welcome to the Colorado Convention Center and Centerplate Catering. On this menu you'll find just a sampling of some of our most popular items, available at your booth or for your hospitality suite. Contact Catering Sales at 303.228.8053 or Kate.Rizzo@centerplate.com

BEVERAGES

Freshly Brewed Starbucks Coffee	\$69.00 per gallon
Freshly Brewed House Blend Coffee,	\$59.00 per gallon
Decaffeinated Coffee and Herbal Tea	
Java House Cold Brew Coffee	\$75.00 per gallon
Gourmet Coffee Station	\$77.00 per gallon
Starbucks Coffee featuring these specialty items:	
Three Varieties of Flavored Syrups, Sugar Cubes, Orange & Le	emon Slices,
Whipped Cream, Cinnamon Sticks and Chocolate Shavings	
Lemonade or Iced tea	\$40.00 per gallon
Orange, Cranberry, & Grapefruit Juice	\$45.00 per gallon
Box Water	\$5.00 each
Assorted Soft Drinks	\$3.25 each
Water Cooler (Cold)	\$95.00 each
Water Replenishments	\$35.00 each
CQ Infused Spa Water 3-gallons per unit	\$165 per unit
Assorted Flavors to include: Citrus, Tropical or Berry	
Infused and Garnished with Seasonal Fresh Fruit	

ACAI BOWLS

All Bowls use a frozen acai fruit puree as the base and comes standard with Gluten-Free Granola and Bananas.

Organic Acai Bowl \$15.00 each

Choice of the following:

(Minimum of 36 per order)

- ~Classic Bowl: Acai, Granola, Banana
- ~Super Bowl: Acai, Granola, Banana, Coconut, Cacao Nibs, Hemp Seeds
- ~Berry Bowl: Acai, Granola, Banana, Mulberry, Strawberry, Blueberry Bowls are delivered in temporary cooler bag. Must be consumed within 30 minutes of delivery

BOX LUNCH SELECTIONS

All Box Lunches Served with Individual Bag of Potato Chips and a Gourmet Chocolate Chip Cookie. Beverages sold separately

Box Lunch Sandwich

\$22.50 each

Choice of the following:

(Minimum of 6 per type)

- ~Smoked Turkey & Swiss
- ~Roast Beef & Cheddar
- ~Sliced Deli Ham & Cheddar
- ~Grilled Vegetables & Provolone

BAKE SHOP SPECIALTIES

Baked Bavarian Pretzel Rods	\$ 36.00 per dozen
Served with Mustard and Hot Cheese Dip	
Assorted Bagels with Cream Cheese	\$ 40.00 per dozen
Assorted Local Freshly Baked Danish	\$ 45.00 per dozen
Assorted Local Freshly Made Donuts	\$ 45.00 per dozen
Local Freshly Baked Muffins	\$ 48.00 per dozen
Homemade Brownies or Blondies	\$ 36.00 per dozen
Assorted Freshly Baked Cookies	\$ 45.00 per dozen
Chocolate Chip, Oatmeal Raisin, and Sugar	•
Assorted Homemade Cupcakes	\$ 45.00 per dozen

SNACKS	
Whole Fresh Fruit	\$ 3.75 each
Granola Bars	\$ 4.50 each
Assorted Candy Bars	\$ 3.50 each
Assorted Lays Potato Chips	\$ 3.00 each
Snack Mix	\$ 16.00 pound
Trail Mix	\$ 18.00 pound
Fancy Mixed Nuts	\$ 40.00 pound
Mixed Nuts with Peanuts	\$ 27.00 pound
Potato Chips & French Onion Dip	\$ 5.50 per person
Pretzel Twists	\$ 8.00 pound
Tortilla Chips & Salsa	\$ 4.00 per person
Freshly Made Guacamole	\$ 3.00 per person
Sliced Seasonal Fresh Fruit Platter	\$ 6.00 per person
Imported and Domestic Cheese Display	\$ 8.00 per person
Signature Homemade Granola Bar	\$ 40.00 per dozen

TEMPTING TREATS THAT ATTRACT ATTENTION & DRAW ATTENDEES TO YOUR BOOTH!

KEURIG MACHINE COFFEE KIT

\$ 150.00

- One time set up fee of \$150.00 includes 26 K-Cups (20 regular, 6 decaf)
- Disposable coffee cups, creamers, assorted sugar packets, stir sticks and paper napkins
- Additional beverages used will be charged on consumption at \$3.00++ per K-Cup

K-CUP VARIETIES \$3.00 per K-Cup

- French Vanilla, Authentic Green Tea, Decaf Green Tea, Devonshire English Tea,
- Lemon Zinger Tea, Milk Chocolate Hot Cocoa and Apple Cider
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitors Services at (303) 228-8027 and request the following:
 - o (1) 115 volt, 20amps
 - o Approximate cost for power will be an additional \$ 155.00

ANTIQUE POPCORN CART

\$ 350.00

- Include (250) Individual Servings
- Additional Servings @ 225.00 a case (200-250 Additional Servings)
- Dimensions: 42" x 68"
- (1) Booth Attendants required at \$25.00++ per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitors Services at (303) 228-8027 and request the following
 - o (1) 120 volt. 20amps
 - o Direct power source required (no extension cords or power strips allowed)
 - o Approximate cost for power will be an additional \$ 155.00

ICE CREAM NOVELTIES

\$ 500.00

- Includes (100) Ice Cream Bars and Freezer:
 - Varieties to include: Snickers, Ice Cream Sandwiches, Strawberry Fruit Bar & Drumsticks
- Additional Servings @ \$ 5.00++ each
- Dimensions: 31" x 45" cart
- (1) Booth Attendants required at \$25.00++ per hour/(4) hour minimum per attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitors Services at (303) 228-8027 and request the following:
 - o (1) 120 volt, 10 amps
 - o Approximate cost for power will be an additional \$ 115.00

HOST ONE OF OUR SPECIALTY SUBCONTRACTORS AT YOUR BOOTH...

