Thank you again for participating in the ATD23 International Conference & EXPO! The ATD23 Exhibitor Service Kit is crucial in planning your exhibit and will provide all the resources necessary to prepare for the conference. Please read through it carefully and take special note of our partners' advance discount deadlines that can save you time and money.

All questions regarding products or services available through our official show providers should be addressed directly with our partners. Any exhibit-related questions should be directed to show management. Refer to the **Conference Contacts** page for a full list of ATD and supplier contacts.

ATD's official show providers will also send emails to you regarding show services. Please note that correspondence from our official vendors will include similar artwork but with ATD23 branding as the following:



Please let us know how we can assist you throughout this process. We look forward to seeing you in San Diego!

Jordan Schwartzbach, CMP (he/him) Sponsorship and Exhibits Manager Association for Talent Development

Samantha Zebell Conference and Event Coordinator Association for Talent Development

PRE- AND POST-SHOW MAILING GUIDELINES

Each ATD23 exhibitor can send one pre- and one post-show mailing using a third-party mail house. **The list of attendees will not be given directly to exhibitors**; you must use a third-party mail house to coordinate your mailing. Carefully read the information below, which details the only way you can participate in this process.

Pre-Show Mailing

- 1. The pre-show attendee mailing list contains the name, title (if provided), company name, and physical address of attendees registered four weeks before the conference. Exhibitors and suppliers are excluded from the list. Telephone/fax numbers and email addresses are not provided.
- 2. In March 2023, you will receive an email with a code to request the pre-show ATD list from the provider.
- 3. Once the list provider has been given the code, the exhibitor will be sent two forms:
 - list rental order form
 - list rental agreement.
- 4. You must complete both forms and send them back to the list provider with a sample of the mailer for approval (see artwork guidelines below). You will be notified within 72 hours if the mailer is approved or if any changes need to be made.
- 5. Once everything is approved and the list is available, an Excel file will be sent to your mail house by **April 14, 2023.**
- 6. Exhibitors are not permitted to view the list. All mailings must be arranged through a third-party mail house. Lists may be sorted (to mail to a specified geographical location or job title), but this process must be managed by the third-party company.
- 7. The list is for one-time use only and will expire on the first day of the conference.

Post-Show Mailing

- 1. The post-show attendee mailing list contains the name, title (if provided), company name, and address of all registered attendees. Exhibitors and vendors are excluded from the list. Telephone, fax, and email addresses are not included.
- 2. Approximately one week after the conference, all exhibitors will receive an email with a link to the post-show exhibitor survey. Once the survey has been completed, you will have access to a code and will be able to request the post-show list from the ATD list provider.
- 3. Once the list provider has been given the code, the exhibitor will be sent two forms:

- list rental order form
- list rental agreement.
- 4. You must complete both forms and send them back to the list provider with a sample of the mailer for approval (see artwork guidelines below). You will be notified within 72 hours if the mailer is approved or if any changes need to be made.
- 5. Once everything is approved and the list is available (about 30 days after the conference), an Excel file will be sent to the exhibitor's mail house.
- 6. Exhibitors are not permitted to view the list. All mailings must be arranged through a third-party mail house. Lists may be sorted (to mail to a specified geographical location or job title), but this process must be managed by the third-party company.
- 7. The list is for one-time use only and expires 60 days after it is made available.

Artwork Guidelines

All mailers must be approved by ATD. Following these artwork guidelines will save time and money!

Logo Usage

- 1. The ATD logo is not permitted for use at any time.
- 2. The official conference logo (provided by ATD) for exhibitors and sponsors is permitted on the organization's website and print marketing pieces. **Any print pieces must be approved by ATD**.

Association Name

When referencing the association name, it should be stated as "ATD" or "Association for Talent Development"

Conference Name

When referencing the conference name, it should be stated as "ATD [YEAR] International Conference & Exposition" or "ATD [YEAR]." **Please do not abbreviate the conference name to "ICE" or "ATD International"**.

Examples: ATD 2023 International Conference & EXPO, ATD23

ATD Misrepresentation and Affiliations

Companies should not make any false claims to be a partner or affiliate of ATD.

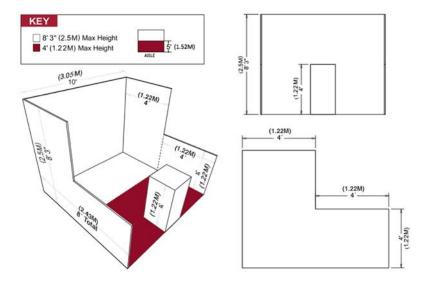
BOOTH DISPLAY RULES & REGULATIONS

The following *Guidelines for Display Rules and Regulations* were established by the International Association of Exhibitions and Events (IAEE) to promote continuity and consistency among North American exhibitions. They are the model for most domestic exhibitions.

Please note that these are guidelines intended to help you construct your booth, and the contract language you agreed to contain the specific rules for this show and takes precedence over the IAEE rules and regulations. For your convenience, the booth rules and regulations from the ATD contract are listed below. As always, feel free to contact ATD Show Management with any questions.

Linear Booth

Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called in-line booths.



Dimensions

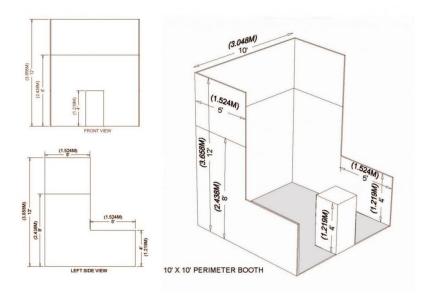
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10' (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10' (3.05m) wide and 10' (3.05m) deep—that is, 10' x 10' (3.05m by 3.05m). The maximum back wall height is 8' (2.44m).

Use of Space

Regardless of the number of Linear Booths utilized—such as 10' x 20' (3.05m by 6.10m), 10' x 30' (3.05m by 9.14m), 10' x 40' (3.05m by 12.19m), and so on—display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8' (2.44m) is allowed only in the rear half of the booth space, with a 4' (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4' (1.22m) height limitation is applied only to the portion of exhibit space within 10' (3.05m) of an adjoining booth.

Perimeter Booth

A perimeter booth is a linear booth that backs against an outside wall of the exhibit facility, rather than another exhibit.

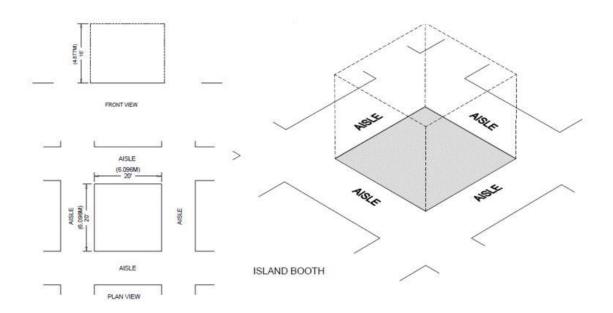


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that **the maximum allowable back wall** height is **12'** (**3.66m**).

Island Booth

An island booth is any size booth exposed to aisles on all four sides.



Dimensions

An Island Booth is typically 20' x 20' or larger, although it may be configured differently.

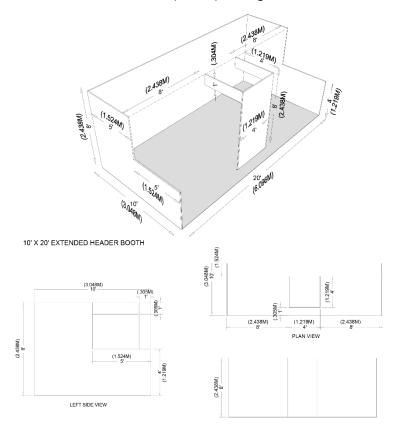
Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is 25', including signage. Booth fixtures and display items may be placed anywhere inside the booth perimeter. Overhead signs, display structures, trusses, projectors, projection screens, video walls, and/or other equipment suspended above any Island Booth must be professionally and safely rigged in accordance with any and all local union jurisdiction and life safety policies in effect at the San Diego Convention Center and must be arranged through the official general services contractor. Any overhead sign, projection screen or similar display material, and/or equipment hung from the ceiling of the building may not exceed 25'. Any structure deemed to be unsafe and/or inappropriate by either ATD Show Management or San Diego Convention Center authorities must be altered and/or taken down at the exhibitor's expense.

Drawings/renderings of island booths must be submitted to ATD Show Management by March 28, 2022, for approval and must be available for inspection by ATD Show Management, the installation and dismantling contractor, and the exhibitor during the time the exhibit is being erected, exhibited, and dismantled at the show site. It must include the signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and the signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Unsafe exhibit construction, or any exhibits that encroach upon the aisles or other exhibit areas, are not permitted.

Extended Header Booth

An Extended Header Booth is a Linear Booth 20' (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8' (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9' (2.7m) from the back wall.

OTHER IMPORTANT CONSIDERATIONS

Signage Material:

Foam core is associated with a myriad of ecological hazards and is not biodegradable. Foam core signage made prior to 2020 that is reused annually is permitted; however, foam core may not be used for signage that will be disposed after an event.

Hanging Signs and Graphics

Hanging signs and graphics are permitted in all standard <u>Island Booths</u>, to a maximum height of 25'. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type). Hanging signs and graphics should be set back 10' from adjacent booths. Approval for the use of hanging signs and graphics should be received from the exhibition organizer at least 60 days prior to installation. Drawings should be available for inspection.

Towers

A tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration being used. **Drawings/renderings of towers must be submitted to ATD Show Management for approval at least 60 days prior to installation** and must be available for inspection by ATD Show Management, the installation and dismantling contractor, and the exhibitor during the time the exhibit is being erected, exhibited, and dismantled at the show site. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth 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 ATD Show Management for approval, and the rigging of such systems must also be approved by the San Diego Convention Center.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting that is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by ATD 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 event.

Projection of Pictures

Booth space must be able to contain within its outside measurements a reasonably sized audience if projected pictures—such as motion pictures, video, slides, transparencies, and opaque materials—or demonstrations are shown in the exposition. Any activity that results in the obstruction of aisles or prevents ready access to nearby exhibitors' booths shall be suspended for any periods specified by ATD Show Management.

Sound Restrictions

In general, exhibitors may use sound equipment in their booths, so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. **Sound and noise should not exceed 85 decibels**. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted composition such as ASCAP and BMI.

CALENDAR OF DEADLINES

JANUARY

FEBRUARY

Company Description, Areas of Expertise, Show Specials: Due	February	17~
Company Logo: Due	February	17~
~ Late deadline for inclusion in the onsite Program Guide only.		

MARCH

Advertising Artwork: Due	March 1
Exhibitor Session Descriptions: Due (Sponsors Only)	March 3
(Solution Session, Learning Stage Session, and Author Chat Descriptions)	
Lead Retrieval: (MCI) Early Bird Pricing	March 17
Island Booth/Tower Renderings: Due	March 20
Hanging Sign Renderings:	March 20
Tote Bag Insert: Sample Due to ATD for Approval	March 31

APRIL

Exhibitor Appointed Contractor (EAC) Form Due	April 7
Certificate of Insurance (COI) Form: Due	April 7
Lead Retrieval (MCI) Advanced Pricing	April 14
Tote Bag Insert: Due to Mail House	April 17
Advanced Freight*: (Freeman): First Day to Ship to Warehouse	April 19
Freeman*: Advanced Pricing Deadline (see services below)	April 21
Audio Visual*: (Freeman Event Technology): Discounted Pricing Deadline	April
21	
Basic Internet Package*: (Smart City)	April 25
Housing: (MCI): Cut-Off Date	April 28

MAY

Internet* (Smart City)	May 2
Cable TV/ Telephone* (Smart City)	May 2
Booth Cleaning* (Convention Center)	May 3
Booth Catering* (Centerplate) Cutoff	May
5	
Advanced Freight* (Freeman): Deadline to Arrive at Warehouse	May 12
On-Site Freight* (Freeman): First Day to Ship to Show Site	May 19
Booth Setup: Must Be Completed by 5 p.m	May 21

*Forms can be found in the online Exhibitor Service Manual.

FREEMAN—Advanced Pricing Deadlines (All Forms Can Be Found in the Exhibitor Manual)

Accessories	April 21
Carpet	
Cleaning	April 21
Digital Graphics	April 21
Exhibit Accessories	April 21
Exhibit Transportation	April 21
Fabric Solutions	April 21
Furnishing Essentials	April 21
Graphics and Signs	April 21
Installation and Dismantle	April 21
Method of Payment	April 21
Material Handling	April 21
Mobile Units	April 21
Outbound Shipping	April 21
Rigging	April 21
Rental Exhibits	April 21
Select Furnishings	April 21
Showcases	April 21
Third-Party Authorization Form	April 21
Total Flex	April 21
Plumbing & Gas	April 21
Electric	April 21
Rigging & Hanging Sign Labor	April 21

CONFERENCE CONTACTS

ATD CONFERENCE LOGISTICS/ SHOW MANAGEMENT

Jordan Schwartzbach Sponsorship & Exhibits Manager Event Operations P 703.683.7255 E expo@td.org

Samantha Zebell Conference and Event Coordinator P 703.683.9206 E <u>expo@td.org</u>

ATD ACCOUNT EXECUTIVES

Ben Ledyard Clients in U.S. South and West, Asia Pacific, and Canada P 410.584.1986 E ben.ledyard@wearemci.com

Ben Anderson Clients in U.S. South and West, Asia Pacific, and Canada P 410.584.1974 E <u>ben.anderson@wearemci.com</u>

Mark Stout Clients in U.S. Midwest and Northeast, Latin America, and EME P 410.584.1949 E mark.stout@wearemci.com

Taylor Rhyne Project Coordinator, Sales Solutions & Services P 410-584-1956 E <u>taylor.rhyne@wearemci.com</u>

ADVERTISING/ARTWORK

Meredith Targarona Senior Traffic Coordinator P 410.584.1985 E meredith.targarona@wearemci.com

OFFICIAL PROVIDERS

The providers listed below have been approved to participate at ATD23. If you choose to use other service providers outside those listed below, you assume all risks. If you are contacted by a provider not on this list or need clarification on who the official providers are, please contact ATD Show Management at expo@dtd.org.

AUDIO VISUAL AND COMPUTERS Freeman Event Technology P (888) 508-5054 ExhibitorSupport@freeman.com **BOOTH CATERING (EXCLUSIVE)** Centerplate P 619.525.5818 mary.forney@visitsandiego.com **CABLE TV** Smart City P 619.525.5500 sdcccsr@smartcity.com **COMPRESSED AIR** Freeman P (888) 508-5054 ExhibitorSupport@freeman.com **ELECTRIC Freeman Event Technology** P (888) 508-5054 ExhibitorSupport@freeman.com **GENERAL SERVICE CONTRACTOR & SHIPPING** Freeman P (888) 508-5054 ExhibitorSupport@freeman.com exhibit.transportation@freeman.com international.freight@freeman.com HOUSING **MCI USA**

MCI USA P 800.931.6029 or 972.349.5561 (Individuals) P 800.931.6032 or 972.349.5562 (Groups) <u>ATD@mcievents.com</u> <u>https://www.mcisemi.com/atd2022/</u> INSURANCE Rainprotection Insurance P 800.528.7975 sales@rainprotection.net www.rainprotection.net

INTERNET/TELEPHONE Smart City P 619.525.5500

sdcccsr@smartcity.com

LEAD RETRIEVAL & REGISTRATION

MCI

leads@mcievents.com https://leads.mcisemi.com/ATD2023

NATURAL GAS/PROPANE Freeman P (888) 508-5054 ExhibitorSupport@freeman.com

PHOTOGRAPHY The Photo Group P 800.752.6913 F 707.474.3832 nicole@thephotogroup.com

RIGGING AND LIGHTING Freeman P (888) 508-5054 UnifiedRigging@freeman.com

ESTIMATED BOOTH COSTS

All booths (except 20'x20' and larger) include 8 feet back drape and 3 feet side drape in the show colors, and a 7"x44" ID sign with your company name and booth number. **All booths are required to provide carpeting or a floor covering over their contracted exhibit space.** Booths located on an aisle may be required to rent "end cap drape" if they are using a pop-up booth display that has an unfinished back or side that is visible on the aisle. All other items are optional.

NOTE: The prices listed below are the *approximate advance discount rate* and do not include tax (if applicable). Prices will increase after the advance discount rate and on-site.

Actual prices and deadline order dates will be available online in the Exhibitor Service Manual.

Item	2023 Advance Discount Rate
Audio Visual	
Wireless Microphone with sound system (2 speakers, 1	
mixer/amp)	\$660.00
42" Flat Screen - 1080P, with Internal Speakers	\$695.00
Carpet (per 100 square feet) – 10' x 10' carpet	\$350 and up
Computer	
Laptop Computer (at least: Core i5/2.5ghz/4GB/300GBHD)	\$360 and up
46" Touchscreen	\$1,335.00
Electric	
120V 5 Amp (500w) Single Outlet	\$200.25 one-time charge
120 10 Amp (1000w) Single Outlet	\$351.50 one-time charge
Freight Handling Fees (per pound)	
Advance Warehouse	\$1.95
Direct to Show Site	\$1.95
Furniture	
Chair	\$120.00
Counter – 6'Lx42"H	\$227.00
Table – 6'Lx30"H	\$217.00
Wastebasket	\$33.00
Internet	\$895 and up
Labor	
ST (8:00 a.m. – 4:30 p.m. Mon-Fri)	\$162.25/hr
OT (4:30 p.m. – 12:00 a.m., 7:00 a.m 8:00 a.m. Mon-Fri)	\$292.25/hr
*Please note there is a (1) hour minimum; billing based on ½	
hour increments thereafter.	
Lead Retrieval	\$399 and up
Photography for Booth	\$150 and up
Sign Hanging/Rigging (Island booths only)	

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	Three-Rigger Team, First Hour In & Out	\$793.75
	Additional Rigging Labor, Per Rigger, Per Hour	\$165.25

EXHIBITOR CONFERENCE SCHEDULE (AS OF NOVEMBER 2023)

atd 23

Listed below is the preliminary schedule for the ATD 2023 International Conference & EXPO. This schedule is subject to change. The most up-to-date schedule can be viewed at <u>https://atdconference.td.org/</u>.

Date	Time	Description
Thursday, May 18	8:30 a.m.–4:30 p.m.	Certificate Programs (separate registration required)
Friday, May 19	8:30 a.m.–4:30 p.m.	Certificate Programs (separate registration required)
	12–5 p.m.	Exhibitor Move-In Begins (8 a.m. for island booths)
Saturday, May 20	12 p.m.–6 p.m.	Registration Open
	7 a.m.–5 p.m.	Exhibitor Move-In
	8:30 a.m.–4:30 p.m.	Certificate Programs (separate registration required)
Sunday, May 21	7 a.m.–6 p.m.	Registration Open
	7 a.m.–5 p.m.	Exhibitor Move-In*
	8:00 –9:00 a.m.	Attendee Orientation
	10:30 a.m.–4:00 p.m.	Concurrent Sessions
	5:00–6:00 p.m.	Annual Meeting
Monday, May 22	7 a.m.–6 p.m.	Registration Open
	7 a.m.–5 p.m.	Exhibitor Access to EXPO
	8–9:30 a.m.	Opening General Session
	9:30 a.m.–3 p.m.	EXPO Open
	9:30 a.m.–1 p.m.	Unopposed EXPO Hours
	11:30 a.m1 p.m.	Lunch in the EXPO
	1-2 p.m.	Concurrent Sessions
	3-4 p.m.	Concurrent Sessions
	4:30-5:30 p.m.	Concurrent Sessions
Tuesday, May 23	7 a.m.–6 p.m.	Registration Open
	7 a.m.–5 p.m.	Exhibitor Access to EXPO
	8–9:30 a.m.	General Session
	9:30 a.m.–3 p.m.	EXPO Open
	9:30–10:30 a.m.	Unopposed EXPO Hours
	10:30–11:30 a.m.	Concurrent Sessions
	11:30 a.m1 p.m.	Lunch in the EXPO
	1-2 p.m.	Concurrent Sessions
	2-3 p.m.	Unopposed EXPO Hours
	3-4 p.m.	Concurrent Sessions
	4:30—5:30 p.m.	Concurrent Sessions
	7:00-10:00 p.m.	ATD Networking Night (separate registration required)

Wednesday, May 24	7 a.m.–4:30 p.m.	Registration Open
	7 a.m.–7 p.m.	Exhibitor Access to EXPO
	8–9 a.m.	Concurrent Sessions
	9:30 a.m.–1 p.m.	EXPO Open
	9:30–10:30 a.m.	Unopposed EXPO Hours
	10:30 – 11:30 a.m.	Concurrent Sessions
	11:30 a.m.–1 p.m.	Lunch in the EXPO
	1:00 – 2:00 p.m.	Concurrent Sessions
	1:15–7 p.m.	Exhibitor Move-Out Begins**
	2:30–4:00 p.m.	Closing General Session
Thursday, May 25	8 a.m.–3 p.m.	Exhibitor Move-Out Concludes

*Exhibitors must be moved in and set up no later than 5 p.m. on Sunday, May 21.

**You cannot tear down before 1:15 p.m. on Wednesday, May 24. There are no exceptions to this rule. Please make travel plans accordingly. You must be completely cleared out by Thursday, 3 p.m. May 25.

Sponsor & Exhibitor Portal Instructions



Contents

Accessing the Sponsor & Exhibitor Portal	2
Get Started in the Sponsor & Exhibitor Portal	.3
Updating/Approving Your Company Information	.4

Accessing the Sponsor & Exhibitor Portal

ATD has partnered with Cadmium to provide attendees with an interactive floor plan and online planner to assist them with researching exhibitors and planning their time at ATD23.

Make sure your online profile is accurate. Use ATD's sponsor & exhibitor portal to manage your online listing – add your contact details, company description, product categories, and show specials – so attendees can learn more about your company. Please use the following instructions to maintain or update your information.

Go to the <u>ATD23 Sponsor & Exhibitor Portal</u> and log in with your credentials provided in your welcome email.



Welcome to the ATD 2023 International Conference and EXPO, Sponsor & Exhibitor Portal

Please login below and complete the following tasks. If you have questions please email expo@td.org for assistance



Jordan Schwartzbach – expo@td.org / +1 703-683-7255

Each organization can have one admin that will have access to log into the portal. The admin contact can have an Admin Assistant, who can be copied on all email communication and will be able to use the login information to access the portal.

Get Started in the Sponsor & Exhibitor Portal

Once logged in, there will be sections across the top of the page with information for the event, your organization, and the Exhibitor Toolkit.

atd 23 SAN DIEGO MAY 21-24 CREATE A WORLD THAT WORKS BETTER



TASKS (you have 3 tasks left to complete out of a total 3 assigned tasks)

- Enter Your Company Details (task is due 1/30/2023)
- Edit Your Booth Admin Profile (task is due 1/30/2023)
- Opload Your Company Logo (task is due 1/30/2023)

Below these sections will be a list of tasks to complete. The tasks that need to be completed will have a red X next to the task name. The due date will be listed at the end of the task name. Once the task has been completed, there will be a green checkmark next to the task name and the completion date will be noted after the task name.



Updating/Approving Your Company Information

Click on the task titles to access that specific task. While there, the top header will include the task name, the instructions on completing the task, and a button that will mark the task as complete once requirements have been met.

Home | Log Out

Task Progress | Exhibitor Toolkit | Convention Details | Technical Support

Complete Task

 1	-	1	

ENTER YOUR COMPANY DETAILS

(task is due Monday, January 23, 2023)

Please edit your company details below. This will be public facing.

Group	
6)	Com
-	

Company Name

Please edit your company name below if it needs to be adjusted.

Cadmium Test	*
(optional: if you want them to display a different name to the attendees)	
Cadmium Test	*

🕘 Company Website

Please add your company's website URL here (include http://). This URL will be hyperlinked to your companies logo where applicable.

0	Twitter

Please add your company Twitter URL here. (i.e. https://twitter.com/CadmiumCD)

|--|--|

Please add your company Twitter hashtag here. (i.e. #CadmiumCD).
Twitter Hashtag

Facebook

Please add your company Facebook URL here.

Facebook Web Page

n	LinkedIn

Please add your company LinkedIn URL here.

(O)	Instagram
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Please add your company Instagram URL here.

Instagram Profile Web Page

SHIPPING AND MATERIAL HANDLING

SHIPPING

atd

Do I have to ship my booth materials?

No, exhibitors may hand-carry material through the back entrance of the EXPO hall. Hand-carry material includes small boxes or anything an individual person can carry that does not require mechanical equipment.

CREATE A WORLD

THAT WORKS BETTER

How do I ship to the Freeman Advance warehouse? (Advance shipment to warehouse)

Freeman will accept freight (crated, boxed or skidded materials) beginning Wednesday, April 19th. The warehouse will accept crates, cartons, skids, trunks, cases, and carpets. **To ensure the timely arrival of your materials at the show site, and to avoid additional fees, freight should arrive by Friday, May 12th. Your freight will be accepted after the deadline date, but additional charges will be incurred. Refer to the Exhibitor Service Kit for shipping labels**.

Warehouse Shipping Address

Exhibiting Company Name / Booth # _____ ATD 2023 INTERNATIONAL CONFERENCE & EXPOSITION C/O FREEMAN 3456 E. MIRALOMA AVE ANADEIM, CA 92806

How do I ship to the show site? (Direct shipment to show site)

Freeman will receive shipments at the San Diego County Convention Center beginning Friday, May 19th. 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**. All crates, packages, cartons, and fiber cases sent directly to the show site must be addressed "in care of (c/o) Freeman Exposition Services."

Freight will be accepted during move-in dates and times:

- Friday, May 19, 8 a.m.–5 p.m.
- Saturday, May 20, 7 a.m.–5 p.m.
- Sunday, May 21, 7 a.m.–5 p.m.

Show Site Shipping Address

Exhibiting Company Name / Booth # _____

ATD INTERNATIONAL CONFERENCE & EXPOSITION C/O FREEMAN SAN DIEGO CONVENTION CENTER 111 W HARBOR DR SAN DIEGO, CA 92101

What if I want to use my own shipping carrier and not Freeman?

Show management recommends that you use our preferred shipping provider, Freeman, to ensure the timely delivery of your booth materials. However, you are free to use any carrier you choose. If you use a different carrier (for example, UPS or FedEx), make sure to keep all records and tracking numbers in case you need to track your shipment on-site. Also, if using UPS or FedEx for your return shipment, you must schedule the pick-up with the carrier as there is no scheduled pick-up for the show. Please be aware that all carriers must check in no later than 1 p.m. on Thursday, May 25th, for freight pickup.

How should I label my freight?

The label should contain the exhibiting company name, the booth number, and the conference name. Remove old shipping labels. Make sure your boxes have nothing on the outside that indicates the contents. Keep a master list of each numbered box and its contents. Please see the Exhibitor Service Kit for shipping labels.

MATERIAL HANDLING

What is material handling?

Material handling, also called freight handling or drayage, is the **movement of your freight from the loading dock or carrier to your booth, and back to the loading dock or carrier at the close of the show**. This includes delivery of the materials to your booth, the handling of empty containers to and from storage, and removal of your material from the booth for reloading onto your outbound carrier.

Does material handling include the cost for me to ship my materials?

No, material handling should not be confused with the costs of shipping your materials and equipment to and from the show.

Is there a charge for material handling?

Yes, material handling charges are computed based on the weight of your materials. Please see the Exhibitor Service Kit or contact Freeman directly for associated costs.

If I drive my booth materials to the convention center instead of shipping, do I pay material handling?

If you can hand carry your items into the exhibit hall from the designated POV area on the loading docks, you do not pay material handling. Please see below regarding rules and regulations pertaining to POV hand carry procedures. See the Exhibitor Service kit for rules regarding material handling.

Can I hand-carry materials into the EXPO?

POV (Privately Owned Vehicles) Exhibitors WILL NOT be permitted to unload on the docks or front driveway. The front driveway is for passenger pickup/drop off only and is monitored by San Diego Convention Center security staff. Exhibitors will need to park in the garage below the convention center. To adhere to the hand-carry policy, one person must be able to carry items in one trip. The use of dollies, flat trucks and other mechanical equipment is NOT permitted. Only full-time employees of the exhibiting company will be allowed to hand-carry items.

An exhibitor may move the material that is hand carriable **by one person in one trip**, without the use of dollies, hand trucks or other mechanical equipment. **The following items are not considered hand-carry items: two-wheel dolly loads, hotel bellman's carts, boxes, or crates requiring two people to carry.** Please see the Exhibitor Manual for complete rules regarding material handling.

HOUSING

ATD has reserved rooms with discounted rates at area hotels in San Diego, CA. Reserve your room early for the best chance of getting your first choice. ATD gives you three ways to reserve your room. Remember, the number of rooms held at each hotel is limited.

1. Online https://www.mcisemi.com/atd2023/

- 2. Email atd@mcievents.com
- 3. Telephone

Monday through Friday, 8 a.m.–5 p.m. CST Individuals: 800-931-6029 or 972-349-5561 Groups: 800-931-6032 or 972-349-5562

The final deadline for individuals to book housing is Friday, April 28, 2023, at 12 p.m. ET.

Unauthorized Suppliers

As an exhibitor at ATD23, you may be contacted by MCI USA, ATD's official housing contractor, by phone or email. Should you be contacted by other housing companies claiming to represent ATD for booking hotel reservations for the conference, please be aware these companies are not affiliated or working in partnership with ATD, and reservations made through these companies for our meeting cannot be guaranteed. ATD has contracted with MCI USA to manage the official ATD room block for the conference, and it is the only company that can guarantee your reservation. Please contact <u>expo@td.org</u> with any questions.



HEALTH AND SAFETY

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

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The exhibit area will not be carpeted. Show Management requires all exhibitors provide flooring for their booth.

DISCOUNT PRICE DEADLINE DATE

Order early on <u>FreemanOnline</u> to take advantage of advance order discount rates, place your order by April 21, 2023.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

SHOW SCHEDULE

EXHIB	TOR	MO\	/E-IN

Friday Saturday Sunday	May 19, 2023 May 20, 2023 May 21, 2023	8:00 AM 7:00 AM 7:00 AM	-	5:00 PM 5:00 PM 5:00 PM
EXHIBIT HOURS				
Monday	May 22, 2023	9:30 AM	-	3:00 PM
Tuesday	May 23, 2023	9:30 AM	-	3:00 PM
Wednesday	May 24, 2023	9:30 AM	-	1:00 PM
EXHIBITOR MOVE-OUT				
Wednesday	May 24, 2023	1:15 PM	-	6:00 PM
Thursday	May 25, 2023	8:00 AM	-	3:00 PM

EXHIBITOR SERVICE HOURS

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Thursday, May 25, 2023 at 3:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, May 25, 2023 at 1:00 PM.In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

Contact Us

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at <u>FreemanOnline</u> by April 21, 2023. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, **during** and **after** your show.

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

If you need assistance with Freeman Online please call Exhibitor Support at (888) 508-5054.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____ **ATD International Conference and Exposition** C/O Freeman 3456 E. Miraloma Ave Anaheim, CA 92806 Freeman will accept crated, boxed or skidded materials beginning Wednesday, April 19, 2023, at the above address. Material arriving after May 12, 2023 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____ **ATD International Conference and Exposition** C/O Freeman San Diego Convention Center 111 W Harbor Dr San Diego, CA 92101

Freeman will receive shipments at the exhibit facility beginning Friday, May 19, 2023. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Purchase Terms, <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 Freeman Service Center. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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

HELPFUL HINTS

SAVE MONEY

Order early on <u>FreemanOnline</u> to take advantage of advance order discount rates, place your order by April 21, 2023.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

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

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

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

Interested in going green and saving money?

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

BEFORE THE SHOW

booth structure

Option 1 Multiple Use Use Forest Sustainable Certified (FSC) wood to build your booth and crates.

.

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

Option 2 One-time Use Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.



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 darkcolored carpets are made of 20-50 percent recycled content.

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.

graphics

Red



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

printing

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



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

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.







ON SITE

save energy

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

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



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



train your team

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







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* 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

DONATE-ABLE

TYPICALLY*

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

FREEMAN

FREEMAN.COM

FIRE DEPARTMENT REGULATIONS

A. Inherently Fire Retardant or Flame Retardant Treatment

- 1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials MUST BE FLAME RETARDANT to the satisfaction of the Fire Department and the State Fire Marshal.
- 2. Table coverings must be flame retardant treated unless they lay flat, with an overhang no greater than 6".
- 3. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- 4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

B. Vehicles/Internal Combustion Engines on Display

- 1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
- 2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
- 3. Garden tractors, chain saws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
- 4. All autos, trucks and vehicles of any kind must show the location on the Fire Department-approved floor plan 14 days prior to the show date.

C. Combustibles

- 1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
- 2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

D. Obstructions

- 1. Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles.
- 2. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on floor plan.
- 3. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

E. Electrical Extension Cords and Multi-Plug Adapters

- 1. Extension cords shall service one appliance only and shall be a three-wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen amps.
- 2. Multi-plug adapters must be UL approved and have current (electricity) breaker overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker.
- 3. All spliced wires are illegal.

F. Compressed Cylinders

- 1. Compressed cylinders must be attached to a stand if used upright or laid flat on floor.
- 2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

G. Cooking and Warming Devices

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M.

1. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, 1/4 inch thick across the front, and down both sides of the demonstration area.

H. Heat producing Equipment

- 1. Welding, soldering, or any open flame devices are prohibited.
- 2. Refer to SEC. F-2 above

Should there be any questions regarding the above listed minimum Fire Department Regulations or any other items that need clarification, please do not hesitate to give the Fire Department a call or address a letter to:

> San Diego Fire Department 1010 Second Avenue, #300 San Diego, CA 92101 (619) 533-4400



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.

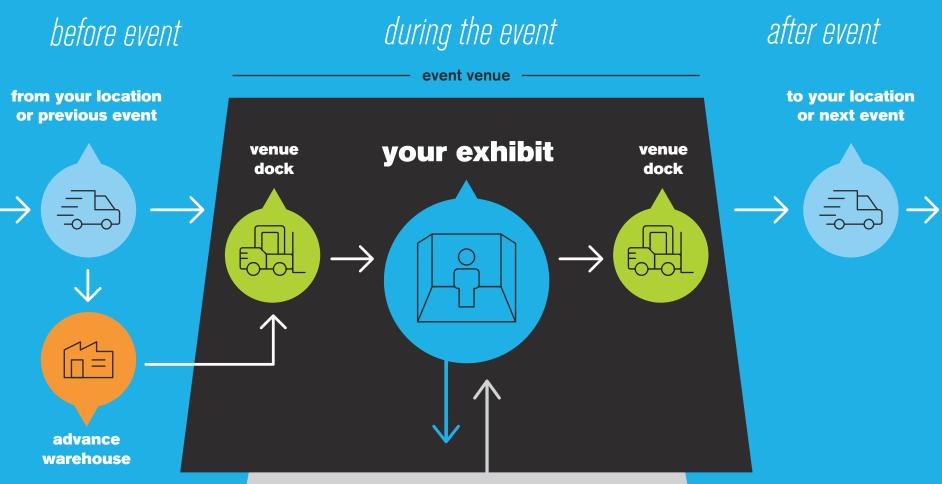
1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information https://www.freemanpay.com/517990

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.



storage for empty containers



advance warehouse

where exhibit materials are stored before an event



shipping

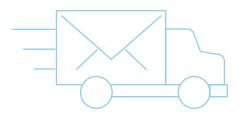
transport to the venue's shipping dock then from the shipping dock to the next event or customer location



material handling

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

FREEMAN



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

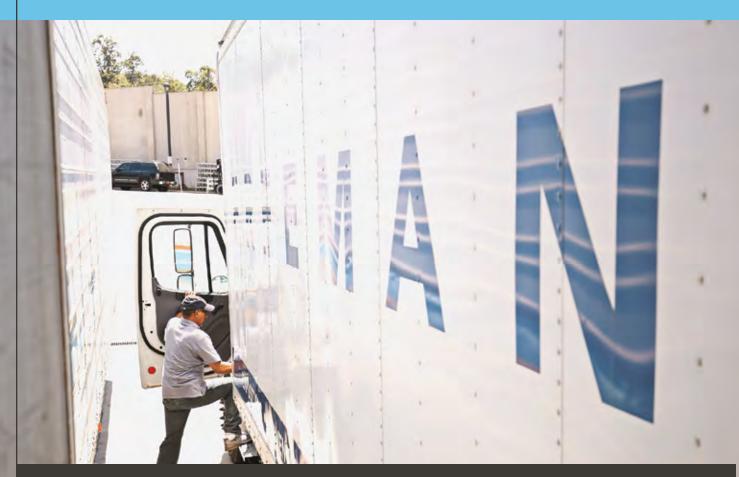


To take advantage, call 1-800-995-3579 or email exhibit.transportation@freeman.com for a quote.

RESULTS, DELIVERED

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

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



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

FREEMAN

EXHIBIT TRANSPORTATION

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

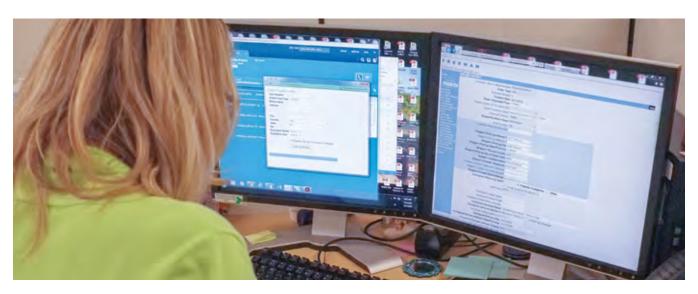
Questions?

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

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

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

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



Freeman

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

(800) 995-3579 Toll Free US & Canada (817) 607-5183 Local & International	FREEMAN EXHIBIT TRANSPORTATION				
UTT OUTO LOCAL & INTERNATIONAL					
NAME OF SHOW: ATD International Conference and I	Exposition / May 22-24, 2023				
COMPANY NAME:	BOOTH #:				
CONTACT NAME :	PHONE #:				
E-MAIL ADDRESS :					
For fast, easy ordering	g, go to www.freeman.com/store.				
EXHIBIT TR	RANSPORTATION				
TIPS FOR EASY ORDERING	SHIPPING INFORMATION				
Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.	Items to be shipped Number of Pieces Est. Weight				
International Exhibitors remember - Shipments originating	· · · · · · · · · · · · · · · · · · ·				
from countries other than the US must be cleared through	Crates (wooden)				
customs. Please call for additional information: (800) 995-3579 Toll Free US & Canada	Cartons (cardboard)				
(817) 607-5183 Local & International	Cases/Trunks (fiber) (color)				
COMPLETE THE FOLLOWING ITEMS	Skids/Pallets				
ON THIS FORM:	Carpet (color)				
PICK UP INFORMATION	— Other ())				
Requested Pick Up Date:					
SHIPPER NAME	Size of largest piece: (H) (W) (L)				
	NOTE: Shipments will be weighed and measured prior to delivery.				
SHIPPER ADDRESS	OUTBOUND SHIPPING				
	□ I would like to schedule outbound Freeman Exhibit				
	Transportation. Please provide me with a Material Handling				
(City) (State) (Zip Code)	Agreement at show site for my shipping instructions and				
DESTINATION	signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following				
I will be shipping to the WAREHOUSE	information if different from pick up address:				
	Ship to address:				
FREEMAN / Exhibiting Company Name / Booth #					
ATD International Conference and Exposition					
C/O: Freeman					
3456 E. Miraloma Ave					
Anaheim, CA 92806 NUST BE DELIVERED BY MAY 12, 2023					
I will be shipping to SHOW SITE	Number of Labels :				
FREEMAN / Exhibiting Company Name / Booth #					
ATD International Conference and Exposition					
C/O: Freeman	FAX THIS COMPLETED FORM VIA:				
San Diego Convention Center	E-mail:				
111 W Harbor Dr San Diego, CA 92101					
CANNOT BE DELIVERED BEFORE MAY 19, 2023	exhibit.transportation@freeman.com				
TYPE OF SERVICE	or				
Next Day Air: Delivery next business day by 5:00 PM	Fax: (469) 621-5810				
Second Day Air: Delivery second business day by 5:00 PM					
3-5 Day Service: Delivery within 3 - 5 business days					
Declared Value \$	A TRANSPORTATION SPECIALIST				
Air Transportation charges are billed by Dimensional or	WILL CALL YOU TO CONFIRM				
Actual Weight, whichever is greater.	RECEIPT OF SHIPMENT REQUEST				
Standard Ground: Dependent on distance	AND FINALIZE DETAILS.				
Expedited Ground: Tailored to specific requirements	(517000)				
Specialized: Pad wrapped, uncrated, truck load	SHOW #				

FREEMAN[®]

FREIGHT SERVICES

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 be rerouted on Freeman's carrier choice at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN[®]

material handling simplified

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

- \times No minimums
- \times No crated
- \times No special handling
- × No carpet & pad only
- \times No uncrated
- imes No hundred-weight billing
- $\times \operatorname{No}$ reweigh fees
- \times No overtime
- × No marshalling yard fees
- imes No rounding pay only for actual weight

It's just easier!