EXPRESS KAFEH COFFEE BAR ESSENTIAL PACKAGE

\$1195.00

- Full Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Americano, Cappuccino, Café Latte, Café Mocha
- Includes 4 hours of service with 1 trained/professional barista
- Includes (300) 8oz beverages
- Includes Regular and Decaf Espresso
- Includes Whole, Skim, Almond & Soy Milk
- Additional Beverages @ \$4.95++ea
- Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Josh Meyer at (303) 228-8172 and request the following Power Needs: 110v-20 AMP

EXPRESS KAFEH COFFEE BAR DELUXE PACKAGE

\$2195.00

- Full Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Caramel Macchiato, Americano, Cappuccino, Café Latte, Café Mocha, Chai Latte, Cortado, Hot Chocolate, Tea
- Includes unlimited 8oz beverages for 8 hours with 1 trained/professional barista
- Includes Regular and Decaf Espresso
- Includes Whole, Skim, Almond & Soy Milk
- Includes 4 flavored syrups (Vanilla, Caramel, Hazelnut & Sugar Free)
- Includes custom logo/branded coffee sleeves (logo is required 14 days prior to service; rush orders are subject to a \$75 fee)
- Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Josh Meyer at (303) 228-8172 and request the following Power Needs: 110v-20 AMP

EXPRESS KAFEH COFFEE BAR ADD-ONS

AT RESS RATE IT COTTLE DAR ADD-ONS	
Cold Brew* (in combo with espresso bar)	\$495.00
Cold Brew* Stand Alone	\$1,095.00
Nitro Bar* (250 cups)	\$1,795.00
*includes barista attendant for 4 hours	
Tricycle	\$175.00
Branded Cup Sleeves	\$175.00
Branded Bar	\$300.00
Branded Beverage Toppers	\$175.00

"MAD BERRY'S" SMOOTHIES TIKI BAR

\$500.00

- "Tiki" Style Smoothie Bar with Choice of (2) Flavors Strawberry, Mango, Black Raspberry, Pina Colada or Peach
- Includes (100) 12oz Tropical Fruit Smoothies
- Additional 12oz Smoothies @ \$5.00++ each
- Dimensions:2'x2' cart or 4'x8' full size smoothie cart
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitors Services at (303) 228-8027 and request the following 0 (2) 110 volt, 10amps Approximate cost for power will be an additional \$155.00

ACAI SUPER BOWLS \$975.00

- Full Service Acai Bowls: Treat your guests to healthy indulgence enjoying Organic, NON GMO, Vegan and Gluten-Free Options.
- Choice between 10 different add-ons:
 Blueberries, Goji Berries, Mulberries, Coconut, Hemp Seed, Cacao Nibs, Chia Seeds, Granola, Maca, Banana, Peanut Butter and Almond Butter
- Includes (100) 12oz servings
- Additional 12oz serving @ \$10.00++ea
- Dimensions: 5'x5' (with 2 foot clearance for attendant behind cart) or 5'x8'
- (2) Booth Attendants recommended at \$25.00++per hour/(4) hour minimum per Attendant
- Please note that no power is needed



Ordering is Simple... Choose one of 2 options:

Call Catering Sales at 303.228.8053

or

Fill Out the Order Form Below and Email it to kate.rizzo@centerplate.com

NOTE: THIS IS NOT A CONTRACT; IT IS SIMPLY AN ORDER FORM.

Event Name:

Booth Number: ___

Organization (Bill To)	:		Booth Name:		
Contact Name:			Conta	act Phone Number:	
On-site Contact Nam	e:		On-si	ite Contact Cell Number:	
Street Address:			Fax N	Number:	
City, State, Zip:			Email	il Address:	
	m labor charges associtems subject to a 2			vices apply.	
Date of Service	Start Time	End Time	Quantity	Item	

If you are ordering a keg and it is not fully consumed for a multiple day show, the keg may be brought back to the booth pending staff and equipment availability. A \$100 labor fee for bartender services will be charged.

You must contact your Catering Sales Manager with Centerplate before the show floor closes that day in order to set up this service for the following day. Notifying the bartender/beverage service manager alone will not ensure keg delivery for following day.

Please note: Customary labor for <u>catered</u> functions is provided free of labor charges if sales for a specific function/service exceed \$300 per four (4) hour period. Otherwise, a delivery fee of \$25 will be applied for the period or event of which the minimum is not met. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Colorado Convention Center • 700 14th St. Denver, CO. 80202 • 303-228-8053 (phone)



EXHIBITOR SERVICES ORDER FORM

For Electrical, Telephone, Cable TV, Air, Water and Drain.

RECEIVE 20% OFF BY PLACING YOUR ORDER ONLINE!!!

For Advanced Rate, orders must be placed no later than two weeks prior to first show move-in date at:

www.denverconvention.com/exhibit-at-an-event



WELCOME TO THE COLORADO CONVENTION CENTER



In this kit, you will find orders for:

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Internet services, Audio Visual services, Business Center services and Catering services.

To help you with a successful show, we offer you these tips and checklist:

- 1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
- 2. ALL exhibitor utility orders should be ordered on-line, faxed, emailed or mailed directly to the CCC. All payments should be submitted directly to the CCC for utility orders NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.
- 3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
- 4. For your security, we <u>do not</u> accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: **www.denverconvention.com**.
- 5. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
- 6. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
- 7. The CCC reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

To save time and even more money, order on-line at www.denverconvention.com.

These rates are available only on the web and will save you 20% off the listed rates in this kit.

Checklist Requirements/Reminders:

Individual orders are required for each booth you will occupy.
If you have any questions, call us direct at 303.228.8027 before you order.
All 10X10 and in-line booth services will be installed in the center back of the space.

Please submit a properly oriented booth floor plan for booth exhibits in which services **are not to be** installed in the center back of the space. Please include adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is <u>not</u> provided, services will be placed in the most convenient location. Floor plans that include multiple service drop locations must identify exact placement <u>for each individual drop</u> which must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Orders with multiple service drops submitted <u>without</u> a floor plan, will be installed on-site, on a first come first serve basis and labor charges will be assessed if the service drop must be relocated.

We look forward to seeing you in Denver!





PAYMENT POLICIES

- 1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
 - All on-line orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
 - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
 - The date received by the **CCC** will determine the applicable rate.
 - All charges incurred during the show must be rendered in full at the time of service.
 - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
 - If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **SMG/CCC** in connection therewith.
 - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
- 2. Only Cash, credit cards, company checks and money orders, made payable to **SMG/Colorado Convention Center**, will be accepted for advanced payments.
- 3. Colorado Convention Center requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
- 4. Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of services.
- 5. There is a \$25.00 service charge for all returned payments.
- 6. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
- 7. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the SMG/CCC employees at the close of the show.
- 8. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.

CANCELLATION POLICIES

- There is a minimum \$100 or 10% Cancellation Fee (whichever is higher) plus any applicable taxes and surcharges that may apply. Cancellations must be in writing prior to the opening of the show. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs.
- Canceled services within an order will not incur cancellation charges if other services are ordered from the Convention Center provided the canceled services have not already incurred any costs.
- Credit will not be given for service(s) installed and not used.



SUBMITTING YOUR PAYMENT/ORDER



ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO: COLORADO CONVENTION CENTER/SMG

- 1. Online at www.denverconvention.com
- 2. US Mail/ First Class Mail/Couriers or Overnight Express:

Colorado Convention Center

Attn: Exhibitor Services

700 14ths Street, Denver CO 80202

3. Fax To: 303.228.8101

You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.