ATD International Conference and Exposition

May 22-24, 2023 San Diego Convention Center San Diego, California

MATERIAL HANDLING

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

RATES

Material Handling\$ Rate applies to shipments sent to either the warehouse or directly to show site.	1.95 per pound
Material Handling - After Deadline	2.44 per pound
Material Handling - 10 lbs and under This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.	Free of Charge

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 April 19, 2023.
- Warehouse address: Exhibiting Company Name / Booth #
 - ATD International Conference and Exposition C/O Freeman 3456 E. Miraloma Ave Anaheim, CA 92806
- 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 x 92"L.

Show Site:

- Show site receiving begins on May 19, 2023.
- Show Site address: Exhibiting Company Name / Booth #
 - ATD International Conference and Exposition San Diego Convention Center C/O Freeman 111 W Harbor Dr San Diego, CA 92101

Outbound:

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



ATD International Conference and Exposition

May 22-24, 2023 San Diego Convention Center San Diego, California

MOBILE UNIT & VEHICLE SPOTTING

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

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

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

Each vehicle shall comply with the following:

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

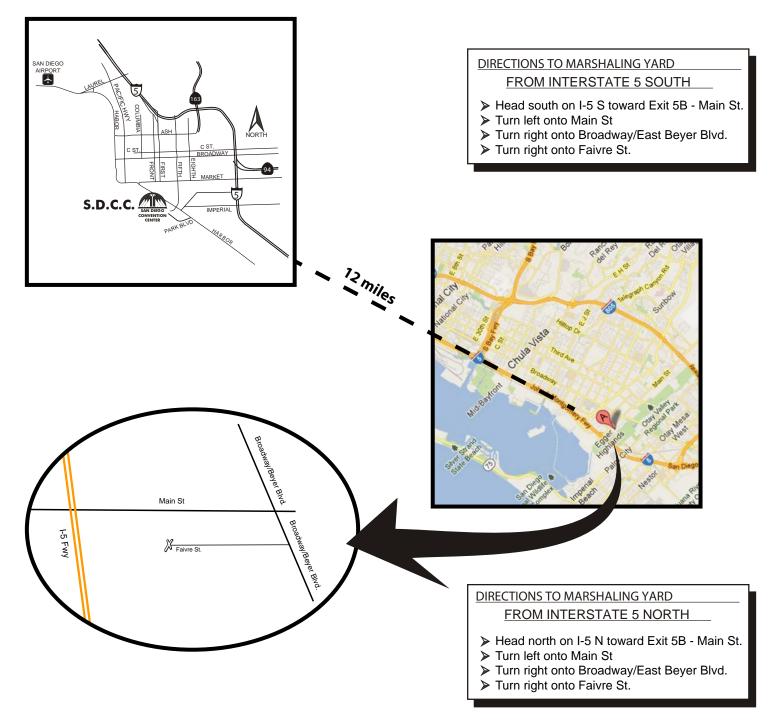
SPOTTING FEES

Mobile Units *..... \$466.25 per unit (round trip) Vehicles...... \$466.25 per unit (round trip)

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



Marshalling Yard 2383 Faivre St. Chula Vista, CA 91911



Full truckload and/or dedicated shipments require a certified truck scale weight certificates.

If weight certificates are not provided then the driver will be dispatched to the closest public truck scale prior to and concluding unloading.



(888) 508-5054

Fax: (469) 621-5602

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

Submit order forms here

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023 COMPANY NAME: BOOTH #: CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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

	SHIPPING INFO	RMATION	_	
SHIP TO: COMPANY NAME	:			
DELIVERY ADDR	ESS:			
CITY:	STATE/ PROVINCE: –		ZIP/ POSTAL CODE:	
SPECIAL INSTRU	CTIONS:			
BILL TO: D Same as Ship COMPANY NAME	to:			
DELIVERY ADDR	ESS:			
	STATE/ PROVINCE:		ZIP/ POSTAL CODE:	
	METHOD OF S	HIPMENT		
Select a Carrier:				
Freeman Exhibit Trans		Carrier		
No need to schedule your o Charges will appear on you		Carrier N Carrier P		
	make arrangements for all Freen for pick-up by other carriers is the i			
Select a Level of Service:				
 ☐ 1 Day: Delivery next business day ☐ 2 Day: Delivery by 5:00 PM second business day ☐ Deferred: Delivery within 3-5 business days 		 Standard Ground Specialized: Pad wrapped, uncrated, or truckload 		
Select Shipment Options (i	f applicable)			
 ☐ Have loading dock ☐ Inside delivery ☐ Pad wrap required ☐ Do not stack 		 ☐ Lift gate require ☐ Air ride require ☐ Residential 		
Select Desired Number of L	abels:			
Once your shipment is packed	and ready to be picked up from	your booth, please	return completed the Material Handlin	

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

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PLA	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

(888) 508-5054 Fax: (469) 621-5605 Place your order online at <u>www.freeman.com/store</u>

Submit order forms here.

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

COMPANY NAME: CONTACT NAME:

E-MAIL ADDRESS:

BOOTH #:

PHONE #:

Take advantage of the Online Price by ordering at www.freeman.com/store by April 21, 2023

10' X 10' BOOTH PACKAGE

BOOTH PACKAGE INFORMATION:

- All tables 24" wide.
- Items included in the package cannot be substituted or traded.
- · Rates are based on full package whether used completely or in part.
- Discount price applies if order & payment is received before APRIL 21, 2023. Orders received after the deadline date will be charged at the standard published rates for all individual items.
- · For additional items, please refer to the Furnishing Order Form.
- This booth package can only be ordered by email ExhibitorSupport@freeman.com or by fax (469) 621-5605. Freeman Online ordering is not available for this booth package.



Package Includes:

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

Package Price \$ 771.80

TOTAL COST

Freeman⁷

Summer 2022 – Spring 2023

Furniture catalog

Set the scene for engagement.

Visit us at freeman.com/find-show © 2022 Freeman. All Rights Reserved.





Make a statement

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

2 | For fast, easy ordering, visit us at freeman.com/find-show

Table of contents

06 Soft seating **13** Accent chairs **19** Side seating 24 Barstools **30** Bars & counters 32 Ottomans **38** Power seating & tables **43** Accent tables **49** Café tables 52 Bar tables 55 Conference tables 59 Executive seating **61** Office essentials 64 Show essentials

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43 Accent tables

Soft seating



24 Barstools







Maximize your engagement

The secret lies in designing your exhibit's engagement around your business goals, choosing and using the right solutions to design your space, design your experience, and design your results.

Things to consider:

- Exhibit space and size
- Engagement type
- Presentation lengths
- Product displays

Top design tips

for well executed exhibit spaces.

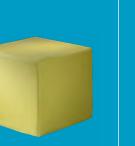






Creature Comforts. Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.

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





Keep it Green. 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.

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



Talk details. Accent tables provide perfect work spaces for more in-depth conversations.



Provide a Pop! Colorful furnishings attract attention and help reinforce brand themes.



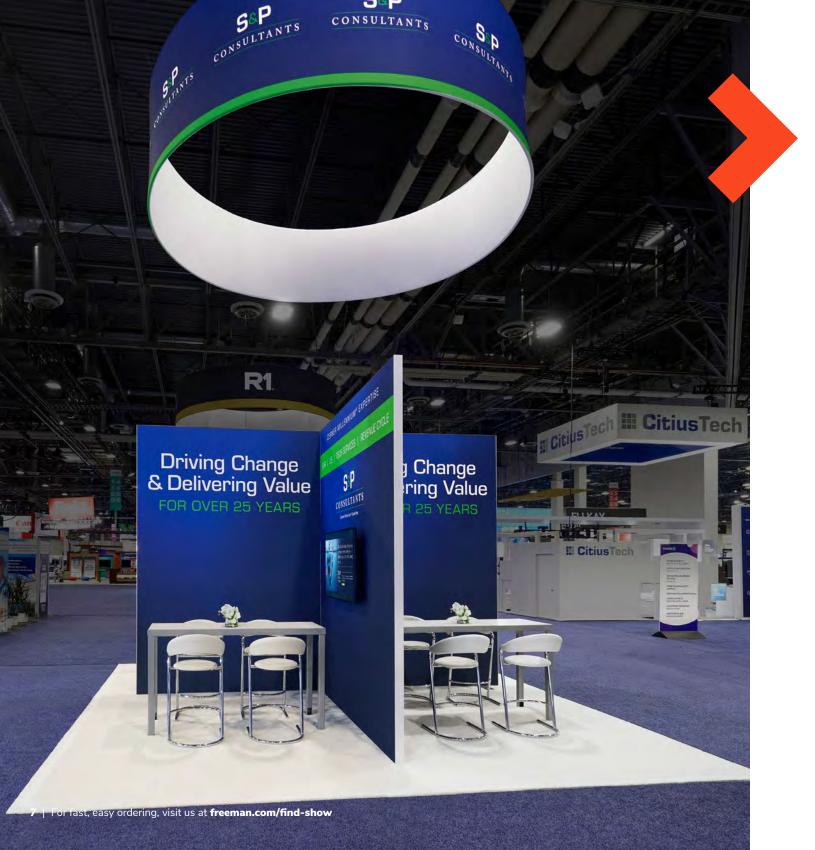


Soft seating

Invite your guests to stay a while.



Allegro sofa



Conversate casually.

Create a welcoming environment with a soft seating collection that provides flexibility in style, color, and function.



Soft seating

Pair neutral colors for a cohesive look.



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

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





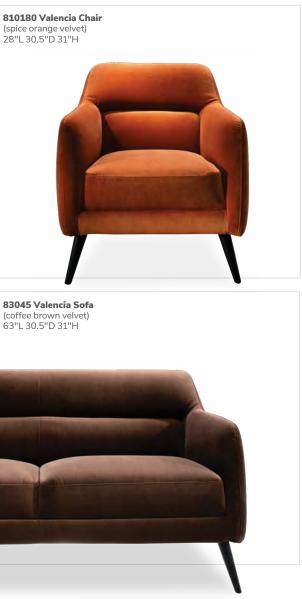




810949 Fairfax Chair (white vinyl, brushed metal) 27"L 26"D 30"H

Soft seating

Perfect for more in-depth conversations.





Soft seating

Mix and match chairs and sofas to create comfort in any sized space.

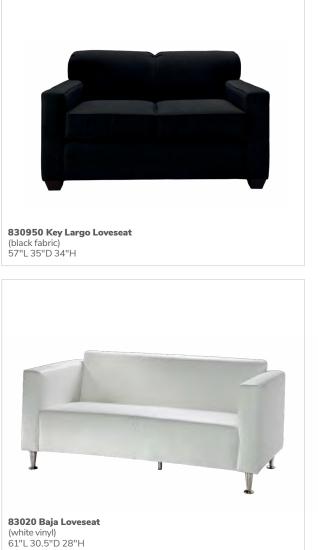


830951 Key Largo Sofa (black fabric) 79"L 35"D 34"H



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





83019 Baja Sofa (white vinyl) 86"L 30.5"D 28"H

20

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

Soft seating

Set a new standard in seating with soft curves.





83015 Allegro Sofa (blue fabric) 73"L 34.5"D 30"H

81019 Allegro Chair (blue fabric) 36"L 34.5"D 30"H





Soft seating

Modern and industrial details to satisfy your seating senses.





Add a little pop of color.



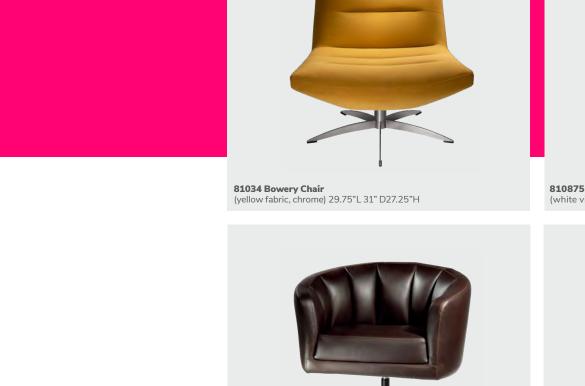
p. | 15



Make a lasting impression.

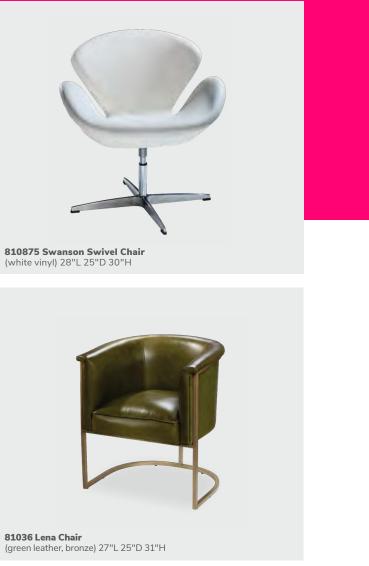
Style, comfort, and seating that scales. Complement your brand identity with an assortment of accent chairs.

Merge design, innovation, and purpose into each detail.



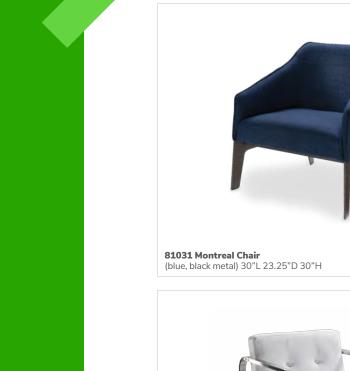
810145 Wentworth Chair (brown vinyl) 31"L 24"D 31.5"H

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



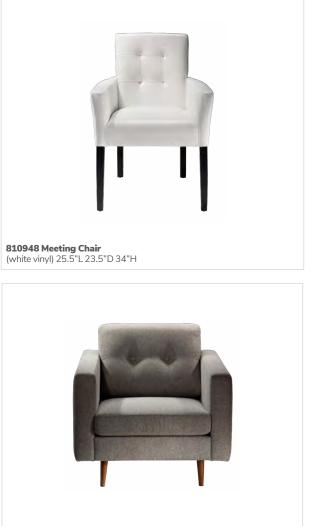
Let comfort and quality take the lead.

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





810949 Fairfax Chair (white vinyl, brushed metal) 27"L 26"D 30"H 81037 Sterling Chair (gray fabric) 33"L 33.5"D 32"H



Versatile statement pieces that stand out on a stage or in your exhibit.







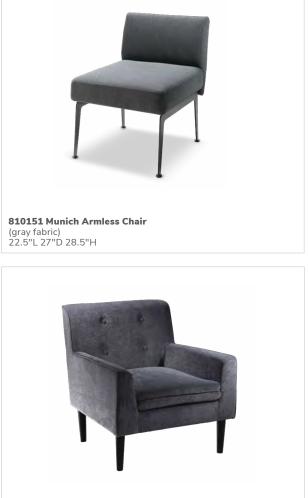


81032 Pasadena Chair (white molded plastic, chrome tower base) 27"L 25"D 26"H



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

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



Side seating

Add a little something extra.



Laguna chair p. | 22



Design intentionally

Create an atmosphere that brings your vision to life with a diverse selection of chairs.



Side chairs

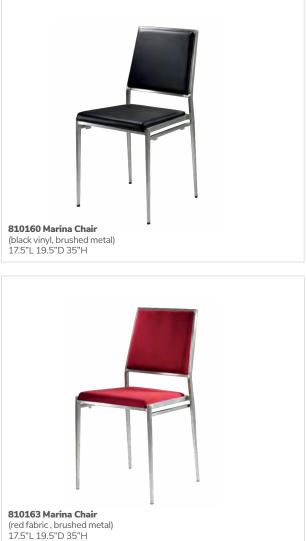
Give your space a fresh look with clean lines.

810164 Marina Chair (white vinyl , brushed metal) 17.5"L 19.5"D 35"H



810161 Marina Chair (brown fabric, brushed metal) 17.5"L 19.5"D 35"H





Side chairs



(maple, chrome) 18"L 19"D 34"H







810851 Zenith Chair (white, chrome) 18.25"L 22"D 32"H



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



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



(black) 21"L 23"D 32"H

Side chairs

Bring out the personality of your event with stylish and colorful seating.

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













Meet and greet, casually.





p. | 28



Versatility defined.

Whether it be at a kiosk, bar, demo station or table, bar stools set the foundation for connecting. Pair with side seating to maximize seating options for your attendees.

For quick and casual conversations.



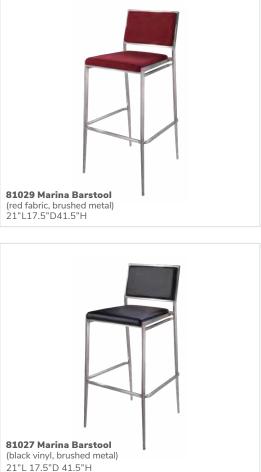


810873 Lift Barstool (red vinyl) 15" RND 23–33.5"H



81028 Marina Barstool (brown fabric, brushed metal) 21"L 17.5"D 41.5"H





Elevate your space with bold colors





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



Neutral options to complement your brand.



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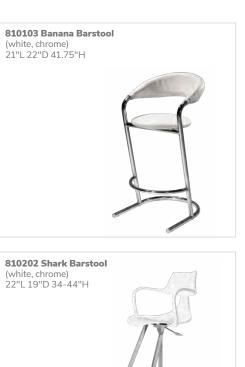
810104 Banana Barstool (black, chrome) 21"L 22"D 41.75"H



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

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







Bars & Counters

Meet and greet essentials.





Midtown bar p. | 31

Bars & Counters

Connect and socialize with guests. Functional solutions for entertaining and hosting demos.

85050 Clear Divider Bar Counter (clear acrylic)

48-70"L 12"D 31.5"H





72056 Bar & Display Counter (black) 24"L 24"D 42"H

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





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

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

POWERED





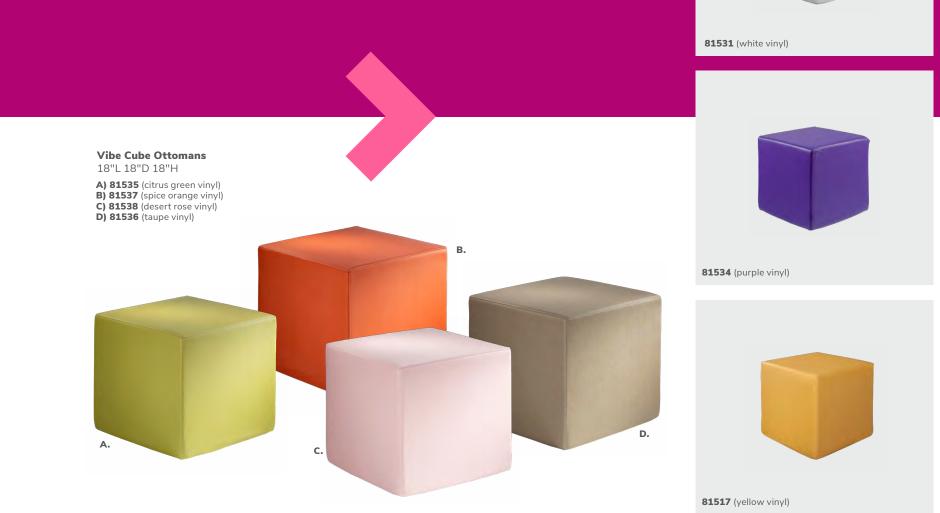
Perfectly positioned comfort anywhere, anytime.



Beverly, Marche & Vibe ottomans $$_{p.\ |\ 35,\ 36,\ 33}$}$

Vibe Cube Ottomans

Bright and cheerful designs liven up your space.





81532 (steel blue vinyl)

81530 (black vinyl)

81533 (silver vinyl)

81518 (blue vinyl)



81519 (red vinyl)



Beverly Small Bench Ottomans

Adaptable, versatile, and colorful for any show occasion.



81569 (white vinyl)



81560 (black vinyl)





81562 (brown fabric)

81564 (gray fabric)





81568 (red fabric)



Beverly Small Bench Ottomans

30"L 20"D 18"H

A) 81567 (orange fabric) B) 81563 (green fabric)



81561 (blue fabric)



81565 (linen fabric)



Beverly Bench Ottomans

Add elegance and style to any environment with classic designs.

Beverly Bench Ottomans 60"L 20"D 18"H 81555 (red fabric)

















81551 (brown fabric)







815155 (rose quartz fabric)



815160 (orange fabric)



81542 (distressed brown vinyl)

Ottoman styles

Creative configurations that let everyone know they're welcome.





815123 Endless Square (black) 34"L 34"D 15"H





Power seating and tables

Convenience that guests can plug into.



Tech Tablet chair p. | 42

Power seating and tables

Never run out of battery.







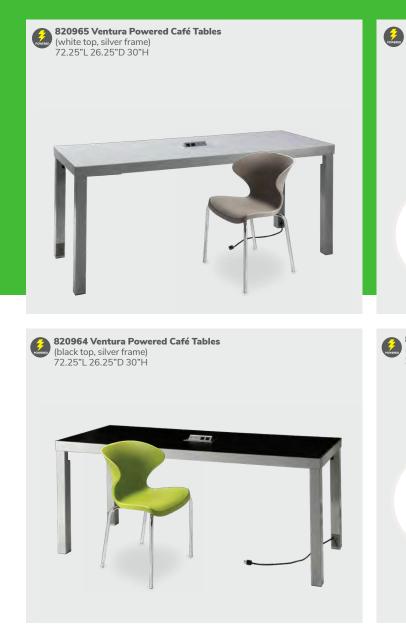
Power seating and tables

Demos displayed powerfully.

Denotes AC and USB charging outlets



Ventura Powered Bar Table & Shark Barstools 10'x10' Booth



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.





8208 30" Round Cafe Table, Powered (white top, black) 30" RND 29"H



Power seating and tables

Denotes AC and USB charging outlets



POWERED DETAIL

allowing devices to be charged from inside the locked cabinet or on the surface.)



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.

Power seating and tables

OWERE

Convenience at your fingertips.

Denotes AC and USB charging outlets

POMENED

81039 Tech Tablet Chair

81038 Tech Chair, No Tablet

30.5"L 29"D 33.5"H

(gray vinyl, white metal tablet, chrome base)



() Formation 820710 Wireless Charging Table, Powered (white, AC plug-in) 1.9.1 20"L 20"D 18"H Mobile devices must have Qi wireless charging capability. POWERED DETAIL POWERED DETAIL POMER .. 8502 Village Charging Hub (cream) 12"L 12"D 28.25"H

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



Accent tables

Work in style.



Mesa cocktail table

p. | 47



Table talks.

When you want to facilitate more in-depth conversations and provide handy work surfaces, accent tables are the perfect tool to provide your attendees with the flexibility they need.

Accent tables







Sydney Tables cocktail 48"L 26"D 18"H | end 27"L 23"D 22"H 82053 Cocktail (white, brushed steel) available in powered. 82055 End (white, brushed steel)



Sydney Tables cocktail 48"L 26"D 18"H | end 27"L 23"D 22"H 82077 Cocktail (blue, brushed steel) 82079 End (blue, brushed steel)





Accent tables

Add room and style to your work space.

Denotes AC and USB charging outlets



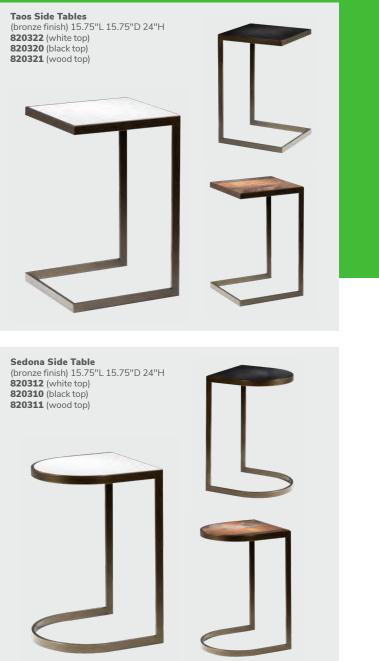
820844 Aura Round Table (white metal) 15" Round 22"H

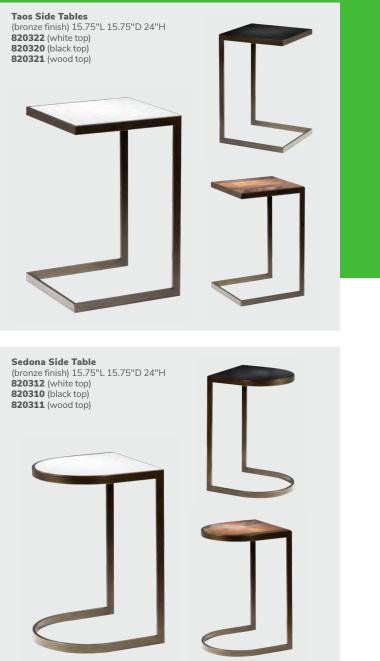
Silverado (glass, chrome) 82014 Cocktail Table 36" RND 17"H 82015 End Table 24" RND 22"H

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

82075 End Table 16"L 15.5"D 16.5"H









Accent tables

Relax and have a nice conversation.

Mesa 820135 End Table 20.5"RND 21.25"H (wood top, bronze) 820132 Cocktail Table



20.5"RND 21.25"H (black top, bronze) 820130 Cocktail Table 32.25"RND 17.25"H (black top, bronze)



24"RND 21.25"H (glass top, bronze) 820131 Cocktail Table 36"RND 17.25"H (glass top, bronze)

Accent tables

Sleek conversation pieces



Geo (glass, chrome) 82034 Cocktail Table 50"L 22"D 16"H 82035 End Table 24"L 24"D 20"H Geo (wood, black) 82027 Cocktail Table 50"L 22"D 16"H 82028 End Table 24"L 24"D 20"H



Alondra (wood, chrome) 820253 End Table 20"L 20"D 20"H 820251 Cocktail Table 47"L 24"D 16"H





Alondra (glass, chrome) 820250 Cocktail Table 47"L 24"D 16"H 820252 End Table 20"L 20"D 20"H



Café tables

The perfect place to connect.







Café tables

Comfort plus connections make for lasting impressions.



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





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



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

Café tables

The right balance to elevate your brand.

81082 Blade Chair (red) 20.5"L 19"D 30.5"H 810164 Marina Chair (white vinyl, brushed metal) 17.5"L 19.5"D 35"H



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



Customize and create

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



8201220 (white)

Café Tables A) Standard Black Base

30" RND 29"H

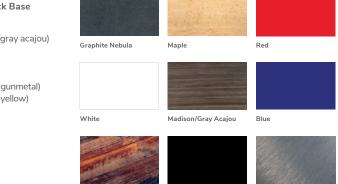
820265 (madison/gray acajou) 820941 (blue) 820943 (wood) 8201236 (black) 8201235 (brushed gunmetal) 8201239 (brushed yellow) 8201237 (green) 8201238 (orange) 8201220 (white)

36" RND 29"H 8201243 (black)

Barnwood







820923 (graphite nebula)

Brushed Gunmetal



Green

Café Tables

B) Hydraulic Chrome Base 30" RND 29"H

820241 (madison/gray acajou) 8201208 (maple) 820921 (red) 820940 (blue) 820942 (barnwood) 8201223 (white) 8201231 (black) 8201230 (brushed gunmetal) 8201234 (brushed yellow) 8201232 (green) 8201233 (orange) 820923 (graphite nebula)

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

Bar tables

Network, successfully.



Bar tables

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Bar tables

Make that chat last a little longer.



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



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



8201226 Rustique Square Metal Bar Table (gunmetal) 23.75"L 23.75"D 41.25"H 810839 Rustique Barstool (gunmetal) 13"L 13"D 30"H and in the total



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

Bar tables

Endless options to make the perfect combination.

Customize and create

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



820919 (brushed yellow)

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



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



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

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

Bar Tables A) Standard Black Base 30" RND 42"H

8201221 (white) 820919 (brushed yellow) 820264 (madison/gray acajou) 820915 (brushed gunmetal) 820916 (black) 820917 (green) 820918 (orange) 820931 (blue) 820933 (barnwood)

36" RND 42"H 8201241 (black)



Madison/Gray Acajou



Barnwood

White





Blue



Brushed Gunmetal



Green

Bar Tables

B) Hydraulic Chrome Base 30" RND 45"H

820920 (red) 8201222 (white) 8201207 (maple) 820922 (graphite nebula) 820910 (brushed gunmetal) 820911 (black) 820912 (green) 820913 (orange) 820914 (brushed yellow) 820240 (madison/gray acajou) 820930 (blue) 820932 (wood)

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

Conference tables

Take care of business.





Conference tables

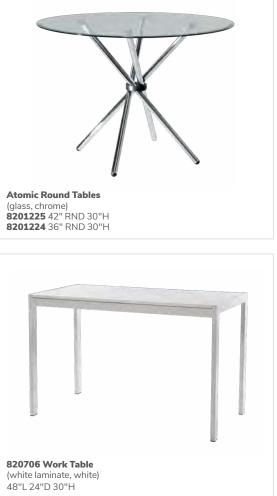
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Conference tables









Conference tables

Make an impression.

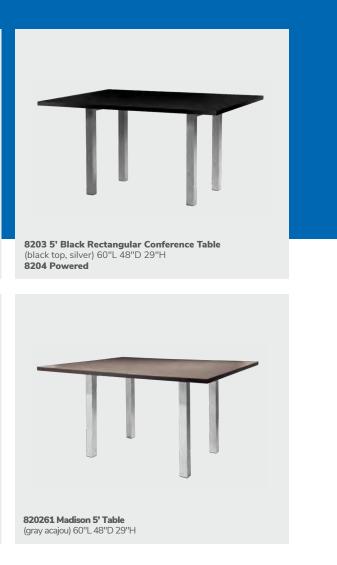


8201 10' Black Rectangular Conference Table (black top, silver) 120"L 48"D 29"H 8202 Powered



8205 8' Black Rectangular Conference Table (black top, silver) 96"L 48"D 29"H 8206 Powered





Communal and powered tables

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

Denotes AC and USB charging outlets



Ventura Communal Café Tables (silver frame) 72.25"L 26.25"D 30"H

Maple Top 820963 (solid) 820960 (grommets)

Black Top 820962 (solid)

White Top 820961 (grommets) 820966 (solid)

Ventura Communal Bar Tables (silver frame) 72.25"L 26.25"D 42"H

Maple Top 820954 (solid) 820951 (grommets)

White Top 820953 (grommets) 820956 (solid)

Black Top 820952 (solid)

Table top options

BLACK WHITE MAPLE Colors not available in all table options. Please check options listed above.

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.

58 | For fast, easy ordering, visit us at freeman.com/find-show



Executive seating

Make a statement.





1

Executive seating

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Executive seating

VIPs welcome.

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



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

810945 Pro Executive

(white vinyl) 24"L 22"D 36.75-39.75"H Adjustable height

Mid Back Chair





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



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



Office essentials

Be ready for success.



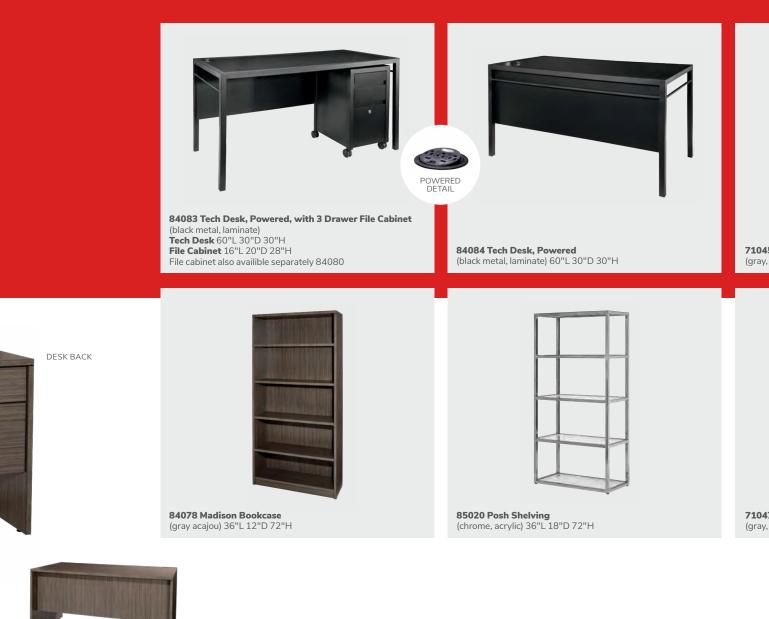


Madison Executive Desk p. | 62

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Office essentials

Stay organized. Stay ahead of the game.



84075 Madison Executive Desk (gray acajou) 60"L 30"D 29"H 810844 Pro Executive High Back Chair (white vinyl) 25"L 24"D 45-48"H Adjustable height

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.

DESK FRONT



71045 Gray Gaslift Chair (gray, black) 20"L 26"D 38"H



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Office essentials

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

220110 Chrome Bag Rack (3" at center) 1"W 41"H 26"W 220109





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



220106 Corrugated Wastebasket (black)







Give your show that something "extra."

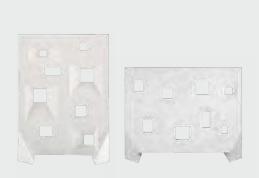


Greenery & Dividers

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

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





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Add essential elements that showcase your brand during the show.



220121 Chrome Stanchion with 8' Retractable Belt (black, belt) 42"H



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





(black metal, laminate) 16"L 20"D 28"H



8983000 Mini Refrigerator (white) 4.0 cubic feet 20"W 22"L 33"H

Product Kiosk & Display

75032 Display Cube-Large (black) 24"W 24"L 42"H **75031 Display Cube-Medium** (black) 18"W 18"L 36"H **75030 Display Cube–Small** (black) 12"W 12"L 42"H

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



(black) 10"W 55"H

Live event basics.

Draped or Undraped Tables & Counters



Corrugated Risers

4'L 7"H Corrugated Riser 1504100 (black) | 1504101 (white) 4'L 14"H Corrugated Riser 1504200 (black) | 1504201 (white)

6'L 7"H Corrugated Riser 1506100 (black) | 1506101 (white) 6'L 14"H Corrugated Riser 1506200 (black) | 1506201 (white)

8'L 7"H Corrugated Riser 1508100 (black) | 1508101 (white) 8'L 14"H Corrugated Riser 1508200 (black) | 1508201 (white)



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

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 125442 Counter Undraped 125642 Counter Undraped 125842 Counter Undraped

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"

gray

3'L x 24"D x 42"H
4'L x 24"D x 42"H
6'L x 24"D x 42"H
8'L x 24"D x 42"H

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MV VeeMed At VeeMed, our mission is to reimagine healthcare delivery by empowering providers with innovative technology that expands access to quality care, 'Simplifies the physician experience, an saves people's

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NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		SO	FT SEATING			
Naples Gr	roup - Bla	•				
	_	Chair		902.00	1,148.00	
	830120	Loveseat	950.00	1,045.00	1,330.00	
	_	Sofa	1,080.00	1,188.00	1,512.00	
Munich G	Froup - Gra	ay Fabric				
	810151	Armless Chair	525.00	577.50	735.00	
Baja Grov	up - White	Vinyl				
	81050	Chair	820.00	902.00	1,148.00	
	83020	Loveseat	950.00	1,045.00	1,330.00	
	83019	Sofa	1,080.00	1,188.00	1,512.00	
/alencia -	Velvet					
	810180	Chair - Spice Orange	655.00	720.50	917.00	
	83045	Sofa - Coffee Brown	850.00	935.00	1,190.00	
Key Largo	Group -	Black Fabric				
	830950	Loveseat	785.00	863.50	1,099.00	
	830951	Sofa	915.00	1,006.50	1,281.00	
	810950	Chair	655.00	720.50	917.00	
Allegro G	roup - Blu	e Fabric				
	81019	Chair	655.00	720.50	917.00	
	83015	Sofa	915.00	1,006.50	1,281.00	
Fairfax Gr	roup - Whi		505.00	577 50	705.00	
	_	Chair	525.00	577.50	735.00	
	830949	Sofa	785.00	863.50	1,099.00	
Palm Bea	ch - White	Vinyl				
	83040	Sofa	950.00	1,045.00	1,330.00	
Sterling G	Group - Gra	ay Fabric				
	81037	Chair	950.00	1,045.00	1,330.00	
	8309	Sofa	1,275.00	1,402.50	1,785.00	
Cordoba (_ Group - Ta	upe/Black				
	81048	· Chair	785.00	863.50	1,099.00	
	83013	Loveseat	915.00	1,006.50	1,281.00	
		CAS	UAL SEATING			
Ottomans	;					
	815122	Endless Square - White Vinyl	545.00	599.50	763.00	
	815123	Endless Square - Black Vinyl	545.00	599.50	763.00	
	815953	Endless Curve - White Vinyl	575.00	632.50	805.00	
	815952	Endless Curve - Black Vinyl	575.00	632.50	805.00	
	81518	Vibe Cube - Blue Vinyl	205.00	225.50	287.00	
	81519	Vibe Cube - Red Vinyl	205.00	225.50	287.00	
	81525	Vibe Cube - Orange Vinyl	205.00	225.50	287.00	
	81517	Vibe Cube - Yellow Vinyl	205.00	225.50	287.00	
	81530	Vibe Cube - Black Vinyl	205.00	225.50	287.00	
		Vibe Cube - White Vinyl	205.00	225.50	287.00	

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ttomar	ns (continu	ed)				
	81532	Vibe Cube - Steel Blue Vinyl	205.00	225.50	287.00	
	81533	Vibe Cube - Silver Vinyl	205.00	225.50	287.00	
	81534	Vibe Cube - Purple Vinyl	205.00	225.50	287.00	
	81535	Vibe Cube -Citrus Green Vinyl	205.00	225.50	287.00	
	81536	Vibe Cube - Taupe Vinyl	205.00	225.50	287.00	
	81537	Vibe Cube - Spice Orange Vinyl	205.00	225.50	287.00	
	 81538	Vibe Cube - Desert Rose Vinyl	205.00	225.50	287.00	
		Marche Swivel - Gray Fabric	285.00	313.50	399.00	
	815154		285.00	313.50	399.00	
	_	Marche Swivel - Blue Fabric			399.00	
	815159		285.00	313.50		
	815152		285.00	313.50	399.00	
	815157	Marche Swivel - Meadow Green Fabric	285.00	313.50	399.00	
	815158	Marche Swivel - Pear Yellow Fabric	285.00	313.50	399.00	
	815156	Marche Swivel - Plum Fabric	285.00	313.50	399.00	
	815153		285.00	313.50	399.00	
	815155	Marche Swivel - Rose Quartz Fabric	285.00	313.50	399.00	
	815150	Marche Swivel - White Vinyl	285.00	313.50	399.00	
	815160	Marche Swivel - Orange Fabric	285.00	313.50	399.00	
	81540	Marche Swivel - Forest Green Vinyl	285.00	313.50	399.00	
	81541	Marche Swivel - Teal Velvet	285.00	313.50	399.00	
	81542	Marche Swivel - Distressed Brown Vinyl	285.00	313.50	399.00	
	81543	Marche Swivel - Black Vinyl	285.00	313.50	399.00	
	81539	Marche Swivel - Ivory Faux Sheep Fur	285.00	313.50	399.00	
verly	Bench Otto	omans				
	81550	Black Vinyl	545.00	599.50	763.00	
	81551	Brown Fabric	545.00	599.50	763.00	
	81552	Gray Fabric	545.00	599.50	763.00	
	81553	Linen Fabric	545.00	599.50	763.00	
	81554	Ocean Blue Fabric	545.00	599.50	763.00	
	81555	Red Fabric	545.00	599.50	763.00	
	81556	White Vinyl	545.00	599.50	763.00	
verly	Small Bend	ch Ottomans				
	81560	Black Vinyl	415.00	456.50	581.00	
	81561	Blue Fabric	415.00	456.50	581.00	
	81562	Brown Fabric	415.00	456.50	581.00	
	81563	Green Fabric	415.00	456.50	581.00	
	81565	Linen Fabric	415.00	456.50	581.00	
	81568	Red Fabric	415.00	456.50	581.00	
	81569	White Vinyl	415.00	456.50	581.00	
	81566	Lavender Fabric	415.00	456.50	581.00	
	81567	Orange Fabric	415.00	456.50	581.00	
	81564	Gray Fabric	415.00	456.50	581.00	
	81570	Yellow Fabric	415.00	456.50	581.00	
cent (Chairs					
	71089	Black Diamond Side Chair	180.00	198.00	252.00	
	71090	Black Diamond Arm Chair	200.00	220.00	280.00	