4. Wire Transfer:

1st Bank of Denver • Denver, CO 80202-1370 • ABA# 502-550-9955 • Routing# 107005047

Attn: Exhibitor Services

All wire transfers must include the following information:

•Your Company Name • Event/Show Name • Your Booth/Space Number

5. Federal Tax ID Number: 23-2511871

CONDITIONS AND REGULATIONS

GENERAL

- 1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- 2. All equipment must comply with Federal, State, and local safety codes.
- 3. Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$100 will be added to individual orders for each occurrence.
- 4. **SMG/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
- 5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
- 6. All ground/building connections to such equipment must be installed by SMG/CCC staff only.
- 7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
- 8. **SMG/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

ELECTRICAL

- 1. **SMG/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
- 2. SMG/CCC employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the National Electrical Code or are U.L. approved. Special attention is given to the grounding of equipment. The electrical department will make the final determination in allowing the use of any electrical material or equipment.
- 3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **SMG/CCC** electricians will compute a rating for the minimum electrical service required.
- 4. **SMG/CCC** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
- 5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
- 7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
- 8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.



RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

TELEPHONE & CABLE TV ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

TELEPHONE SERVICE - VOIP SERVICES

Colorado Convention Center Attn: Exhibitor Services 700 14th Street

Denver, CO 80202

303.228.8027 Ph 303.228.8101 Fx www.denverconvention.com

Event Name:		
Booth #	Booth Dimens	sions
Event Dates		
Company Name		
Address		
		_ Zip
Phone	Fax	
E-mail		

TOTAL

STANDARD RATE

		017272	
STANDARD PHONE SERVICE (with instrument, single line service)		\$250.00	
ADVANCED PHONE SERVICE (with instrument, multi-button service)		\$450.00	
POLYCOM SPEAKER PHONE		\$450.00	
ANALOG LINE - FAX, MODEM, CREDIT CARD LINE (no Instrument, VOIP to analog line)		\$250.00	
VOICEMAIL BOX		\$50.00	
PROGRAMING - CALL HUNT/ROLLOVER/CALL PICKUP—(If ordering multiple lines, maximum 2 times)		\$50.00	
LONG DISTANCE SERVICE* — Standard service does not include Long Disfile and calls will be charged to your card. INITIAL HERE TO ACCESS LONG DISTANCE SERVICE:	stance Acces	ss. Long-distance calls require a credit of	card authorization form to be on
SPECIAL SERVICES	QTY	STANDARD RATE	TOTAL
EXTEND POTS, ISDN, T1, other		\$250.00	
Ordered by the exhibitor and delivered to the Convention Center Demarc by To ensure delivery to the Convention Center, please order from your carrier or Order # Circuit No Carriel	a minimum o		
LABOR (Special placement, changes or repairs are charged in 1 hour increments.)		\$75.00	
CABLE TV SERVICES—(Provided By Comcast)	QTY	STANDARD RATE	TOTAL
DIGITAL/HDTV SERVICE (Set top box upgrade) 1 box per TV Set — Two-Week Advance R.S.V.P. Required		\$300.00	
		TOTAL PAYMENT	

OTV

A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <u>SHOW</u> MOVE-IN DAY. THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.*					
CREDIT CARD NUMBER: □ AMEX □ MC □ Visa	EXPIRATION DATE:				
PRINT CARDHOLDERS NAME:	CARDHOLDERS SIGNATURE:				
	SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS				

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.

- Phone Usage Charges: Usage charges are billed by CCC/SMG at the end of the show. Local and toll-free calls are free. Long
 distance calls are billed at AT&T retail rates. Credit card must be on file before long-distance service is activated.
- Services are provided in the most convenient manner for CCC Technicians UNLESS booth floor plan is submitted prior to first <u>show</u> move-in date. BOOTH LAYOUT DIMENSIONS—Please submit booth floor plans with each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Handsets must be picked up by Exhibitor at the Service Desk upon arrival.
- Cable TV Set Top Boxes will be delivered to the booth prior to Show Open.

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

CABLE TV & SATELLITE DISH INFORMATION FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center Attn: Exhibitor Services 700 14th Street Denver, CO 80202

303.228.8027 Ph 303.228.8101 Fx

303.228.8101 Fx www.denverconvention.com

Event Name:		
Booth #	Booth Dimensions	
Event Dates		
	StZip	
Phone	Fax	
E-mail		

A properly oriented booth floor plan must be submitted to ensure proper installation and also to prevent service postponement. The floor plan must include adjacent booth numbers surrounding the booth. For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the floor plan.

SERVICE TYPE	SEL		QTY
COMCAST CABLE TV			
DIGITAL (HDTV) (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical		REQUESTED OUTPUT	
digital audio)- By request for legacy devices)		NUMBER OF CABLE DROPS	
		SINGLE DROP(S) W/SPLITTERS	
		INDIVIDUAL CABLES NO SPLITTERS	
CABLE CARDS - The CCC does not provide Cable Cards. Arrar	ngements f	or this service must be made with Comcast directly.	
SATELLITE DISH			
NOTE : Vendor must supply all Dish/Antenna hardware, stands, roof protection, stand ballast, cable,	ı	DISH ANTENNA TO BE INSTALLED ON ROOF	
connectors and any other materials required for installation. All equipment must be removed by the vendor immediately after event close.	CA	ABLES TO BE RUN TO EXHIBIT/BOOTH/AREA	
,			
DATE AND TIME INSTALLATION AND SERVICE RE	EQUIRE	D BY:	
ADDITIONAL SERVICE REQUIREMENTS:			
INTERNAL LICE ONLY		コ	

INTERNAL USE ONLY ESTIMATE ACTUAL LIFT USE (HRS) M/HRS CABLE (FT) SPLITTERS (QTY) ADDITIONAL MATERIALS USED:				
LIFT USE (HRS) MHRS CABLE (FT) SPLITTERS (QTY)	INTERNAL USE ONLY			
M/HRS CABLE (FT) SPLITTERS (QTY)		ESTIMATE	ACTUAL	
CABLE (FT) SPLITTERS (QTY)	LIFT USE (HRS)			
SPLITTERS (QTY)	M/HRS			
	CABLE (FT)			
ADDITIONAL MATERIALS USED:	SPLITTERS (QTY)			
	ADDITIONAL MA	ATERIALS USED:		
		•		

CONDITIONS AND REGULATIONS



TELEPHONE

- 1. Telephone instruments must be picked up at the Service Desk.
- 2. A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.
- 3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **SMG/CCC** staff will complete all installations inside the facility.
- 4. **SMG/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.
- 5. All telephones are to be returned to avoid being charged a telephone replacement fee.
- 6. Once Installed, telephone services is active 24 hours a day for the entire length of the event.
- 7. 5 digit internal extension to extension dialing.

DESCRIPTION OF TELEPHONE SERVICES

1. **Standard Phone Service:** Single VOIP phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument

Standard Phone Optional phone services:

- Call Hunt/Roll to another ordered extension if line is busy or no answer (can only hunt/roll twice)
- Hot-Line: place a call to predetermined destination by simply lifting the handset.
- Call Forward
- Call Pick-Up group: an incoming call to any extension in the pick-up group can be answered by any of the phones in the specified group by picking up their handset and entering a code on the phones keypad.
- 2. **Advanced Phone Service:** VOIP phone line that includes the installation of one digital multi-button telephone. This comes with fixed features such as hand's free call, hold, conference, redial, and transfer. Along with four programmable buttons that can be programmed based on what additional special programming has been ordered.