COMPANY NAME:	

CONTACT NAME :

BOOTH #: PHONE #:

E-MAIL ADDRESS :

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ccent C	hairs (con	tinued)				
	210108	Limerick® Chair by Herman Miller	120.00	132.00	168.00	
		Madrid Chair - White Vinyl/Chrome	820.00	902.00	1,148.00	
		Meeting Chair - White Vinyl	430.00	473.00	602.00	
	810164	Marina Chair - White Vinyl	240.00	264.00	336.00	
		Marina Chair - Black Vinyl	240.00	264.00	336.00	
	— 810161	Marina Chair - Brown Fabric	240.00	264.00	336.00	
		Marina Chair - Ocean Blue Fabric	240.00	264.00	336.00	
		Marina Chair - Red Fabric	240.00	264.00	336.00	
		Malba Chair - Gray Molded Plastic	155.00	170.50	217.00	
		Malba Chair - Green Molded Plastic	155.00	170.50	217.00	
		Christopher Chair - White Vinyl/Chrome	200.00	220.00	280.00	
	810851	Zenith Chair - White/Chrome	215.00	236.50	301.00	
	- 810841	Rustique Chair - Gunmetal	200.00	220.00	280.00	
	810837	Razor Armless Chair - White High Density Plastic	150.00	165.00	210.00	
	- 810875	Swanson Swivel Chair - White Vinyl	430.00	473.00	602.00	
	81083	Blade Chair - Sky Blue	150.00	165.00	210.00	
	81082	Blade Chair - Red	150.00	165.00	210.00	
	81093	Lucent Chair - Frosted Acrylic	265.00	291.50	371.00	
	_	·				
	- 810145	Wentworth Chair - Brown Vinyl.	430.00	473.00	602.00	
	_ 81024	Atherton Chair - Brown Leather	950.00	1,045.00	1,330.00	
	_ 81034	Bowery Chair - Yellow Fabric	655.00	720.50	917.00	
	_ 81035	Century Chair - Gray Velvet	655.00	720.50	917.00	
	_ 81036	Lena Chair - Green Leather	655.00	720.50	917.00	
	_ 81031	Montreal Chair - Blue Fabric	820.00	902.00	1,148.00	
	81032	Pasadena Chair - White Plastic	415.00	456.50	581.00	
	81038	Tech Chair - Gray Vinyl	820.00	902.00	1,148.00	
	81039	Tech Tablet Chair - Gray Vinyl	820.00	902.00	1,148.00	
	81046	Brooklyn Swivel Meeting Chair - White/Oak	525.00	577.50	735.00	
	81047	Brooklyn Swivel Meeting Chair - White/Black	525.00	577.50	735.00	
ecutive	e Seating	Creve Castifi Chain Mithaut Arma	215.00	246 50	444.00	
	- 71045	Gray Gaslift Chair Without Arms	315.00	346.50	441.00	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric	525.00	577.50	735.00	
		Genesis Chair - Black Pro Executive High Back Chair - White Vinyl	330.00	363.00	462.00 <u> </u> 644.00	
	_ 810844		460.00	506.00		
	810946	Pro Executive High Back Chair - Black Vinyl	460.00	506.00	644.00	
	810945	Pro Executive Mid Back Chair - White Vinyl	460.00	506.00	644.00	
	810944	Pro Executive Mid Back Chair - Black Vinyl	460.00	506.00	644.00	
	810947	Pro Executive Guest Chair - Black Vinyl	460.00	506.00	644.00	
	810170	Cupertino Mid Back Chair - Black Vinyl	590.00	649.00	826.00	
rstools	6					
	71088	Black Diamond Stool	260.00	286.00	364.00	
	71047	Gray Gaslift Stool without Arms	390.00	429.00	546.00	
	810860	Laguna Barstool - Maple/Chrome	280.00	308.00	392.00	
	210109	Limerick® Stool by Herman Miller	185.00	203.50	259.00	
	810872	Lift Barstool - Gray VinylChrome	260.00	286.00	364.00	
	810873	Lift Barstool - Red Vinyl/Chrome	260.00	286.00	364.00	

BOOTH #:

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at <u>www.freeman.com/store</u> by APRIL 21, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
arstool	s (continue	ed)				
	810871	Lift Barstool - Black Vinyl/Chrome	260.00	286.00	364.00	
	810870	Lift Barstool - White Vinyl/Chrome	260.00	286.00	364.00	
	810103	Banana Barstool - White Vinyl/Chrome	290.00	319.00	406.00	
	810104	Banana Barstool - Black Vinyl/Chrome	290.00	319.00	406.00	
	810850	Zenith Barstool - White/Chrome	280.00	308.00	392.00	
	810840	Zoey Barstool - White Vinyl/Chrome	445.00	489.50	623.00	
	810848	Christopher Barstool - White Vinyl/Chrome	280.00	308.00	392.00	
	810202	Shark Swivel Barstool - White Plastic/Chrome	460.00	506.00	644.00	
	810839	Rustique Barstool - Gunmetal	200.00	220.00	280.00	
	81080	Blade Barstool - Red	215.00	236.50	301.00	
	81081	Blade Barstool - Sky Blue	215.00	236.50	301.00	
	81092	Lucent Barstool - Frosted Acrylic	345.00	379.50	483.00	
	810135	Task Stool - Black Fabric	400.00	440.00	560.00	
	81026	Marina Barstool - Ocean Blue	315.00	346.50	441.00	
	81027	Marina Barstool - Black Vinyl	315.00	346.50	441.00	
	81028	Marina Barstool - Brown Fabric	315.00	346.50	441.00	
	81029	Marina Barstool - Red Fabric	315.00	346.50	441.00	
	81030	Marina Barstool - White Vinyl	315.00	346.50	441.00	

Draped Tables & Counters

	1		
240.00	264.00	336.00	
305.00	335.50	427.00	
68.00	74.80	95.20	
68.00	74.80	95.20	
285.00	313.50	399.00	
285.00	313.50	399.00	
310.00	341.00	434.00	
350.00	385.00	490.00	
83.00	91.30	116.20	
83.00	91.30	116.20	
172.00	189.20	240.80	
172.00	189.20	240.80	
217.00	238.70	303.80	
237.00	260.70	331.80	
202.00	222.20	282.80	
202.00	222.20	282.80	
227.00	249.70	317.80	
267.00	293.70	373.80	
65.00	71.50	91.00	
65.00	71.50	91.00	
65.00	71.50	91.00	
65.00	71.50	91.00	
	68.00 68.00 285.00 285.00 310.00 350.00 83.00 83.00 172.00 172.00 217.00 237.00 202.00 202.00 202.00 202.00 265.00 65.00 65.00	240.00 264.00 285.00 313.50 305.00 335.50 68.00 74.80 68.00 74.80 285.00 313.50 285.00 313.50 285.00 313.50 310.00 341.00 350.00 385.00 83.00 91.30 83.00 91.30 172.00 189.20 172.00 189.20 237.00 260.70 202.00 222.20 202.00 222.20 202.00 293.70 65.00 71.50 65.00 71.50 65.00 71.50	240.00 264.00 336.00 285.00 313.50 399.00 305.00 335.50 427.00 68.00 74.80 95.20 68.00 74.80 95.20 285.00 313.50 399.00 285.00 313.50 399.00 285.00 313.50 399.00 310.00 341.00 434.00 350.00 385.00 490.00 83.00 91.30 116.20 83.00 91.30 116.20 772.00 189.20 240.80 217.00 238.70 303.80 237.00 260.70 311.80 202.00 222.20 282.80 202.00 222.20 282.80 202.00 222.20 282.80 227.00 249.70 317.80 267.00 293.70 373.80 65.00 71.50 91.00 65.00 71.50 91.00 65.00 71.50

COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:

E-MAIL ADDRESS :

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ble To	op Risers	- Risers are 8" wide (continued)				
	1508100	Black 8'L x 7"H Corrugated Riser	65.00	71.50	91.00	
	 1508101	White 8'L x 7"H Corrugated Riser	65.00	71.50	91.00	
	1504200	Black 4'L x 14"H Corrugated Riser	65.00	71.50	91.00	
	1504201	White 4'L x 14"H Corrugated Riser	65.00	71.50	91.00	
	1506200	Black 6'L x 14"H Corrugated Riser	65.00	71.50	91.00	
	1506201	White 6'L x 14"H Corrugated Riser	65.00	71.50	91.00	
	1508200	Black 8'L x 14"H Corrugated Riser	65.00	71.50	91.00	
	1508201	White 8'L x 14"H Corrugated Riser	65.00	71.50	91.00	
destal	Tables - So	oho Series				
	72069	Black Top Cafe Table - 30"H x 24"W	340.00	374.00	476.00	
	72067	Black Top Cafe Table - 30"H x 36"W	360.00	396.00	504.00	
	72066	Black Top Mini Table - 18"H x 18"W	360.00	396.00	504.00	
	72070	Black Top Bistro Table - 42"H x 24"W	340.00	374.00	476.00	
-	72068	Black Top Bistro Table - 42"H x 36"W	360.00	396.00	504.00	
destal	 Tables - Cl	helsea Series				
	72063	Butcher Block Top Cafe Table - 30"H x 30"W	340.00	374.00	476.00	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W	360.00	396.00	504.00	
	720163	Butcher Block Top Bistro Table - 42"H x 30"W	340.00	374.00	476.00	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W	360.00	396.00	504.00	
destal	Tables				_	
	8201208	Hydraulic Base Cafe Table - Maple	530.00	583.00	742.00	
	8201207	Hydraulic Base Bar Table - Maple	530.00	583.00	742.00	
	8201209	Hydraulic Base Cafe Table - Graphite	550.00	605.00	770.00	
	8201211	Hydraulic Base Bar Table - Graphite	550.00	605.00	770.00	
	8201206	Hydraulic Base Cafe Table - Maple	550.00	605.00	770.00	
	8201205	Hydraulic Base Bar Table - Maple	550.00	605.00	770.00	
		Hydraulic Base Cafe Table - White Laminate	550.00	605.00	770.00	
		Hydraulic Base Bar Table - White Laminate	550.00	605.00	770.00	
	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.	530.00	583.00	742.00	
	820240	Madison Hydraulic Base Bar Table - Gray Acajou	530.00	583.00	742.00	
	_		400.00	440.00	560.00	
	_	Madison Cafe Table - Gray Acajou				
	820264	Madison Bar Table - Gray Acajou	400.00	440.00	560.00	
	8201220	30" Cafe Table Black Base - White Laminate	400.00	440.00	560.00	
	8201221	30" Bar Table Black Base - White Laminate	400.00	440.00	560.00	
	8201222	30" Bar Table Chrome Base - White Laminate	530.00	583.00	742.00	
	8201223	30" Cafe Table Chrome Base - White Laminate	530.00	583.00	742.00	
	820920	30" Bar Table Chrome Hydraulic Base - Red	530.00	583.00	742.00	
	820921	30" Cafe Table Chrome Hydraulic Base - Red	530.00	583.00	742.00	
	820922	30" Bar Table Chrome Hydraulic Base - Graphite	530.00	583.00	742.00	
		30" Cafe Table Chrome Hydraulic Base - Graphite	530.00	583.00	742.00	
		30" Bar Table w/ Hydraulic Base - Blue	530.00	583.00	742.00	
	- 820931	30" Bar Table w/ Hydraulic Base - Blue	400.00		_	
	_	30" Bar Table w/ Hydraulic Base - Wood		440.00	560.00	
	_ 820932	30" Bar Table W/ Black Base - Wood	530.00	583.00	742.00 —	
	820933		400.00	440.00	560.00 —	
	820940	30" Cafe Table w/ Hydraulic Base - Blue	530.00	583.00	742.00	
	820941	30" Cafe Table w/ Black Base - Blue	400.00	440.00	560.00	

COMPANY NAME:

CONTACT NAME :

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at <u>www.freeman.com/store</u> by APRIL 21, 2023.

BOOTH #:

PHONE #:

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
edestal 1	Tables (co	ontinued)				
	820942	30" Cafe Table w/ Hydraulic Base - Wood	530.00	583.00	742.00	
	- 820943	30" Cafe Table w/ Black Base - Wood	400.00	440.00	560.00	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal	530.00	583.00	742.00	
	- 820911	30" Bar Table w/ Hydraulic Base - Black	530.00	583.00	742.00	
	820912	30" Bar Table w/ Hydraulic Base - Green	530.00	583.00	742.00	
	820913	30" Bar Table w/ Hydraulic Base - Orange	530.00	583.00	742.00	
	- 820914	30" Bar Table w/ Hydraulic Base - Yellow	530.00	583.00	742.00	
	- 820915	30" Bar Table w/ Black Base - Gunmetal	400.00	440.00	560.00	
	- 820916	30" Bar Table w/ Black Base - Black				
	-	30" Bar Table w/ Black Base - Green	400.00	440.00	560.00	
	820917		400.00	440.00	560.00	
	820918	30" Bar Table w/ Black Base - Orange	400.00	440.00	560.00	
	820919	30" Bar Table w/ Black Base - Yellow	400.00	440.00	560.00	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal	530.00	583.00	742.00	
	8201231	30" Cafe Table w/ Hydraulic Base - Black	530.00	583.00	742.00	
	8201232	30" Cafe Table w/ Hydraulic Base - Green	530.00	583.00	742.00	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange	530.00	583.00	742.00	
		30" Cafe Table w/ Hydraulic Base - Yellow	530.00	583.00	742.00	
	8201235	30" Cafe Table w/ Black Base - Gunmetal	400.00	440.00	560.00	
	8201236	30" Cafe Table w/ Black Base - Black	400.00	440.00	560.00	
	- 8201237	30" Cafe Table w/ Back Base - Green	400.00	440.00	560.00	
	8201238	30" Cafe Table w/ Black Base - Orange	400.00	440.00	560.00	
	- 8201239	30" Cafe Table w/ Black Base - Yellow	400.00	440.00	560.00	
	- 8201240	36" Bar Table w/ Hydraulic Base - Black	550.00	605.00	770.00	
	- 8201240	36" Bar Table w// Black Base - Black	440.00	484.00	616.00	
	8201241	36" Cafe Table w/ Hydraulic Base - Black				
	-	36" Cafe Table w/ Black Base - Black	550.00	605.00	770.00	
	8201243		440.00	484.00	616.00	
cent Ta		Silverado End Table - Tempered Glass/Painted				
	82015	Steel	390.00	429.00	546.00	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel	500.00	550.00	700.00	
	820252	Alondra End Table - Glass/Chrome	390.00	429.00	546.00	
	820250	Alondra Cocktail Table - Glass/Chrome	500.00	550.00	700.00	
	820253	Alondra End Table - Wood/Chrome	390.00	429.00	546.00	
	820251	Alondra Cocktail Table - Wood/Chrome	500.00	550.00	700.00	
	8201224	Atomic 36" Round Table - Glass/Chrome	505.00	555.50	707.00	
	8201225	Atomic 42" Round Table - Glass/Chrome	525.00	577.50	735.00	
	82028	Geo End Table - Wood/Black Steel	330.00	363.00	462.00	
	82027	Geo Cocktail Table - Wood/Black Steel	435.00	478.50	609.00	
	82035	Geo End Table - Glass/Chrome	330.00	363.00	462.00	
	82034	Geo Cocktail Table - Glass/Chrome	435.00	478.50	609.00	
	82054	Sydney End Table - Black Laminate/Brushed Steel	330.00	363.00	462.00	
	 82055	Sydney End Table - White Laminate/Brushed Steel	330.00	363.00	462.00	
	_					-
	- 82052	Sydney Cocktail Table - Black Laminate/Brushed	435.00	478.50	609.00	
		Sydney Cocktail Table - Black Laminate/Brushed Steel Sydney Cocktail Table - White Laminate/Brushed	435.00 435.00	478.50 478.50	609.00 609.00	

COMPANY NAME:

CONTACT NAME :

BOOTH #:

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E-MAIL ADDRESS :

PHONE #:

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
cent Ta	ables (con	tinued)				
	82080	Sydney End Table - Wood Laminate/Brushed Steel	330.00	363.00	462.00	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel	435.00	478.50	609.00	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel	435.00	478.50	609.00	
	82075	Regis End Table - Brushed Metal	390.00	429.00	546.00	
		Regis Bench Table - Brushed Metal	500.00	550.00	700.00	
	820844	Aura Round Table - White Metal	235.00	258.50	329.00	
	82043	Geo Square-Round Table - Glass/Black Steel	525.00	577.50	735.00	
	82044	Geo Square-Round Table - Glass/Chrome	525.00	577.50	735.00	
	8201226	Rustique Square Metal Bar Table - Gray	470.00	517.00	658.00	
	820130	Mesa Cocktail Table - Black/Bronze	435.00	478.50	609.00	
	820131	Mesa Cocktail Table - Glass/Bronze	435.00	478.50	609.00	
	- 820132	Mesa Cocktail Table - Wood/Bronze	435.00	478.50	609.00	
		Mesa End Table - Black/Bronze	330.00	363.00	462.00	
	- 820134	Mesa End Table - Glass/Bronze	330.00	363.00	462.00	
	- 820135	Mesa End Table - Wood/Bronze	330.00	363.00	462.00	
		Sedona Side Table - Black/Bronze	235.00	258.50	329.00	
	- 820311	Sedona Side Table - Wood/Bronze	235.00	258.50	329.00	
		Sedona Side Table - White/Bronze	235.00	258.50	329.00	
	_ 820320	Taos Side Table - Black/Bronze	235.00	258.50	329.00	
		Taos Side Table Wood/Bronze	235.00	258.50	329.00	
	- 820322	Taos Side Table - White/Bronze	235.00	258.50	329.00	
nferend	_ ce Tables					
	82041	Geo Conference Table - Glass/Black Steel	655.00	720.50	917.00	
	82051	Geo Conference Table - Glass/Chrome	655.00	720.50	917.00	
	820260	Madison Conference Table - Gray Acajou	595.00	654.50	833.00	
	820708	42" Round Conference Table - White Laminate	595.00	654.50	833.00	
	- 820261	Madison 5' Conference Table - Gray Acajou	785.00	863.50	1,099.00	
	- 820262	Madison 8' Conference Table - Gray Acajou	1,375.00	1,512.50	1,925.00	
	820263	Madison 10' Conference Table - Gray Acajou	1,375.00	1,512.50	1,925.00	
	- 820951	Ventura Bar Table - Maple w/ Grommets	925.00	1,017.50	1,295.00	
	- 820952	Ventura Communal Bar Table - Black	925.00	1,017.50	1,295.00	
	_	Ventura Bar Table - White w/ Grommets	925.00	1,017.50	1,295.00	
	820954	Ventura Communal Bar Table - Maple	925.00	1,017.50	1,295.00	
	820956	Ventura Communal Bar Table - White	925.00	1,017.50	1,295.00	
	- 820963	Ventura Communal Cafe Table - Maple	795.00	874.50	1,113.00	
	- 820960	Ventura Cafe Table - Maple w/ Grommets	795.00	874.50	1,113.00	
	-	·				
	- 820961	Ventura Cafe Table - White w/ Grommets	795.00	874.50	1,113.00	
	820966	Ventura Communal Cafe Table - White	795.00	874.50	1,113.00	
	820962	Ventura Communal Cafe Table - Black	795.00	874.50	1,113.00	
	8201244	42" Round Conference Table - Black Laminate	595.00	654.50	833.00	
	8201	10' Table - Black Laminate	1,375.00	1,512.50	1,925.00	
	8203	5' Table - Black Laminate	785.00	863.50	1,099.00	
	8205	8' Table - Black Laminate	1,375.00	1,512.50	1,925.00	

COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:

E-MAIL ADDRESS :