Advanced Phone Optional phone services:

- Call Appearance: Any ordered extension number can ring on labeled key on digital set.
- Call Forward
- Last Number Redial
- 3. Analog Line Fax, Modem, Credit Card Line: Touch-tone analog phone line. No instrument provided.
- 4. Voicemail Box: Voicemail box added to Standard Phone Service or Advanced Phone Service.
- 5. **Polycom Speaker Phone:** Speaker phone hooked to an VOIP phone line used for small to medium conference room sets. Call to confirm availability if ordering more than six for a single show.
- 6. **POTS/ISDN/T1 Extension:** Any services delivered by an outside vendor to the Demarcation room at the CCC.

WATER/AIR/DRAIN

- 1. Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.
- 2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
- 3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
- 4. All equipment using water must have inlet and outlet properly tagged.





SERVICE LOCATOR PLAN

Event Name:				Event Date	es:		
Company Name	э:			Booth Nur	nber:		
(i.e. Islands a numb	and Peninsulas, pers surrounding) must submit a g the booth, to e	a properly on the proper of th	oriented bo r installatio	n and also	<i>plan</i> , include to prevent	
For booth space the Service	es with multiple Locator Plan, i	service drop loc including electric	ations, exac c, telephone	ct placemer , cable TV,	nt for each	<u>n individual (</u> sed air, draiı	convenient location. drop must be indicated on and water services. r and material charges.
Multiple s	ervice orders v	without a booth	floor plan,	will be se	rviced on	a first con	ne, first serve basis.
Electrical Services of	ach amp/watt	(Will <u>not</u> be sp (Include heigh	lit or branc t information	hed) on)	T— In		ices: lephone Lines ta/Fax Lines
Compressed Ai			Drain				
Plea	ase also indicate	e overhead or ha	anging utiliti	es and all h	eight info	rmation per	tinent to each.
Please indicate	scale: 1 squa	ıre =	Feet.	Booth Siz	e:		
	1						
			BACK				
							_
Note adjacent oth # to left side							Note adjacent booth # to right side
of your booth							of your booth

SMG

Note adjacent booth # to front side of your booth

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW

<u>denverconvention.com/exhibit-at-an-event</u>							
COMPRESSED AIR, WATER, & DRAIN							
ORDER FORM			Booth Dimension				
	Event D	ates					
COLORADO CONVENTION CENTER	Compan	y Name _					
Email Orders to: eorders@denverconvention.com							
			StZi				
Order Online, Fax, or Mail at: Colorado Convention Center			Fax				
Attn: Exhibitor Services 303.228.8027 Ph 700 14th Street 303.228.8101 Fx							
Denver, CO 80202 www.denverconvention.com	_						
COMPRESSED AIR SERVICES — 1/2" NPT Fitting		QTY	STANDARD RATE	TOTAL			
Single Outlet —1/2" male or female schedule 40 pipe thread adapto REQUIRED. No guarantees can be made of min./max. pressure. If pre critical, the exhibitor must arrange to have a pressure regulator value or installed.	essure is		\$300.00				
Branch to additional locations			\$200.00				
COLD WATER SERVICES — ½" NPT Fitting		QTY	STANDARD RATE	TOTAL			
Single Outlet —1/2" male or female schedule 40 pipe thread adaptor RI Building pressure is MIN 45 P.S.I. MAX 60 P.S.I.	EQUIRED.		\$300.00				
Branch to additional locations			\$200.00				
Fill—per 500 gal. (Pump out included if water contains no additives)			\$170.00				
DRAIN SERVICES — Gravity Flow—1 ½" Max outlet		QTY	STANDARD RATE	TOTAL			
Standard Drain			\$300.00				
Additional Locations			\$200.00				
JACUZZI/HOT TUBS (Includes (1) 50A electrical services	ce)	QTY	STANDARD RATE	TOTAL			
200 to 400 Gallons			\$750.00				
401 gallons and Up			\$850.00				
**Other Fill and Drain Services ca	II 303.228	3.8027 for	quote and requirements. **				
LABOR (Connections, changes and repairs are charged in 1 hour increments.)			\$75.00				
ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF DERED ON/AFTER THE FIRST \underline{SHOW} MOVE-IN DAY.	F LABOR, V	VILL BE AS	SESSED. A 30% LATE FEE IF OR- TOTAL PAYMENT:				
CREDIT CARD NUMBER: AMEX MC Visa			FYPIR	ATION DATE:			
THE PROPERTY OF THE PROPERTY O							
		1 1	1 1	1 1 1			

Services are provided in the most convenient manner for CCC Electricians UNLESS booth floor plan is submitted prior to first show move-in date. BOOTH LAYOUT DIMENSIONS—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- LABOR: Special placement, testing and/or changes after the initial set will require additional labor and material charges. 1 Hour minimum of labor required for all water and air services. Labor will be charged in 1 hour increments.
- Natural Gas Service available in Exhibit Halls ABC only. PLEASE CALL 303.228.8027 with any questions.
- ALL CONNECTIONS TO TAP WILL REQUIRE A LICENSED CONTRACTOR WITH A BUILDING PERMIT.
- Water fill features that require more than one fill & drain will require the purchase of two separate services.

PRINT CARDHOLDERS NAME:



SERVICE LOCATOR PLAN

Event Name:				Event Dat	es:		
Company Name:			Booth Number:				
(i.e. Islands a numb NOTE: If a For booth space the Service	and Peninsulas, pers surrounding a booth floor p es with multiple e Locator Plan, i	must submit a the booth, to end an is not proving service drop loc including electric	nsure proper ded, service ations, exace, telephone	er installation es will be on placement, cable TV,	on and als placed ir nt for eac compres	r plan, inclu o to prevent the most of h individual sed air, drai	arger booth exhibitors ding the adjacent booth to postponement. convenient location. drop must be indicated on and water services. r and material charges.
	_	_			•		ne, first serve basis.
Electrical Serve E— Indicates of Compressed Ai Indicate each of Compressed Aires of Co	each amp/watt overhead drop r / Water / Drai	(Include heigh <u>n:</u>	t information		T— In		rices: lephone Lines ta/Fax Lines
	. , .			es and all l	neight info	ormation per	tinent to each.**
. 100	acc alco maical	o overmeda er m	anging dama		ioigiit iiiic	manon po	anon to each
Please indicate	scale: 1 squa	re =	_ Feet.	Booth Siz	ze:		
			BACK				
Note odiocent							Note adjacent
Note adjacent oth # to left side of your booth							Note adjacent booth # to right side of your booth
							\dashv
			FRON	-			

Note adjacent booth # to front side of your booth







GENERAL BUILDING POLICIES

- 1. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
- 2. Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
 - A. If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
 - B. Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
- 3. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
- 4. The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
- 5. The **CCC** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

SMOKING POLICY

- 1. The **CCC** is a non-smoking facility.
- 2. If the function is open to the **general public**, there will be no designated smoking area within the facility.
- 3. Smoking is not permitted on the exhibit hall floor during move-in or move-out.
- 4. The Denver Fire Department will issue citations for violations of this rule.

FOOD AND BEVERAGE

- 1. Centerplate Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Centerplate can be reached 303.228.8050 for in booth catering.
- 2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Centerplate Catering representative at 303.228.8050 for more detailed information.

SECURITY

- 1. The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
- 2. Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

DELIVERY PROCEDURES

- 1. The **CCC** does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period.
- 2. Mail received on site should be addressed to the appropriate show or event. Mail will be held in the CCC offices until the first day of move in, at which time it will be delivered to show management.

PARKING

- 1. The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303.228.8070 for information and to request a parking map if needed.
- 2. Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.



COLORADO CONVENTION CENTER

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

RIGGING/SUSPENSION OF LOADS

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

- 1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
- 2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to CCC two copies of your rigging plot to Exhibitor Services two months prior to move in for the CCC approval. Part of this requirement is due to possible shared or compounded loading between booths or different shows and even between levels of the convention center which can also be a concern. This is even more important on larger shows where several booths are rigging within proximity to each other.
- All submittals will need to be overlaid in the correct location and orientation onto the Reflected Ceiling Plan (RCP) for the relevant area for proper review to take place (these drawings can be provided in .DWG or .PDF format if they are not on file already and/or upon request).
- 4. The rigging plot should conform to the following:
 - A. Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
 - B. Rigging plots must be drawn in 1/16"=1' scale.
 - C. Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
 - D. Rigging plots must include facility column locations and roof steel locations.
- 5. The first point of contact for this should be your event manager. However, for more specific information, requirements, and limitations regarding rigging/suspension of loads at the **CCC** or for any inquiries that have not been assigned a specific point person please contact:

Jason Hiester
Technical Services Manager
303.228.8126
jhiester@denverconvention.com
Joe McCullough
Director of Operations
303.228.8026
JMccullough@denverconvention.com

- 6. If submittals do not meet/or exceed the outlined acceptable criteria the building provides, the rigging plan may need to be sent to the Structural Engineer of Record (SER) for approval at an additional cost. Note: this SER review can add additional time to the review/approval process. If the rigging plan is not submitted 30 days prior to the first move in date a \$500.00 review fee will be charged in addition to any applicable SER fee's or cost.
- 7. If not received in a timely fashion, rigging oversight charges may also apply and any rigging work may not be performed until a submittal is made and the plan has been approved by the building/Operations.
- 8. Without all the information being submitted with ample time to review it limits options.

BASIC FIRE CODE REGULATIONS

- 1. Exits in all areas of the facility should not be blocked or covered for any reason.
- 2. Exterior and loading dock doors and fire doors may not be propped open.
- All aisles should be kept clear, clean and free of obstructions.
- 4. Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
- 5. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **SMG/CCC** management for compliance.
- Vehicles with gasoline engines that are to be displayed should conform to the following:
 - A. Battery cables must be disconnected.
 - B. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
 - C. Must have protective covering under motors, drive trains and tires on any carpeted area.
- 7. Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.



GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



BASIC FIRE CODE REGULATIONS continued

- 8. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the **CCC** should have written authorization by the **CCC** management and the Fire Prevention Bureau. Permits may be required.
- 9. All empty crates and boxes should be stored in areas approved and assigned by the **CCC** management and the Fire Prevention Bureau.
- 10. All electrical equipment should be U.L. (Underwriters Laboratories) approved.
- 11. Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
- 12. All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
- 13. Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
 - A. Any exhibit that has a covered area greater than 300 sq. ft. must submit the following information to the Mark Brisse, Operations Manager at mbrisse@denverconvention.com, for approval prior to move in:
 - Diagram of the booth layout with dimensions.
 - · Detail of the covered area including materials used.
 - Flame retardant certificate is required if soft goods are used as the covering.
 - B. Once all the information has been received by Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.
- 14. Storage in meeting room and ballroom corridors is not permitted.
- 15. Multi-level exhibits and enclosed rooms have special requirements in order to obtain approval from the Fire Prevention Bureau.
 - A. Exhibits with a double deck structure and/or enclosed room must submit the following information to Mark Brisse, Operations Manager at mbrisse@denverconvention.com, for approval a minimum of <u>15 days prior</u> to move in:
 - Engineer stamped drawings of the double deck structure and/or enclosed room.
 - Diagram of the booth layout with dimensions.
 - Elevation drawing of the double deck structure and/or enclosed room.
 - B. Contact **CCC** Operations Manager at 303.228.8013 for further clarification and specifics if necessary.
 - C. Once all the information has been received by the Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC EVENT PLANNER'S RESOURCE BROCHURE.

Questions should be directed to: Exhibitor Services Department 700 14th Street

Denver, Colorado 80202

Phone: 303.228.8027 Fax: 303.228.8101 Email: eorders@denverconvention.com





SHORT TERM

PLANT RENTAL

800 PLANT IT

Live plants. Anytime, anywhere.

800PLANTIT.com

Outdoor Retailer Summer August 10-12, 2021 Denver Convention Center Denver, CO

QUALITY AND SERVICE	COST EACH	QUANTITY	TOTAL
3' Green Plant	45.00		
4' Green Plant	55.00		
5' Green Plant	65.00		
6' Green Plant	75.00		
8' Green Plant	100.00		
Boston Fern	40.00		
lvy	40.00		
Pothos	40.00		

RENTAL POLICY

All plants and materials are rental basis only. Items missing from booths are responsibility of the exhibitor and may be subject to additional charges.

ALL PRICES INCLUDE:

- Installation
- Servicing
- Top Dressing
- Decorative Containers
- Removal at End of Show

BLOOMING PLANTS

Mums-Yellow	35.00	
Mums-White	35.00	
Mums-Lavender	35.00	
Potted Orchid	75.00	
Bromeliads	40.00	
Azaleas (seasonal)	40.00	
Kalanchoe	40.00	
Succulents	40.00	

ALL GREEN PLANTS FOR RENTAL ONLY

CHO	CF	$\bigcirc F$	CON	ΙΤΔΙ	NFRS
CARCO		\ / /			14 F R . 1

PAYMENT POLICY

To complete your order, please visit:

https://800plantit.boomerecommerce.com

For all inquiries, please email Customer Service at customerservice@800plantit.com

FLOWER ARRANGEMENTS

Cut Flower Arrangement (tabletop, coffee table)	75.00
Cut Flower Arrangement (reception, countertops, conference room)	95.00
Custom Succulent Arrangement	100.00-300.00
Bubble Bowl (for business cards only)	30.00