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Office			000 00		1 005 55	
	84075	Madison Desk - Gray Acajou	880.00	968.00	1,232.00	
	84078 	Madison Bookcase - Gray Acajou	655.00	720.50	917.00	
ompute	er Desks/T				705.00	
	820706	Work Desk - White Laminate	525.00	577.50	735.00	
		P	OWERED			
Powered	Seating					
	810120	Naples Chair, Powered - Black Vinyl	950.00	1,045.00	1,330.00	
	830122	Naples Loveseat, Powered - Black Vinyl	1,080.00	1,188.00	1,512.00	
	830121	Naples Sofa, Powered - Black Vinyl	1,210.00	1,331.00	1,694.00	
owered	Tables					
	820950	Ventura Communal Bar Table, Powered - Black	1,055.00	1,160.50	1,477.00	
	820955	Ventura Communal Bar Table, Powered - White	1,055.00	1,160.50	1,477.00	
	_ 820964	Ventura Communal Cafe Table, Powered - Black	925.00	1,017.50	1,295.00	
	820965	,	925.00	1,017.50	1,295.00	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal	880.00	968.00	1,232.00	
	84084	Tech Desk, Powered - Black Metal	705.00	775.50	987.00	
	82076	Sydney Cocktail Table, Powered - Black	565.00	621.50	791.00	
	82073	Sydney Cocktail Table, Powered - White	565.00	621.50	791.00	
	8202	10' Table, Powered - Black Laminate	1,505.00	1,655.50	2,107.00	
	8204	5' Table, Powered - Black Laminate	915.00	1,006.50	1,281.00	
	8206	8' Table, Powered - Black Laminate	1,505.00	1,655.50	2,107.00	
owered	Pedestals					
	85060	Powered Locking Pedestal 36" H, Black	770.00	847.00	1,078.00	
	85061	Powered Locking Pedestal 36" H, White	770.00	847.00	1,078.00	
	85062	Powered Locking Pedestal 42" H, Black	905.00	995.50	1,267.00	
	- 85063	Powered Locking Pedestal 42" H, White	905.00	995.50	1,267.00	
	820710	Wireless Charging Table, Powered	520.00	572.00	728.00	
idtown (– Counters &	& Bars				
		Midtown Powered Counter Unlighted - Pewter	2,015.00	2,216.50	2,821.00	
	-	Midtown Powered Counter Lighted w/ Plug-In -				
	850102 -	Pewter	2,135.00	2,348.50	2,989.00	
	850101	Midtown Bar Unlighted - Pewter	1,790.00	1,969.00	2,506.00	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter	2,135.00	2,348.50	2,989.00	
	- 		8 ACCECCO			
		DISPLAY	& ACCESSO			
Product S	•					
	84080	3 Door File Cabinet on Castors - Black	250.00	275.00	350.00	
	85020	Posh Shelving w/ Chrome Frame - White	745.00	819.50	1,043.00	
efrigerat	or					
	8503001	Refrigerator - White	2,395.00	2,634.50	3,353.00	
	8983000	Small Refrigerator	985.00	1,083.50	1,379.00	
ighting						
-	850707	Mason Table Lamp - White/Brushed Silver	185.00	203.50	259.00	
	- 850708	Mason Floor Lamp - White/Brushed Silver	335.00	368.50	469.00	

NAME OF SHOW:	ATD International Conference and Exposition / May 22-24, 2023

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display		·				
	75030	Display Cube - Black - 12" Small	375.00	412.50	525.00	
	75031	Display Cube - Black - 18" Medium	400.00	440.00	560.00	
	75032	Display Cube - Black - 24" Large	425.00	467.50	595.00	
	72056	Display Counter - Black	585.00	643.50	819.00	
Boxwood	Hedges					
	85030	7' Boxwood Hedge	975.00	1,072.50	1,365.00	
	85035	4' Boxwood Hedge	645.00	709.50	903.00	
Accesso	ries					
	220121	Chrome Stanchion w/ 8' Retractable Belt	170.00	187.00	238.00	
	220118	Chrome Sign Holder	170.00	187.00	238.00	
	750135	Round Literature Rack	385.00	423.50	539.00	
	750136	Flat Literature Rack	335.00	368.50	469.00	
	220109	Chrome Coat Tree	105.00	115.50	147.00	
	220134	Aluminum Easel	95.00	104.50	133.00	
	220110	Chrome Bag Rack	200.00	220.00	280.00	
	10201484	Floor Standing Bulletin Board	340.00	374.00	476.00	
	220106	Corrugated Wastebasket	33.00	36.30	46.20	
	8502	Village Charging Hub	510.00	561.00	714.00	
Special D	rape			-		
Black	k 🗌 Blue	□ White □ Gray □ Red				
	12103	Special Drape 3'H (per ft.)	26.25	28.90	36.75	
		Special Drape 8'H (per ft.)	28.90	31.80	40.45	

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

Freeman²

Flooring solutions

Stand out in style.





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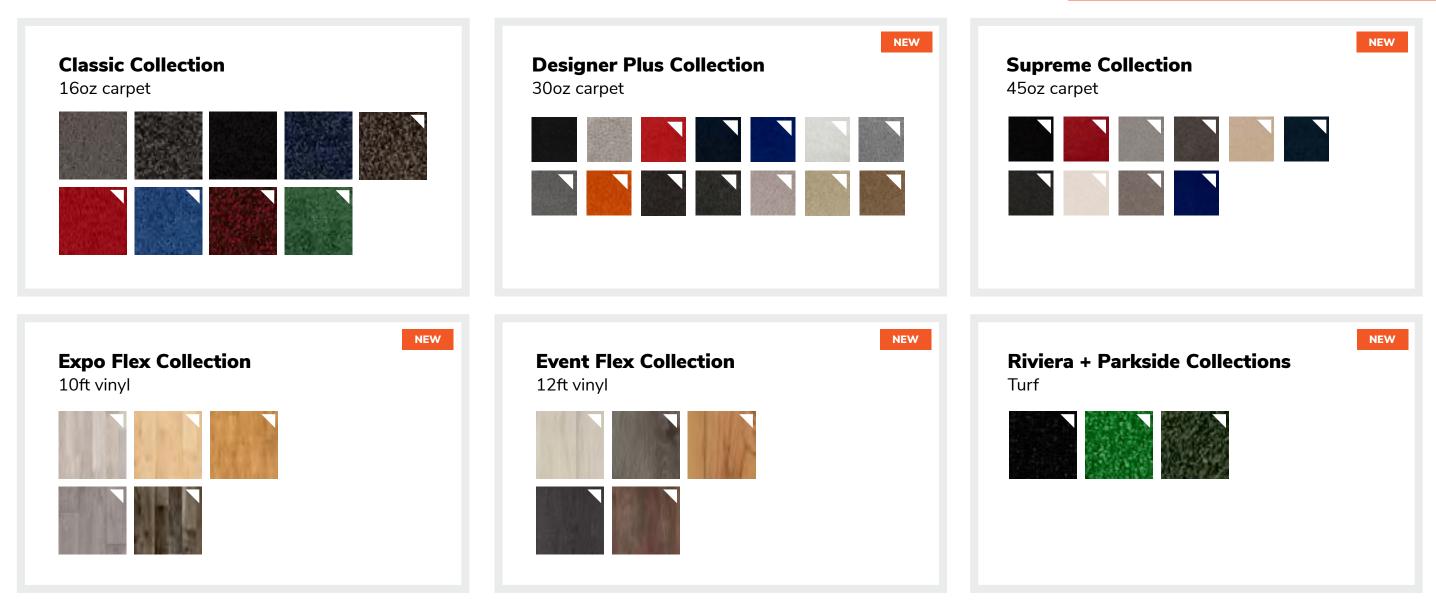
Your exhibit's flooring should **complement your** brand

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

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Most popular flooring options

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



Be sure to order before the discount deadline!

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

 \mathbf{N} = Available only before the discount deadline

Classic Collection

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

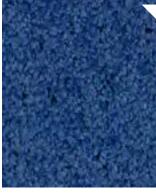




Gray

Tuxedo





Blue









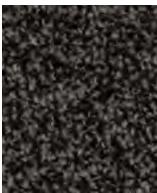


Red

Custom Cut Classic Collection 16oz

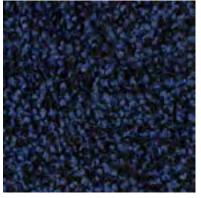
- 10ft width and custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- Exhibit spaces are protected with Visqueen plastic floor covering
- For extra comfort, add padding for an additional fee





Gray

Tuxedo





Midnight

Red



Red Pepper

 \blacksquare = Available only before the discount deadline

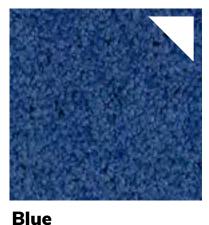
For fast, easy ordering, visit us at freeman.com/find-show





Black







Green

Designer Plus Collection

30oz

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

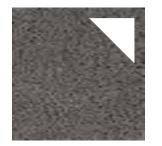




Black

Grey Pearl

Red



Lava Rock



Paprika

Graphite

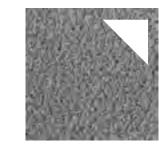


Silky Beige

White



lvory



Silver Cloud

 \blacksquare = Available only before the discount deadline









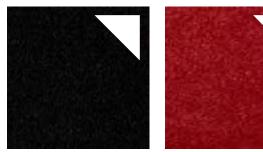
Navy



Royal Blue



Sword



Red



Black

Silver Cloud

NEW

Supreme Collection 45oz

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





Charcoal

Reflex Blue

Cream





Smoke

White

Available only before the discount deadline

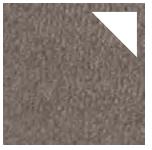
For fast, easy ordering, visit us at freeman.com/find-show





Navy





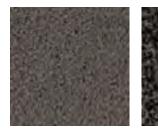
Silver Mist

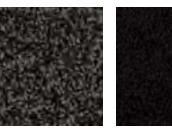
Ordering after the discount deadline? Don't fret.

You can select from these options.

Classic Collection

16oz





Gray

Tuxedo

Black

Custom Cut Classic Collection 16oz





Gray

Tuxedo

Black

Designer Plus Collection

30oz





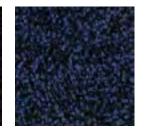
Black

Gray Pearl

For fast, easy ordering, visit us at freeman.com/find-show



Midnight



Midnight

Red



Want to try something other than carpet? We have it! Now offering vinyl and turf

flooring solutions.



© 2021 Freeman. All Rights Reserved. 9

Expo Vinyl Collection

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





Birch

Light Maple





Smoke





Dark Maple



Event Flex Collection

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





Whitewood

Blackwood

Silverwood





Barnwood

For fast, easy ordering, visit us at freeman.com/find-show

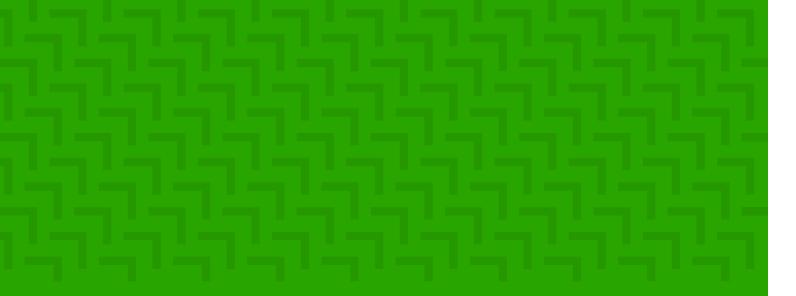
Available only before the discount deadline





Dark Maple

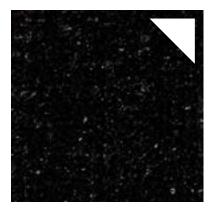


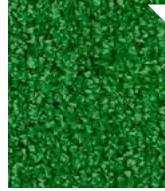


Turf

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

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





Riviera Black

Riviera Green

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



Parkside Green

Available only before the discount deadline

For fast, easy ordering, visit us at freeman.com/find-show



Want to take your flooring to the next level?

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

Contact solutions@freeman.com



Freeman

Order before the discount deadline.

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

freeman.com/find-show





Freeman¹

(888) 508-5054 Fax: (469) 621-5602 Place your order online at <u>www.freeman.com/store</u>

Submit order forms here.

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

COMPANY	NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online Price by ordering at www.freeman.com/store by APRIL 21, 2023.

FLOORING

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

10' Classic Carpet, Padding & Plastic Covering

CHOOSE YOUR CARPET COLOR:

Qty	L Black L Blue* L Gray L Midnight Blue L Re Description	-	Online Price	Discount Price	Standard Price	Total	
	10' x 10' Classic Carpet	\$	350.00	\$	385.00	\$ 490.00	
	10' x 20' Classic Carpet	\$	700.00	\$	770.00	\$ 980.00	
	10' x 30' Classic Carpet	\$	1,050.00	\$	1,155.00	\$ 1,470.00	
	10' x 10' Carpet Padding - Single Layer	\$	215.00	\$	236.50	\$ 301.00	
	10' x 20' Carpet Padding - Single Layer	\$	430.00	\$	473.00	\$ 602.00	
	10' x 30' Carpet Padding - Single Layer	\$	645.00	\$	709.50	\$ 903.00	
	10' x 10' Carpet Padding - Double Layer	\$	430.00	\$	473.00	\$ 602.00	
	10' x 20' Carpet Padding - Double Layer	\$	860.00	\$	946.00	\$ 1,204.00	
	10' x 30' Carpet Padding - Double Layer	\$	1,290.00	\$	1,419.00	\$ 1,806.00	
	Plastic Covering (price per sqft)	\$.90	\$	1.00	\$ 1.25	

Custom Cut Classic Carpet

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

Pricing includes plastic covering, delivery, material handling, installation and removal.
 CHOOSE YOUR CARPET COLOR:

	🗌 Black 🔲 Blue* 🗌 Gray 🔲 Green* 🗌	Latte*	Midnight	🗌 Re	d 🗌	Red	pepper*	Tuxedo	
<u>16 oz.</u>			Online Price		Discount Price	Standard Price	Total		
Per so	ft Booth Size: X	=	sqft	\$	7.00	\$	7.70	\$ 9.80	
Vinyl*									

Pricing includ	es delivery, material har	dling, in	stallation and	l removal.								
	10 1	t Expo E	Event Vinyl,	choose you	ur flo	oring c	olor	:				
	🗌 Ash 🗌	Birch	Dark Maple	🗌 Light Ma	aple	Smo	oke					
10 ft wide Vin	yl - Price per sqft (100 sq	ft minimur	m)			Online Price		Discount Price	5	Standard Price	Total	
Per sqft	Booth Size:	_ X	=	sqft	\$	10.40	\$	11.45	\$	14.55		
	12 1	ft Event	Flex Vinyl, o	choose you	r floo	oring co	lor:					_
	Barnwood	🗌 Blac	kwood 🗌 🗆	ark Maple] Sil	verwood		Whitewoo	bd			
12 ft wide Vin	∎ yl - Price per sqft (100 sq	ft minimur	m)			Online Price		Discount Price	\$	Standard Price	Total	
Per sqft	Booth Size:	Х	=	sqft	\$	13.00	\$	14.30	\$	18.20		

NAME OF SHOW:	ATD Internationa	I Confere	ence and Exp	position /	May 2	2-24, 2	023				
COMPANY NAME:				BOOTH #:							
CONTACT NAME :				PHONE #:							
E-MAIL ADDRESS :											
Upgraded Car	pet*										
Pricing include	es plastic covering,	delivery, n	naterial handlin	g, installati	on and	l remova	I.				
			signer Plus Ca	•	-						
🗆 Black 📋 Grapl	hite* 🗌 Gray Pearl			-	Ll Pa	aprika*	_ Re	ed*	Ro	yal Blue*	Silky Beig
				Smoke*	Sw	L.	_	/hite*		Standard	
30 oz. Carpet Re	ntal - Price per sq. ft.					Online Price	Ľ	Discount Price		Price	Total
1 - 700 sqft	Booth Size:	X	_ =	sqft	\$	8.35	\$	9.20	\$	11.70	
Over 700 sqft	Booth Size:	X	=	sqft	\$	7.50	\$	8.25	\$	10.50	
		45 oz	Supreme Car	pet, choos	se you	ır carpe	t co	lor:			
🗌 Black* 🔲 Ch	narcoal* 🗌 Cream*	□ Navy*	🗌 Red* 🔲 Re	eflex Blue*□	Silver	Cloud*] Sil	ver Mist	* [Smoke*	White*
45 oz. Carpet Rei	<u>ntal</u> - Price per sq. ft.	. (100 sqft r	ninimum)			Online Price	I	Discount Price		Standard Price	Total
1 - 700 sqft	Booth Size:	X	=	sqft	\$	9.65	\$	10.60	\$	13.50	
Over 700 sqft	Booth Size:	X	=	sqft	\$	8.70	\$	9.55	\$	12.20	
Carpet Paddin	g										
 Pricing includes 	delivery, material h	andling, ir	stallation and	removal.							
 Order padding b 	y the sqft if your siz	ze is not lis	sted on the star	ndard size o	order fo	orm.					
	Drice per eaft (100	o aft minimu	(m)			Online		Discoun	t	Standard	
	Price per sqft (100 s				•	Price	•	Price		Price	Total
100 - 700 sqft	Booth Size:	×	=	sqft	\$	2.15	\$	2.35	\$	3.00	
Over 700 sqft	Booth Size:	X	=	sqft	\$	2.00	\$	2.20	\$	2.80	
Dauble Ormet D	Andrew Deine was a					Online		Discoun	t	Standard	
•	Price per s			sqft	¢	Price 4.30	¢	Price 4.75		Price 6.00	Total
100 - 700 sqft	Booth Size:				φ ¢		φ \$				
Over 700 sqft	Booth Size:	X	=	sqft	\$	4.00	\$	4.40)	5.60	
Vinul Electing P	Padding - Price per	caft (100 c	oft minimum)			Online		Discount	t	Standard	Tatal
	•			oaft	¢	Price 6.25	¢	Price 6.90	¢	Price 8.75	Total
Per sqft	Booth Size:	^		_ sqft	φ	0.25	\$	0.90	\$	0.75	
Turf* • Pricing includes	delivery, material ha	andling, in	stallation and r	emoval.							
		Ri	iviera Turf, ch	oose you	r coloi	r:					
			🗌 Black 🗌] Ivy Gree	n						
Riviera Turf - Pric	e per sqft (100 sqft m	ninimum)				Online	D	iscount		Standard	Total
	Booth Size:	,	-	sqft	\$	Price 7.70	¢	Price 8.45	\$	Price 10.80	Total
Per sqft		_ ^ _		Sqit	÷		Ψ	0.40	Ψ		
		Р	arkside Turf,	choose yo	our co	lor:					
				Green							
Parkside Landsca	pe Turf - Price per	sqft (100 s	qft minimum)			Online		iscount	S	Standard Price	Total
Per sqft	Booth Size:			sqft		Price 5.60		Price 17.15	\$	21.85	
- GE GILL					Ŧ.		Ť		Ŧ		
				COST							
		T-1-1		L COST							
		taxes will be appli	Cost = \$ ed to your order and invoion the jurisdiction of where	iced accordingly ba				but			

flooring

FREEMAN

EVENT GRAPHICS

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
- 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



FREEMAN

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 bannersLogo reproduction

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



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

Place your order online at

www.freeman.com/store

Submit order forms here.

NAME OF SHOW:	ATD International Conference and Exposition / May 22-24, 2023

COMPANY NAME	Ξ:
CONTACT NAME	

(888) 508-5054

Freeman

Fax: (469) 621-5602

BOOTH #:

E-MAIL ADDRESS :

PHONE #:

Take advantage of the Discount Price by ordering at www.freeman.com/store by APRIL 21, 2023.

GRAPHICS

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

DIGITAL GRAPHICS

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

	L X _	=	sqft
sqft		\$ 22.90 per sqft dis x or = \$	

\$ 34.35 per sqft standard price Minimum order per graphic 9 sqft (1296 sqin)

· Double sqft for double-sided graphics

· Round sqft to next whole increment

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

LARGE DIGITAL GRAPHICS

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

File Information:				
Electronic File Name				

STANDARD	SIZES			
CHOOSE YO	UR SIZE: <u>QTY.</u>	Discount <u>Price</u>	Standard Price	TOTAL
7" x 11"		100.60	150.90 =	
7" x 22"		103.45	155.20 =	
7" x 44"		105.80	158.70 =	
9" x 44"		112.15	168.25 =	
11" x 14"		112.15	168.25 =	
14" x 22"		127.00	190.50 =	
14" x 44"		156.70	235.05 =	
22" x 28"		159.20	238.80 =	
28" x 44"		192.25	288.40 =	
20" x 60"		314.10	471.15 =	

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Application	
PMS Colors	
Backing Material:	
Freeman Foam Masonite	
 □ (PVC) □ Freeman Honeycomb □ (Gatorfoam) □ Freeman Polyfoam □ Other 	Vertical Horizontal Use Your Judgment For Sign Layout
Ultra Board)	
The product offered has recycled content or has eco- friendly attributes and is 100% recyclable according to	
the manufacturer's specifications.	Background Color:
Vertical Horizontal Use Your Judgment	
For Sign Layout	Lettering Color:
Special Instructions	TOTAL COST Total Cost = \$
· · · · · · · · · · · · · · · · · · ·	Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction may also be based on the jurisdiction of where services are performed or your headquarters.
07/21 (517990)	Page 1 of 2

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

• Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines

• Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

• If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)

· CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.