TOTAL PLANTS AND FLOWERS

ADD 0% SALES TAX TOTAL

INCLUDING SALES TAX



800PLANTIT.com Live plants. Anytime, anywhere. 800,752,6848



CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT









FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

24/7 NETWORK MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911

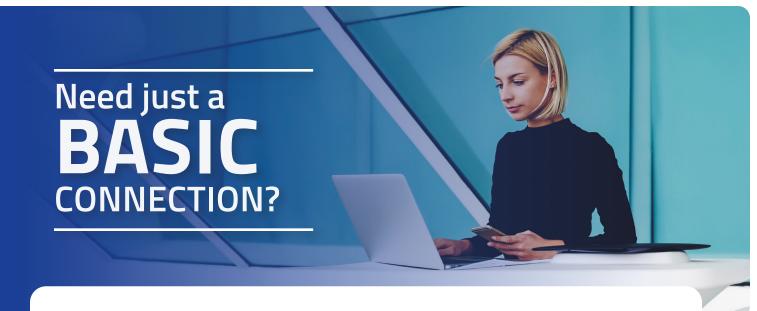


Is the exclusive provider of the following services:



WIRED AND WIRELESS SERVICES

From straightforward high-speed wired Internet connectivity to complex high-density wireless networks, our wired and wireless services are able to exceed all of your speed, security and reliability demands. Smart City Networks' state-of-the-art fiber backbone allows for lightning fast speeds throughout our convention centers, while offering completely customizable tiers of Internet services to fit any event need. We partner with your team to facilitate the events requirements and enhance the users experience.



Our **BASIC INTERNET SERVICE**, ideal for

LIGHT INTERNET USAGE such as

web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

*NOT FOR STREAMING

**ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.





Order online at:

https://orders.smartcitynetworks.com

or call 888.446.6911



Our **DEDICATED WIRED SERVICES** are the

FASTEST AND MOST RELIABLE way

to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD or HD or UHD		INCENTIVE*	BASE	ON-SITE	
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11, <i>77</i> 2
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

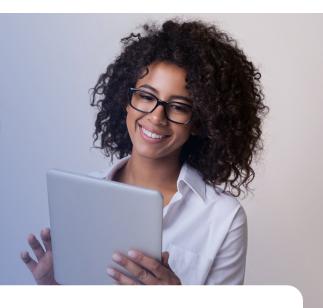




Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*									
DEVICE LIMIT INCENTIVE** BASE ON-SITE									
5 Device Limit	\$2,339	\$2,807	\$3,368						
15 Device Limit	\$4,133	\$4,960	\$5,952						
30 Device Limit	\$6,762	\$8,114	\$9,737						
Additional Access Point Rental	\$750	\$ <i>7</i> 50	\$750						

^{*}NOT FOR STREAMING.

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at: https://orders.smartcitynetworks.com or call 888.446.6911

Wi-Fi Splash Page services starting at \$250 https://orders.smartcitynetworks.com/wifi-splash-page-design

^{**}ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE STREAMING									
BANDWIDTH ALLOCATION SD or HD or UHD INCENTIVE* BASE ON-SITE									
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672			
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904			
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848			
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434			
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232			
Additional Access Point Rental	N/A	N/A	N/A	\$ <i>7</i> 50	\$ <i>7</i> 50	\$750			

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental





Order online at: https://orders.smartcitynetworks.com or call 888.446.6911



Wi-Fi Splash Page services starting at \$250 https://orders.smartcitynetworks.com/wifi-splash-page-design



DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280×720 & 1920×1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840×2160	25 Mbps



Our Promise ★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND."



INTERNET SERVICE CONTRACT COLORADO CONVENTION CENTER



Exhibitor Company Name:	Show Name:							
		Outdoor Retailer Summer Market						
Billing Company Name:	1		Show Start Date: Show End Date:					
			August 10, 2021 August 12, 2021					
Billing Company Address:			INCENTIVE ORDER DEADLINE:					
			July 19, 2021					
City, State, Zip:	ty, State, Zip: Country:		On-site Cont	act Name:	On-si	te Cell Number:		
Contact Name:	Phone Number:		Contact Emai	l:	Cell N	lumber:		
BASIC INTERNET, NOT FOR	STREAMING		Q	Y INCENTIVE*	BASE	ON-SITE	TOTAL	
Includes: 1 Private IP Address, Router	s PROHIBITED and will no	ot work						
1.5 Mbps Burstable To 3 Mbp	os (DHCP), Intended for lig	ght Internet usage		\$895	\$1,140	\$1,368		
Additional Device(s), Per Dev	ice Up to 4 [6 or more o	available online]		\$185	\$220	\$255		
DEDICATED INTERNET, FOR	STREAMING, GAN	NING & WEBC	AST Q	Y INCENTIVE*	BASE	ON-SITE	TOTAL	
Includes: 5 Public IP Addresses, Rout	ers SUPPORTED							
Dedicated 3 Mbps				\$3,495	\$4,370	\$5,244		
Dedicated 6 Mbps				\$5,900	\$7,375	\$8,850		
Dedicated 10 Mbps				\$7,850	\$9,810	\$11,772		
Dedicated 15 Mbps				\$11,700	\$14,630	\$17,556		
Dedicated 20 Mbps				\$15,500	\$19,380	\$23,256		
Upgrade to 29 Public Static IP	Addresses			\$995	\$1,194	\$1,433		
Higher bandwidth services o	available for uhd streaming	g						
INTERNET EQUIPMENT & L	ABOR		Q	Y INCENTIVE*	BASE	ON-SITE	TOTAL	
Switch Rental – up to 24 ports				\$185	\$225	\$270		
Patch Cable (up to 100') – Cat	5e			\$50	\$62	\$74		
Labor / Floor Work – four lines	s per hour			\$125	\$125	\$125		
Distance Fee for each Internet li	ne delivered outside the f	acility		\$500	\$500	\$500		
WIRELESS INTERNET, Full p	roducts catalog availabl	e online						
SPECIAL QUOTE, Attachment	A or Statement of Work	(if applicable)						
Upon execution of this document	the Customer hereby a	uthorizes Smart (City Networks			SUBTOTAL		
to provide services as requested			,		ESTIMATED 1	0% TAX/FEES		
acknowledges full and complete	e understanding of the	Terms and Conc	ditions.		(GRAND TOTAL		
ACCE	PTANCE OF TERMS	AND CONDIT	TIONS AND	AUTHORIZATI	ON OF OI	RDER		
Printed Name	e:		Sign	ature:			Date:	

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

(X)

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

Make checks payable to Send completed form(s) with payment to:

SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118



(X)



WIRELESS PERFORMANCE AGREEMENT					
Company Name:	Show: Outdoor Retailer Summer Market	Booth/Room #:			
Center: Colorado Convention Center	Customer / Ref #: 2021-051-518				

OVERVIEW

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

CUSTOM WIRELESS NETWORKS

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

INTERNAL NETWORKS

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

CUSTOMER ACCEPTANCE

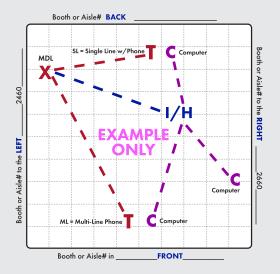
Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that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