· Convert RGB art to CMYK if possible.

• If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

• AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.

- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- · EPS file with embedded links and outlined fonts
- · INDD file with Packaged supporting links and fonts

PRINT FILES:

•High-res PDF-X/4 (preferred)

- AI with PDF content (choose this option when saving file)
- · EPS files with embedded links and outlined fonts
- RASTER OR BITMAP ART:

•Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)

- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

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

WAYS TO SEND ARTWORK

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

UNION REGULATIONS

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment into the exhibit facility through the front doors only. Exhibitors WILL NOT be permitted to unload on the docks or front driveway. The front driveway is for passenger pickup/drop off only and is monitored by San Diego Convention Center security staff. Exhibitors will need to park in the garage below the convention center. To adhere to the hand-carry policy, one person must be able to carry items in one trip. The use of dollies, flat trucks and other mechanical equipment is NOT permitted.

ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment). Installation of all lighting hung from truss or beams & distribution of all cabling throughout (San Francisco includes the lighting truss assembly and hanging). All stage hand labor used in the exhibit area will be supplied through Freeman with exception of a company representative/supervision, plasma screen mounting, computer set up and interconnectivity. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

TIPPING

Freeman request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Freeman employees.

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

FREEMAN

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



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

Freeman

(888) 508-5054 Fax: (469) 621-5602 Place your order online at <u>www.freeman.com/store</u>

Submit order forms here.

Phone Number:

Total Installation = \$

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

COMPANY NAME:	BOOTH #:
CONTACT NAME:	PHONE #:

E-MAIL ADDRESS:

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

INSTALLATION & DISMANTLE LABOR

Description	Advar Pric		
Straight Time:	8:00 AM to 4:30 PM Monday through Friday\$162.2	25 \$227.2	5
Overtime:	4:30 PM to 8:00 AM Monday through Friday,\$292.2 ALL Day on Saturday and Sunday	25 \$409.2	5
Holiday:	ALL DAY on recognized holidays\$373.0	00 \$522.2	5

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

• Price is per person/per hour.

Emergency contact:

- Start time guaranteed only at start of working day.
- One hour minimum per person labor thereafter is charged in half (1/2) hour increments.
- · When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. <u>Please include</u> setup plan/photo, special instructions & inbound shipping information with this order.

INSTALLATION LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

. Installation of	our avhibit will be cam	plated at our disoration	prior to chow opening
		pleted at our discretion	phot to show opening.

• The charge for this service is 30% of the total installation labor bill.

Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Cente	r to pick up l	abor)

	none Number:	Pr				II be:	Supervisor w
Estimated Total Cost	Hourly Rate	Total Hrs.		Approx. Hrs. per Person	No. of People	Start Time	Date
	= \$	X	=		X		
	= \$	X	_ =		x		
	pervision (30%) = \$	Freeman Su					

DISMANTLE LABOR

Freeman is	not responsible for this service	- Please complete the e for product or literatu is 30% of the total dis	ure that is not proper smantle labor bill.	y packed and lab	eled by exhibitor. Phone Number: _		
Exhibitor Sup Supervisor will		r (Supervisor must che			to pick up labor) Phone Number: _		
Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate		Estimated Total Cost
		>	x =	=	x	_ = \$ _	
		>	× =	=	x	_ = \$ _	
				Freema	n Supervision (30%) = \$	
					Total Dismantle	e = \$	

AME OF SHOW: ATD International Conference and	d Exposition / May 22-24, 2023		
OMPANY NAME:	BOOTH #:		
CT NAME: PHONE #:			
MAIL ADDRESS:			
FREEMAN	SUPERVISED LABOR		
I ORDER TO BETTER SERVE YOU - Please com	plete the following information if your display is to be set-u		
nd/or dismantled by Freeman I&D and you will ne	ot be present to supervise the installation and/or dismantle		
INBOUND SHIPPIN	NG & SET-UP INFORMATION		
reight will be shipped to: Warehouse Show	v Site Date Shipped		
otal No. of Pieces: Crates Cartons	Fiber Cases		
etup Plan/Photo: Attached To Be Sent With Ext	nibit In Crate No		
Carpet: With Exhibit Rented From Freeman	Color Size		
ectrical Placement: Drawing Attached Drawing	With Exhibit Electrical Under Carpet		
Comments:			
araphics: With Exhibit Shipped Separately			
· · · · · · ·			
pecial Tools/Hardware Required:			
OUTBOUND S	HIPPING INFORMATION		
HIP TO:			
HIP TO:	Other Carrier:		
HIP TO:	Carrier Name:		
HIP TO: Select a Carrier: Freeman Exhibit Transportation: No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.	Other Carrier: Carrier Name: Carrier Phone:		
HIP TO: elect a Carrier: Freeman Exhibit Transportation: No need to schedule your outbound shipment. Charges will appear on your Freeman invoice. Freeman will make arrangements for all	Other Carrier: Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the		
HIP TO: Select a Carrier: Freeman Exhibit Transportation: No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.	Other Carrier: Carrier Name: Carrier Phone:		
Select a Carrier: Freeman Exhibit Transportation: No need to schedule your outbound shipment. Charges will appear on your Freeman invoice. Freeman will make arrangements for all	Other Carrier: Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the		
HIP TO: select a Carrier: Freeman Exhibit Transportation: No need to schedule your outbound shipment. Charges will appear on your Freeman invoice. Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Select Level of Service: 1 Day: Delivery next business day	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground		
HIP TO: select a Carrier: Freeman Exhibit Transportation: No need to schedule your outbound shipment. Charges will appear on your Freeman invoice. Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Select Level of Service: 1 Day: Delivery next business day 2 Day: Delivery by 5:00 PM second business day	Other Carrier: Carrier Name: Carrier Phone: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.		
HIP TO: select a Carrier: Freeman Exhibit Transportation: No need to schedule your outbound shipment. Charges will appear on your Freeman invoice. Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Select Level of Service: 1 Day: Delivery next business day	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground		
HIP TO: select a Carrier: Freeman Exhibit Transportation: No need to schedule your outbound shipment. Charges will appear on your Freeman invoice. Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Select Level of Service: 1 Day: Delivery next business day 2 Day: Delivery by 5:00 PM second business day	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground		
HIP TO: Select a Carrier: Freeman Exhibit Transportation: No need to schedule your outbound shipment. Charges will appear on your Freeman invoice. Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Select Level of Service: 1 Day: Delivery next business day 2 Day: Delivery by 5:00 PM second business day Deferred: Delivery within 3-5 business days	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground		
HIP TO:	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground		
HIP TO:	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground		
HIP TO:	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground		
HIP TO:	Other Carrier: Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground Specialized: Pad wrapped, uncrated or truckload		
HIP TO:	Carrier Name: Carrier Phone: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground Specialized: Pad wrapped, uncrated or truckload Lift gate required		
HIP TO:	Other Carrier: Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground Specialized: Pad wrapped, uncrated or truckload		
HIP TO:	Carrier Name: Carrier Phone: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Standard Ground Specialized: Pad wrapped, uncrated or truckload Lift gate required		

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

Freeman

(888) 508-5054 Fax: (469) 621-5602 Place your order online at <u>www.freeman.com/store</u>

Submit order forms here.

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

COMPANY NAME:

BOOTH #:

CONTACT NAME: E-MAIL ADDRESS:

PHONE #:

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

FORKLIFT & RIGGING LABOR

Straight Time: Overtime: Double TIme:	8:00 AM to 4:30 PM Monday through Friday 4:30 PM to 8:00 AM Monday through Friday ALL Day on Saturday and Sunday		
Holiday:	ALL Day on recognized holiday		
Show site prices will apply to all labor orders placed at show site			
 Start time guaranteed only at start of working day 			
One hour minimum - labor thereafter is charged in half (1/2) hour increments			
 Supervisor must check in at the Freeman Service Center to pickup labor 			

· When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part #	Description	Advance Price	Show Site Price		
FORKLIFT LABOR					
304050	Forklift w/operator - up to 5,000 lbs - ST	\$242.75	\$340.00		
304051	Forklift w/operator - up to 5,000 lbs - OT	\$323.00	\$452.25		
304052	Forklift w/operator - up to 5,000 lbs - DT	\$371.25	\$519.75		
304053	Forklift w/operator - up to 5,000 lbs - HOL	\$451.25	\$631.75		
3040150	Forklift w/operator - up to 15,000 lbs - ST	\$316.25	\$442.75		
3040151	Forklift w/operator - up to 15,000 lbs - OT	\$396.50	\$555.25		
3040152	Forklift w/operator - up to 15,000 lbs - DT	\$444.75	\$622.75		
3040153	Forklift w/operator - up to 15,000 lbs - HOL	\$524.75	\$734.75		
304040	Forklift w/operator - 4-Stage - ST	\$266.50	\$373.25		
304041	Forklift w/operator - 4-Stage - OT		\$486.00		
304042	Forklift w/operator - 4-Stage - DT	\$395.00	\$553.00		
304043	Forklift w/operator - 4-Stage - HOL		\$665.00		
RIGGING LA	ABOR				
3020100	Rigger - ST	\$198.50	\$278.00		
3020101	Rigger - OT	\$297.50	\$416.50		
3020102	Rigger - DT	\$357.25	\$500.25		
3020106	Rigger - HOL	\$455.00	\$637.00		
3090600	Forklift Cage	\$34.75			
3090700	Forklift Boom				
3090800	Pallet Jack	\$34.75			

INSTALLATION

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe	work to be done:					Tot	al Installation	¢

DISMANTLE

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: Total Dismantle \$					\$			

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters. (517990) 2023 128-SD-CC



ATD International Conference and Exposition May 22-24, 2023

May 22-24, 2023 San Diego Convention Center San Diego, California

HANGING SIGN INSTRUCTIONS / RULES & REGULATIONS

Exhibitors who comply with all outlined regulations will be given first priority. Incomplete or missing information may delay your installation.

- Hanging Structures are permitted in most areas of the convention center with the exception of meeting rooms and lobbies. All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Freeman is the exclusive contractor for all ceiling-hung materials. All truss systems must also meet all facility rules and regulations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Services Manual as it relates.
- Please attach Certified Weigh Bill and Certified Structural Engineered Drawing.
- · Refer to Show Management Rules & Regulations for height restrictions.
- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
- · Set up instructions must be provided for signs needing assembly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All truss systems that are to be suspended from the ceiling will require detailed blue prints that indicate all hanging points and weight loads for each point.
- All truss and motor systems will be operated by Freeman personnel only. At no time will any Exhibitor Appointed Contractor be permitted to operate the motor controls in raising or lowering truss systems. All Distros will be handled by Freeman.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the <u>Hanging Sign Labels</u>. This container MUST arrive by the warehouse shipping deadline date.
- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- If these instructions are not followed and/or orders are not complete and submitted by the order deadline date, Freeman cannot guarantee the hanging of your sign or advance pricing. Show Site orders might not be accepted due to advance clearance requirements.
- Any part of an exhibit or structure must have a supporting base equaling 1/3 the height of the structure or may need seismic safety cables.

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

- Complete the Method of Payment
- Complete the Structural Integrity Statement
- Complete the Hanging Sign Order Form
- Complete the Hanging Sign Details & Placement Form
- Complete the Motor & Truss Order Form (If applicable)
- Send the above information to Freeman at the address on order forms.

For more details or clarification regarding the above instructions / rules and regulations, please contact San Diego Rigging Department, by email at <u>UnifiedRigging@freeman.com</u>.



(888) 508-5054 Fax: (469) 621-5602 Place your order online at <u>www.freeman.com/store</u>

Submit order forms here.

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

COMPANY NAME:

BOOTH #:

CONTACT NAME: E-MAIL ADDRESS: PHONE #:

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

HANGING SIGN LABOR

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time -	8:00 A.M. to 4:30 P.M., Monday through Friday.
O	4.00 DNA to 0.00 A NA NA surday the same Enclose and all days

Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday and all day Saturday and Sunday.

Holidays - All day on Holidays.

- Standard prices will apply to all hanging sign orders placed at show site.
- Standard prices will apply for all Hanging Signs shipped direct to show site.
- Crew Size MINIMUM of two people.
- Materials Cable, clamps, etc. are additional and charged accordingly.
- Rates are per lift and crew per hour.
- One hour minimum per lift/crew lift/crew thereafter is charged in half (1/2) hour increments.
- · Straight time cannot be guaranteed. Requested dates and times cannot be guaranteed.

	Straight <u>Time</u>	<u>Overtime</u>	<u>Holiday</u>
Boom Lift With Crew (Per Hour)			
Discount Price	\$793.75	\$1,057.75	\$1,222.00
Standard Price	\$1,111.00	\$1,481.00	\$1,711.00
Additional Crew/Assembly Labor (Pe	r person / Per hour)		
Discount Price	\$165.25	\$297.25	\$379.50
Standard Price	\$231.50	\$416.25	\$531.50

SUPERVISION

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

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

Freeman

Display House

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

Name:	
Phone Number:	
Email:	

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

CEILING POINT FEE

Ceiling point fees apply to any sign and/or chain hoist hung from the ceiling in the San Diego Convention Center. This is in addition to the quoted rates for hanging signs, truss or equipment.

Time:

Time:

Total Estimated Cost

Total Estimated Cost

Points @ \$371.25 ea = \$ _____

Installation Estimate

Approx Hours Hourly Rate

Requested Install Date: _

Dismantle Estimate

Approx Hours

Requested Dismantle Date:

INBOUND SHIPPING:

Shipping to Advance Warehouse Deadline for Receipt: May 12, 2023

@_

Shipping to Show Site (Standard Prices Apply) Date of Arrival:

Hourly Rate

STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

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sign
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NAME OF SHOW:	ATD International Conference and Exposition / May 22-24, 2023
COMPANY NAME:	BOOTH #:
CONTACT NAME:	PHONE #:
E-MAIL ADDRESS:	

HANGING SIGN LABOR

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: 🗌 Clot									1								
Shape: 🗌 Sq									J Other								
Size: Height _						Wid	th		_								
Weight of Sig																	
Does your sig																	
Does your sig	n requ	uire as	sembly	ים ?/	Yes [No											
Does your sig																	
Provider of ro						an (Ref	er to M	otors &	Truss	Order F	orm)						
												eman F	Provide	d (Refe	r to Mo	tors & 1	Truss Order Form)
																	Truss Order Form)
* Any non-Fr																	
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A measure							-	lect you	ur bootł	n size. I	Please	indicate	e below	the sc	ale use	d.	
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Freeman. (888) 508-5054 Fax: (469) 621-5602 PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

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

the contracted

exhibitor at the **ATD International Conference and Exposition / May 22-24**, **2023** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company:	Booth #:
Authorized Signature:	·····
Printed Name:	Date:
E-Mail:	
Display House/Builder (if applicable):	
Authorized Signature:	·····
Printed Name:	Date:
E-Mail:	



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NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

COMPANY NAME:	BOOTH #:
CONTACT NAME:	PHONE #:

E-MAIL ADDRESS:

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

MOTORS AND TRUSS

- For custom quotes on truss or lighting, please call Exhibitor Support at (888) 508-5054.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the ELECTRICAL SERVICES ORDER FORM.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered in advance on the appropriate order form.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with *. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

Qty	Description	Advance Price	Standard Price	Total
QUIPI	MENT			
	Quarter Ton Hoist	\$697.55	\$976.55	\$
1	Half Ton Hoist	\$697.55	\$976.55	\$
	One Ton Hoist	\$697.55	\$976.55	\$
	Rotating Motor	\$650.75	\$911.05	\$
	12" Box Truss (per foot)*	\$29.10	\$40.75	\$
	12" Corner Blocks*	\$100.20	\$140.30	\$
	20.5" Box Truss (per foot)*	\$38.00	\$53.20	\$
	20.5" Corner Blocks*	\$111.45	\$156.05	\$

* Select Color for Truss and Corner Blocks: Black Silver (If a color choice is not indicated, silver will be selected for you.)

Please indicate what you will be hanging with the above equipment:

_____ Hanging Sign

_____ Lighting Truss

_____ Combination of Both

STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

TOTAL COST

Total Cost = \$_____

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

FREEMAN

AUDIO VISUAL SOLUTIONS

EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

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

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



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

FREEMAN

AUDIO VISUAL SOLUTIONS

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

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

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



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

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(888) 508-5054 Fax: (469) 621-5602 Place your order online at <u>www.freeman.com/store</u>

Submit order forms here.

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023 COMPANY NAME: BOOTH #: CONTACT NAME: PHONE #: ADDRESS: CITY/ST/ZIP: E-MAIL ADDRESS: CITY/ST/ZIP:

Take advantage of the Online Price by ordering at <u>www.freeman.com/store</u> by APRIL 21, 2023.

AUDIO VISUAL

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

Qty	Description	Discount Price	Standard Price	Total
All scre	ens are 1080p with dual post stand			
	32" Flat Screen	\$815.00	\$1,141.00	\$
	42" Flat Screen	\$990.00	\$1,386.00	\$
	55" Flat Screen	\$1,665.00	\$2,331.00	\$
	70" Flat Screen	\$2,365.00	\$3,311.00	\$
	80" Flat Screen	\$3,180.00	\$4,452.00	\$
	90" Flat Screen (includes hydraulic stand)	\$4,200.00	\$5,880.00	\$
	55" Flat Screen 70" Flat Screen	1)	\$2,520.00 \$3,507.00	\$\$
	80" Flat Screen 90" Flat Screen (includes hydraulic stand)	1 -)	\$4,305.00 \$6,069.00	\$\$
All scre	90" Flat Screen (includes hydraulic stand)	\$4,335.00	\$6,069.00	\$
All scre	90" Flat Screen (includes hydraulic stand)	\$4,335.00	\$6,069.00 \$1,673.00	\$\$
All scre	 90" Flat Screen (includes hydraulic stand) ens are 1080p with dual post stand and laptop. 32" Flat Screen 42" Flat Screen 	\$4,335.00 \$1,195.00 \$1,370.00	\$6,069.00 \$1,673.00 \$1,918.00	\$ \$
All scre	 90" Flat Screen (includes hydraulic stand) ens are 1080p with dual post stand and laptop. 32" Flat Screen	\$4,335.00 \$1,195.00 \$1,370.00 \$2,040.00	\$6,069.00 \$1,673.00 \$1,918.00 \$2,856.00	\$ \$ \$
All scre	 90" Flat Screen (includes hydraulic stand) ens are 1080p with dual post stand and laptop. 32" Flat Screen 42" Flat Screen 	\$4,335.00 \$1,195.00 \$1,370.00 \$2,040.00 \$2,740.00	\$6,069.00 \$1,673.00 \$1,918.00	\$ \$

TOUCHSCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
All pack	kages include dual post stand and laptop.			
	32" Touchscreen	\$1,575.00	\$2,205.00	\$
	46" Touchscreen	\$2,040.00	\$2,856.00	\$
	55" Touchscreen	\$2,510.00	\$3,514.00	\$
All pack	kages include dual post stand.			
	32" Touchscreen	\$1,195.00	\$1,673.00	\$
	46" Touchscreen	\$1,665.00	\$2,331.00	\$
	55" Touchscreen	\$2.125.00	\$2.975.00	\$

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

COMPANY NAME:	BOOTH #:
CONTACT NAME:	PHONE #:

E-MAIL ADDRESS:

FLAT SCREEN DISPLAYS

Qty	Description	Discount Price	Standard Price	Total			
Please call for pricing on Flat Screens 98" and larger, 4K UHD, & LED Video Wall options.							
	24" Monitor - 1080p, (no sound)	\$335.00	\$469.00	\$			
	Table Top Wall Mounted						
	32" Flat Screen - 1080p, with Internal Speakers	\$555.00	\$777.00	\$			
	Table Top Wall Mounted						
	42" Flat Screen - 1080p, with Internal Speakers	\$730.00	\$1,022.00	\$			
	Table Top Wall Mounted						
	55" Flat Screen - 1080p, with Internal Speakers	\$1,400.00	\$1,960.00	\$			
	Table Top 🗌 Wall Mounted						
	70" Flat Screen - 1080p, with Internal Speakers	\$2,100.00	\$2,940.00	\$			
	Table Top 🛛 Wall Mounted						
	80" Flat Screen - 1080p, with Internal Speakers	\$2,650.00	\$3,710.00	\$			
	Table Top Wall Mounted						