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

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

Printed Name:	Signature:	Date:
Title:	Fmail:	Phone #:

"COMMUNICATIONS" FLOORPLAN WORKSHEET Company Name: Show: Outdoor Retailer Summer Market Center: Colorado Convention Center Customer / Ref #: 2021-051-518



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

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

T = TELEPHONE/FAX

= INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

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

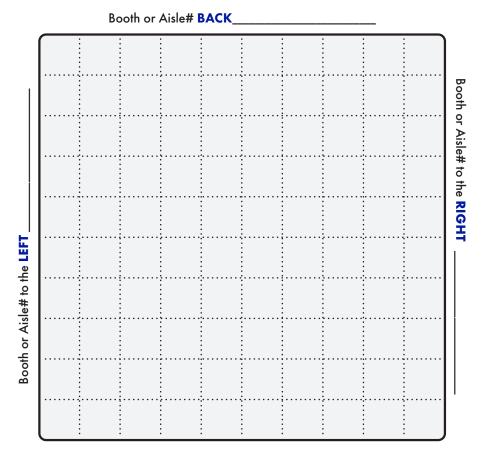
Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication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

IMPORTANT! Prior to installation of service, a complete Floorplan is required.

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

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

BOOTH SIZE	ft x	ft	SC	ALE: 1 BOX IS = TO _	ft
	воотн	TYPE	□ Island	☐ Inline	



Booth or Aisle# in FRONT_____



You may reach us with questions at:

Call (888) 446-6911 • Email: <u>customerservice@smartcitynetworks.com</u>

Order online at: https://orders.smartcitynetworks.com

Or fax order to (702) 943-6001

Outdoor Retailer Summer August 10 -12, 2021 | Colorado Convention Center | Denver, CO

Choose the solution that will instantly capture contact & demographic data

				•	
NEW Order Lead Retrieval	on or before 7/14/21	from 7/15/21 to 8/5/21	after 8/5/21	number of units	TOTAL
SWAP° Mobile App (Up to 3 users)	\$ 549	\$ 579	\$ 599		\$
Handheld Badge Scanner (RT2000)	\$ 549	\$ 579	\$ 599		\$
Tablet (Android Device)	\$ 479	\$ 499	\$ 549		\$
Add SWAP Mobile App Users to any above products (after purchase of initial lead option)		\$ 149 each			\$
Bluetooth Printer Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 125	\$ 150		\$
Developer's Kit (Real Time Data Services) Click <u>here</u> for more information		\$ 800			\$
Delivery of Reader to Booth (Post show pickup not available)		\$ 200			\$
See page 2 for enhanced product descriptions					\$ 9.99
				TOTAL	\$

Risk-Free COVID-19 Refund Policy click here

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 <u>here</u> 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.experientswap.com

Exhibiting Company:		Booth #:		
Check if information is for: ○ Exh	nibiting Company O Third Party			
3rd Party Company (if applicable	9):	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.experientswap.com

For Assistance Contact:

ExhibitorServices@maritz.com

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



Maritz Global Events

All Maritz Global Events 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:

- Automated emails to scanned leads
- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- · Business card scanning
- Enhanced surveys: new branching functionality to allow for better lead qualification
- · Lead matchmaking



Which Solution is Right for Your Booth?



SWAP

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



Handheld Scanner (RT2000)

- · High speed
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



Tablet (Android Device)

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

Order Online Now: https://exhibitor.experientswap.com





Outdoor Retailer Summer Market

August 10-12, 2021

Colorado Convention Center

	Billing Information	
Company / Exhibitor Name:	В	ooth:
Contact:	Phone:	
Billing Address:		
City:	State:	Zip:
Email:		
acknowledge that you have read and agree to Man items during the rental period. These policies are p addition to a rental charge. In case of damaged or r of all missing items.	osted online at mannequinrent.com. Any repa	air or replacement charges will be an
*All pictures are not to scale. Measurements and si at mannequinrent.com. All mannequins and forms of hangers, rolling racks, and more. Contact us for det	come with bases unless otherwise noted or re	
	Lalis.	
Please return completed form to info@mannequin		
Please return completed form to info@mannequin Signature:	rent.com and we will get back to you within 4	18 hours.

Order Pricing

Туре	Qty	Price	Total
Full Mannequins		\$275.00	
Yoga Mannequins		\$300.00	
Running Mannequins		\$300.00	
Youth Mannequins		\$300.00	
Pants Forms		\$175.00	
Torsos		\$175.00	
Forms		\$175.00	
Heads		\$65.00	
Hands & Feet		\$30.00	
Shirt Hangers		\$75.00	
Skirt / Pants Hangers		\$100.00	
Steamers		\$155.00	
Mirrors		\$60.00	
Clothing Racks		\$115.00	
Pedestal 8" x 24"		\$60.00	
Pedestal 16" x 24"		\$78.00	
Pedestal 4' x 8"		\$91.00	
Shelves		\$275.00	
Clothing Display		\$195.00	
		Order Subtotal	\$

Calculating Your Total

Order Subtotal		\$
Tax	7.45%	\$
Delivery/Labor	25%	\$
CC Conv. Fee	3%	\$
Total Order Amo	\$	

Contact Information

Please EMAIL form to: info@mannequinrent.com

Address: 3008 s 300 w Salt Lake City, UT 84115

Phone: 801.886.1144

Website: mannequinrent.com



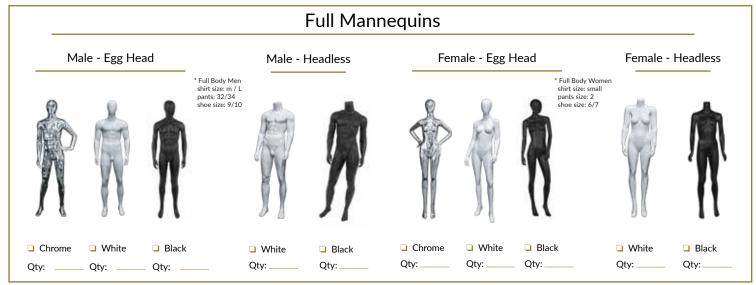
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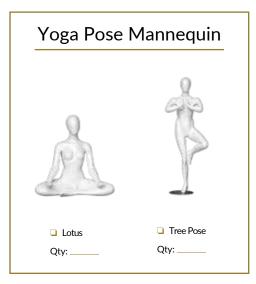
RETAIL DISPLAY ACCESSORIES

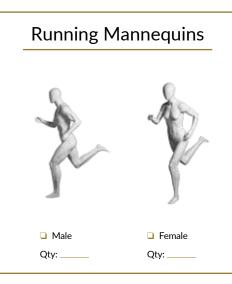
Outdoor Retailer Summer Market

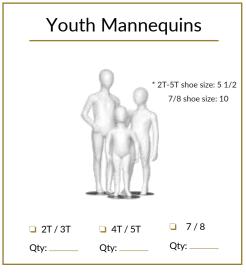
August 10-12, 2021

Colorado Convention Center

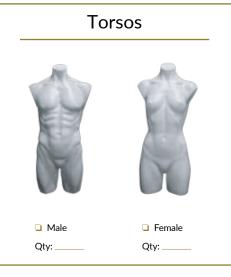














Please EMAIL form to Info@mannequinrent.com



MANNEQUIN

Outdoor Retailer Summer Market

August 10-12, 2021

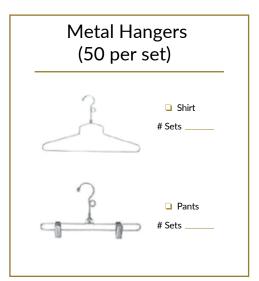
Colorado Convention Center

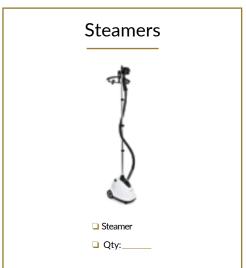


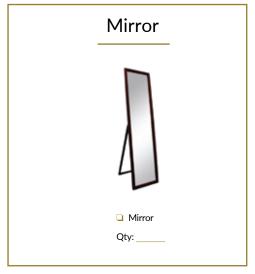


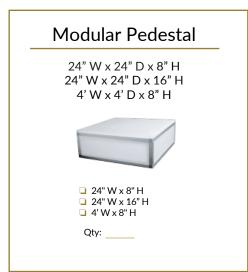






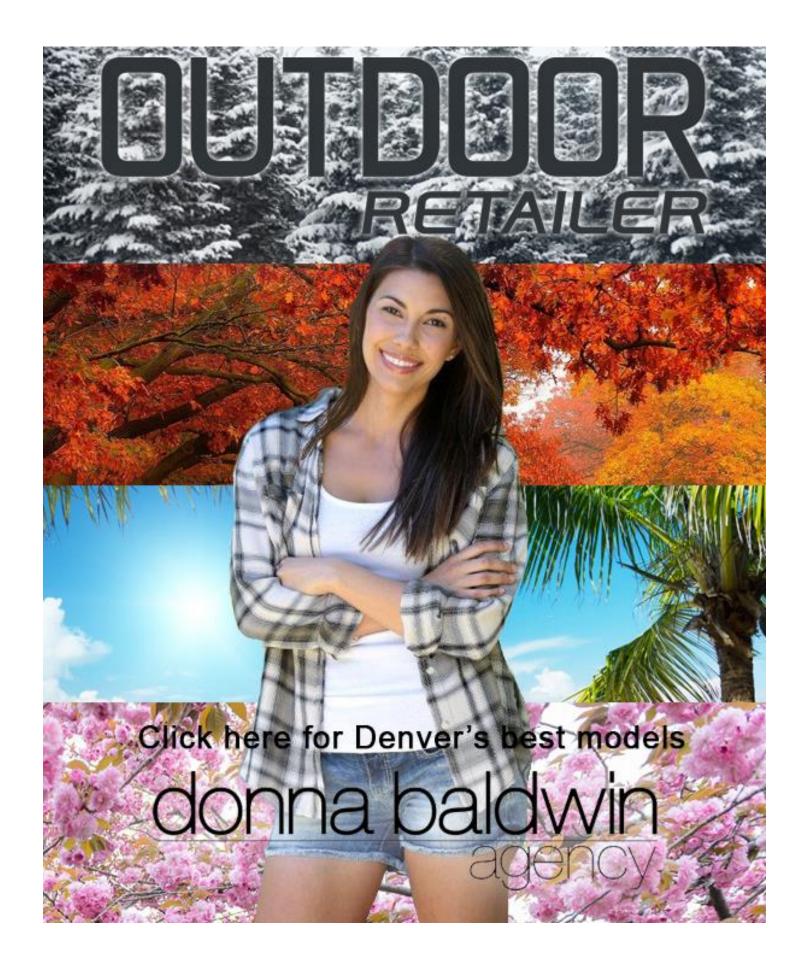








Please EMAIL form to info@mannequinrent.com



Gary Newkirk Photography

TRADE SHOW PHOTOGRAPHY ORDER FORM

33941 Blue Lantern Dana Point, CA 92629 Phone: 949-632-4223 newkpic@aol.com

QUANTITY	SERVICES		EACH			
DIGI	TAL PHOTOGRAPHY (including CD with one i		@ \$17	5.00	\$	
	(additional digital image	s on CD)	@ \$5	0.00	\$	
EXHIBIT PHO	TOGRAPHY REQUES	STED				
	No people	Posed with staff	Crowd during	g show _		
News And E	ditorial Photogra	phy Services				
	Digital coverage	hrs @ \$200/hr i	nc. CD with 25	images	\$	
		additional 25 imag	\$			
METHO	D OF PAYMENT (all o		AL	NDLING	\$	
COMPANY:			_ PHONE:			
EMAIL:			FAX:			
ADDRESS:		STAT	E:	ZII	P:	
CITY:		TRADE SHOW:				

SECURITY BOOTH ORDER FORM



							Dates:	August 10 -12	, 2021		
							Booth # :		Hall :		
RATES							TOTAL COST: TOTAL HRS:	\$ -			
	Servi	ce as follows : 4 hour	minimum			Paying by Cr			Paying by C		
Total amount du	e before start	of service				Please chec	ck one of the a	above (AMEX,	Visa, & Maste	rcard Aco	cepted)
Date	Day	Start Time	Finish Time	inish Time # of Total Officers Hours	Date Day	Day	Day Start Time	I Finich Time I	# of Officers	Total Hours	
		n the booth until released pl at the assigned end time ple						You will be billed for	any time past the or	iginal end tin	ie
beyond our control. The to cover all product, and Balance is due in full problems. BEST does not issue re	ne client, by signing to d personal damages frior to start of service afunds, unless we fa	all necessary safeguards and some shis agreement holds BEST Sets and any claims arising from the at the estimated cost, plus arill to provide services on our er Client hereby approves	ecurity harmless for an engaging in business ny hours extra. If payn nd.	ny and all loss as an exhibiton nent is not reco	es and agrees r at CEDIA. eived by start o	to have in effect at the tim	ne of signing this agree pay BEST Security d	ement, insurance irect all collection costs	including reasonable	_	5.
Credit Card Nu	ımber:]	Exp	oiration Date:		
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Print Name of						Cardholder	- · Signature:			·	
	·	CER CONTACT UPO	NI APPIVAL.				3	CELL #			
WHOM CHOO	LD THE OTTE	OLK CONTACT OF C	ARRIVAL.	lr	voice In	ormation		OLLL #			
BEST	T Crowd Mai	nagement	Company	Name:							
199 Cod	on Rapids Blv	vd. Suite 111	Address:								
Cod	on Rapids, M	N 55433	City:							Zip:	
			Company				_		_ Fax:		
Email: Vi	nce.DiGennar	o@garda.com	E-Mail:								
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		(i nave	reviewed and	a approve	e me sche	aule)					