TOUCHSCREEN DISPLAYS

Qty	Description	Discount Price	Standard Price	Total
Touchs	creens will require a PC/laptop to operate. Not compatible with Mac.	Please call for la	rger sizes.	
	32" Touchscreen with Internal Speakers Table Top Wall Mounted	\$930.00	\$1,302.00	\$
	46" Touchscreen with Internal Speakers Table Top Wall Mounted	\$1,400.00	\$1,960.00	\$
	55" Touchscreen with Internal Speakers Table Top Wall Mounted	\$1,870.00	\$2,618.00	\$

VIDEO PLAYERS

Qty	Description	Discount Price	Standard Price	Total
	USB Media Player	\$135.00	\$189.00	\$
	Blu-ray Player	\$180.00	\$252.00	\$
	HDCP Compliant, compatible with Blu-ray and DVD			

COMPUTERS & ACCESSORIES

Qty	Description	Discount Price	Standard Price	Total
	Desktop Computer with 24" Monitor includes wired keyboard and mouse	\$320.00	\$448.00	\$
	Laptop Computer	\$380.00	\$532.00	\$
	Wireless Keyboard with Mouse	\$115.00	\$161.00	\$
	Apple 21.5" iMac (includes wired keyboard and mouse)	\$345.00	\$483.00	\$
	Apple 15" MacBook Pro	\$525.00	\$735.00	\$
	iPad Stands - White	\$180.00	\$252.00	\$

E-MAIL ADDRESS: **AUDIO EQUIPMENT** Discount Standard

ATD International Conference and Exposition / May 22-24, 2023

Qty	Description	Price	Price	Total
	Sound Bar - 2.1 Full Range, with Built-in Subwoofer Compatible with 42" monitors and above	\$90.00	\$126.00	\$
	Small High Performance PA System Includes wireless microphone, 2 speakers, 1 Mixer/Amp, o	computer interface be	\$973.00 x	\$
	Handheld Headset (for best sound quality, choose Small High Performance PA System	\$930.00	\$1302.00	\$
	Includes 2 wireless microphones, 2 speakers, 1 Mixer/Am		e box	

BOOTH #: PHONE #:

EXHIBIT LIGHTING PACKAGES

NAME OF SHOW:

COMPANY NAME

CONTACT NAME:

Qty	Description	Discount Price	Standard Price	Total
Exhibit lig	ghting packages are ground supported install only. For additional r	nounting, lighting s	tyles and custom col	lor options, call for a quote.
	Six (6) 12" LED Lighting Fixtures	\$875.00	\$1,225.00	\$
	🗌 Amber 🗌 Blue 🗌 Green 🗌 Red			
	Twelve (12) 12" LED Lighting Fixtures	\$1,750.00	\$2,450.00	\$
	🗋 Amber 🔛 Blue 🔛 Green 🔛 Red			
	RY INFORMATION			

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

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

On-Site Contact Person:

Cell Phone:

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

PAYMENT INFORMATION

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

PURCHASE TERMS

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

ELECTRICAL SERVICE

Please log on to Freeman Online to place your electrical order, www.freeman.com/store.

READY FOR DELIVERY ONSITE

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

TOTAL COST

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

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.

FREEMA

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.freemanco.com/store.

FREEMAN



ELECTRICAL SERVICES USAGE GUIDE

To assist in estimating, we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

Please note that there is a minimum of 500 watts per outlet. A 500 watt (5 amp) outlet cannot be split. A 1000 watt (10 amp) outlet can only be split one time. A 2000 watt (20 amp) outlet can only be split three times.

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

The following wattages are approximate and are provided to help you estimate your power usage.

ITEM	ESTIMATED WATTAGE
Arm Lights	75-100
Card Reader (credit) / Lead Retrieval	50
Charging Furniture – Freeman Event Collection	500
Charging Furniture – Freeman Furnishings	500 per port (1000 max)
Computer	250-500
Computer – Laptop	100
Blu-Ray / DVD Player	50-100
Heater (Portable)	500
Heat Press for T-Shirts	2000
iPhone/Android	20
iPad/Tablet	25-50
Kitchen Appliances	500-2000
Laminator	2000
LED Panels	500-1000
Projector	1000
Refrigerator (Small)	500
Refrigerator (Large)	1000
Smart Reg Counter by Freeman (lit)	500
Steamer	2000
Stereo	100-500
Vacuum Cleaner	1500
Water Cooler	1000
TVs/Monitors	1000 (update television line)
Espresso Machine	30amp/208 volt, single phase

Freeman

ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

- 1. Location of the main power drop. Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets. Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
- 3. **Booth orientation**. Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

DATES _____

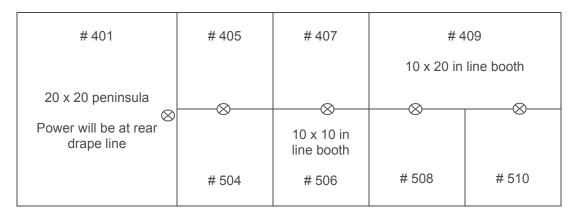
SHOW NAME

COMPANY NAME _____ BOOTH # Adjacent Aisle or Booth# ____ Adjacent Aisle or Booth # Adjacent Aisle or Booth # Adjacent Aisle or Booth # A measurement scale can be applied as necessary to reflect the size of your booth. 10 x 10 use 1 square = 1/4 foot **20 x 20 use 1 square =** $\frac{1}{2}$ foot 40 x 40 use 1 square = 1 foot

SAMPLE LAYOUTS

IN LINE BOOTHS

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



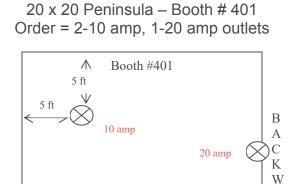
Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

А

L

L

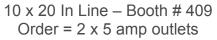
10 amp

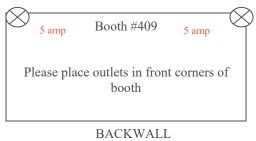


Λ

5 ft ₩

11 ft





ISLAND BOOTHS

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

1. Main Drop.

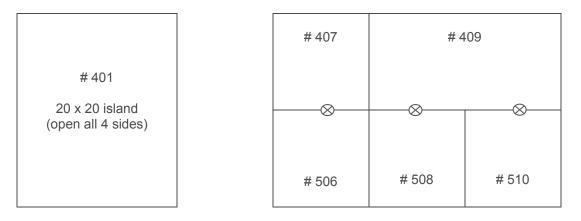
Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? 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.

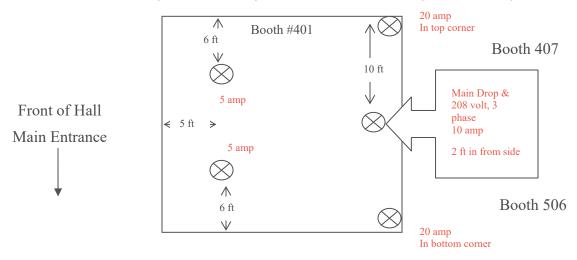
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:



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



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(888) 508-5054 Fax: (469) 621-5602 Place your order online at www.freeman.com/store

Submit order forms here.

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

COMPANY NAME:

BOOTH #:

CONTACT NAME: E-MAIL ADDRESS: PHONE #:

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

ELECTRICAL

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

	Quantity Show (For Show Hours Only)	Quantity <u>24 Hr.</u> (For 24 hrs/day Double Price)	Discoun <u>Price</u>	t Standaı <u>Price</u>	ra	<u>TOTAL</u>
110/120 VOLT						
500 Watts (5 amps)			200.25	300.40	=	\$
1000 Watts (10 amps)			351.50	527.25	=	\$
2000 Watts (20 amps)			469.25	703.90	=	\$
208 VOLT SINGLE PI	HASE (La	bor Requi	red for C	onnectio	1)	
20 Amps			883.00	1,324.50	=	\$
30 Amps			1,055.50	1,583.25	=	\$
60 Amps			1,383.75	2,075.65	=	\$
100 Amps			1,817.75	2,726.65	=	\$
200 Amps			2,600.50	3,900.75	=	\$
208 VOLT THREE PH	IASE (Lal	oor Requir	ed for Co	onnection)	
20 Amps			1,178.00	1,767.00	=	\$
30 Amps			1,406.75	2,110.15	=	\$
60 Amps			1,844.75	2,767.15	=	\$
100 Amps			2,422.00	3,633.00	=	\$
200 Amps			3,467.00	5,200.50	=	\$
400 Amps			4,737.50	7,106.25	=	\$
Transformer to Boost 20	08V to App	orox. 230V -	\$9.30 per	Amp (20 A	mp	Min.)
Q	ty of Amps	·	X Price \$ _		=	\$
480 VOLT THREE PH	IASE (Lal	oor Requir	ed for Co	onnection)	
20 Amps			1,372.00	2,058.00	=	\$
30 Amps			1,639.00	2,458.50	=	\$
60 Amps			2,147.75	3,221.65	=	\$
100 Amps			2,824.25	4,236.40	=	\$
200 Amps			4,034.00	6,051.00	=	\$
LIGHTING (Price Incl		wer & Lab				
Single Light Stand (200w)			193.45	290.20	=	\$
Double Light Stand (400w	/)**		320.35	480.55	=	\$
Arm Light***			237.50	356.25	=	\$
Overhead Quartz Light*			651.85	977.80	=	\$

*** Requires a hard wall surface for installation.

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to April 21, 2023.

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact Freeman.

EXTENSION CORDS & POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Center.

LIGHT STAND PLACEMENT

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials

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

TOTAL COST

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

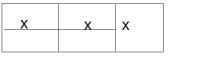
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)





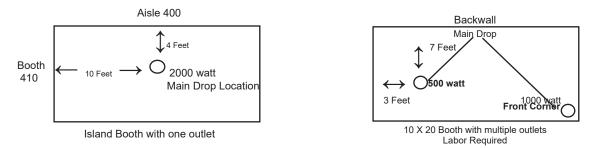


BACK TO BACK PENINSULA

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.



OTHER:

- 1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
- 2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the next half hour.
- 3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
- 4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
- 5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
- 6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 7. Exhibitors' equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
- 8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
- 9. Power sharing is not permitted between exhibitors.

Freeman. (888) 508-5054

(888) 508-5054 Fax: (469) 621-5602 Place your order online at <u>www.freeman.com/store</u>

Submit order forms here.

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

 COMPANY NAME:
 BOOTH #:

 CONTACT NAME:
 PHONE #:

E-MAIL ADDRESS

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

ELECTRICAL LABOR

LABOR RATES & SCHEDULE

Straight Time: Monday - Friday, 8:00 AM - 4:30 PM (Excluding Holidays) Overtime: Monday - Friday, 4:30 PM - 8:00 AM, All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	\$187.00	\$262.00
Electrician - OT	\$374.00	\$523.75
Scissor Lift - (Labor not included)	\$261.75	
Boom Lift - (Labor not included)	\$468.50	

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- · Show Site price applies to all labor orders placed at show site.
- · Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Center to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:			BOOTH WORK:			
Floor work is the distribution of electrical under carpet and flooring.			Booth work is any of the following. Please check all that apply:			
OK TO PROCEED WITHOUT EXHIBITOR PRESENT: Complete Before: Date Time Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet. Print Name: Authorized Signature: EXHIBITOR SUPERVISION (DO NOT PROCEED)			 Distribution of electrical overhead (more than one drop location in your booth). Distribution of electrical through booth structure. Mounting of plasmas/LCD monitors and lights. Connection or hard wiring of all exhibitor equipment. Lighting used as spot or flood lights. Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). Wiring of overhead signs. Installation of electrical headers and/or light boxes. Other 			
LABOR REQUEST			-	SELECT WORK	ТҮРЕ	
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 Contact:		Cell Phon	e:			
Special Instructions:						

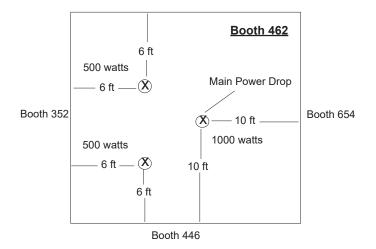
ELECTRICAL INSTRUCTIONS

- 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.

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.



Freeman

(888) 508-5054 Fax: (469) 621-5602 Place your order online at <u>www.freeman.com/store</u>

Submit order forms here.

NAME OF SHOW: ATD International Conference and Exposition / May 22-24, 2023

COMPANY NAME:	BOOTH #:

CONTACT NAME: E-MAIL ADDRESS: PHONE #:

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

AIR / WATER / DRAIN / GAS

	<u>QTY.</u>	Discount Price	Standard <u>Price</u>		TOTAL
		\$854.75			\$
		\$644.75	\$967.15	= ;	\$
		\$13.85			\$
CFM requirements (minimum 5 CFM per outlet - price is per CFM)		\$16.60	\$24.90		\$
Exhibitors are not allowed to bring air compressors on the show floor.			Total	:	\$
WATER					
Service Charge for water outlet (includes first 90 feet of water line)		\$854.75	\$1 282 15	= 9	\$
Each additional water outlet (within 5 feet of 1st outlet)		\$644.75	\$967.15	=	\$
Additional footage per foot (after 1st 90 feet)		\$13.85			\$
		Q10.00	Total	:	\$
DRAINS					
Service Charge for first drain outlet at rear of booth (includes 1st 90 ft.)		\$854.75	\$1,282.15	= ;	\$
Each additional drain outlet within 5 feet		\$644.75	\$967.15	= ;	\$
Additional Footage per foot (after 1st 90 ft.)		\$13.85	\$13.85	= ;	\$
			Total	:	\$
FILL & DRAINS					
0 - 200 Gallons		\$356.75	\$535.15	= ;	\$
201 - 400 Gallons		\$528.50	\$792.75	= ;	\$
Each Additional 100 Gallons (after 400 Gallons)		\$60.75	\$91.15		\$
			Total	:	\$
GAS & MISCELLANEOUS EQUIPMENT					
ease call for an estimate and complete the following:					
Equipment/Material				\$	
Gas Type				\$	

LABOR

Installation labor for booth work/distribution will be billed in one-hour increments with a minimum of one hour. Dismantle labor will be billed at half of the install time with a minimum of one hour (excluding Fill & Drains).

	Advance <u>Price</u>	Show Site <u>Price</u>	Total
Straight Time: Monday-Friday, 8:00 AM - 4:30 PM (except Holidays)	\$164.50	\$230.50 = \$	
Overtime: Monday-Friday, 4:30 PM - 8:00 AM, All day Saturday, Sunday and Holidays	\$329.00	\$460.75 = \$	

TOTAL COST

PLUMBING CONDITIONS AND REGULATIONS

- 1. To receive discount prices, order must be received by Freeman with full payment.
- 2. Credit will not be given for outlets installed and not used.
- 3. Compressed Air connection size and fitting is determined by CFM requirements. Note: Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
- 4. Pump may be required for drain to function property and will be charged a rental fee.
- 5. Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Fill & drain prices do not include labor. There will be a minimum charge of one hour labor in and one hour labor out. Additional labor charges may be incurred if equipment leaks and/or endangers other property.
- 6. Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.
- 7. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
- 8. All equipment must comply with state and local safety codes.
- 9. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
- 10. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
- 11. All equipment using water must have inlet and outlet properly tagged.
- 12. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
- 13. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment.
- 14. Service outlet size will be determined by the volume required.
- 15. All work performed within booth attaching lines to equipment will incur a connection fee for each connection.
- 16. All outlets will be installed on the floor at the backwall of booth.
- 17. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
- 18. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- 19. First outlet includes up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
- 20. Exhibitors are not allowed to bring air compressors on the show floor.
- 21. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
- 22. Additional charges may be incurred if a lift is needed to bring services to the booth.
- 23. Please contact Exhibitor Support at (888) 508-5054 for an estimate regarding labor or additional footage.
- Electricity or electrical labor to connect and operate any plumbing apparatus is not included.
- All electrical requirements must be ordered on the Electrical Rental Order Form.



RATES AND DETAILS EXHIBITOR BOOTH CLEANING

CLEANING SERVICES ARE PROVIDED EXCLUSIVELY BY SDCC

The San Diego Convention Center (SDCC) is here for all of your cleaning needs. We are the exclusive cleaning contractor. No other persons or cleaning services provider can perform cleaning services including, but not limited to, vacuuming on SDCC property. Enclosed are all of the details you need.

BOOTH CLEANING ORDERS

Exhibitors can process cleaning orders through the SDCC Booth Cleaning Application at <u>sdcc.link/booth-cleaning</u> **up to two weeks before event move-in to receive the advance rate**. Once the contracted move-in date begins, exhibitors can process booth cleaning orders at the regular rate on-site.

In efforts to prioritize health and safety, we have gone cashless. **All payments must be made via credit card.** Rates are quoted in USD and the services are not taxed.

Please note: exhibitor booth cleaning orders processed with credit card payment acknowledge that you have read and accepted the Payment Policy and Terms and Conditions. If there are any issues or discrepancies with respect to cleaning, please contact us immediately. For more information, see our terms and conditions on page 3.

THREE WAYS TO ORDER

1. Discounted Advance Rate

Exhibitor booth cleaning orders may be placed through the **SDCC Booth Cleaning Application at sdcc.link/booth-cleaning**.

Here exhibitors are able to create an account, register their exhibitor booth(s), select their event, select event start date and end date, input booth number and name, select desired booth cleaning services, process and finalize their order with credit card payment. Checks are not accepted.

We strongly encourage exhibitors to take advantage of our advance rates by ordering online.



2. On-Site Ordering

Once the event's contracted move-in date has begun, exhibitors are unable to process their cleaning orders through the Booth Cleaning Application at the advance rate, however you may order cleaning services on-site at the regular rate. **Orders can be placed at the Cleaning Services Desk in the Exhibitor Services Center** (location varies by event). Last minute orders cannot be guaranteed. Only credit card payment is accepted.

3. Order Add Ons

Booth Disposal, Carpet Disposal, and Hand Sanitizer Station rentals may be ordered through email. Please contact **Renee Jung, Facility Services/Exhibitor Services Supervisor, via <u>renee.jung@visitsandiego.com</u> or 619.726.9739.**

EXHIBITOR BOOTH MOVE-OUT & DISPOSAL

Exhibitors are responsible for finalizing arrangements with their general service contractors, exhibitor-appointed contractors, and decorators to ship out their exhibitor booth prior to event move out.

Exhibitors who choose to dispose of (or fail to coordinate the removal of) their exhibitor booth, booth carpet, and/ or carpet padding are required to process their order with a credit card payment though SDCC by contacting Renee Jung prior to the last date of the event.

Questions? Visit us at the service desk or contact us at 619.977.0009 or <u>boothcleaning@visitsandiego.com</u>.

RATES

VACUUM

No other contractor or cleaning services provider, exhibitorappointed contractors, or exhibitors can vacuum on SDCC property. Vacuums are prohibited on the show floor.

	Advance	Regular
Per sq. ft./day	\$0.60	\$0.90

PORTER SERVICE

Porter services are required for booth catering.

Exhibitor booths that generate an excessive amount of cardboard or trash from giveaways, retail, etc. are required to order porter services. It is prohibited to discard excessive cardboard or trash into the aisle trash cans or anywhere that it may impede walkways and create a fire hazard. Impeding egress may incur fire marshal involvement.

2-Hour Increments

SDCC will empty wastebaskets and sweep floor debris on two (2) hour intervals (show hours only), vacuuming not included. All exhibitors that have ordered booth catering are required to order porter service. Calculated by total booth size.

Booth Size	Advance	Regular
0–500 sq. ft.	\$110.00	\$144.00
501–1,500 sq. ft.	\$121.00	\$174.00
1,501–3,000 sq. ft.	\$145.00	\$209.01

Dedicated Labor

Continuous labor presence in booth is charged at an hourly rate. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

	Advance	Regular
Continuous labor	\$60.00	\$90.00

DISPLAY & EQUIPMENT DISINFECTION

SDCC will disinfect and wipe down displays and equipment inside exhibitor booths with disinfectants approved by the CDC and EPA. Exhibitors are responsible for communicating specifics of the areas requested to be disinfected or a time schedule. Orders submitted during show hours cannot be guaranteed.

Frequency per sq. ft./day	Advance	Regular
One time	\$0.60	\$0.90
Daily	\$0.48	\$0.72
2-Hour Increments	\$1.20	\$1.80

ELECTROSTATIC FOGGING

Electrostatic disinfection is completed overnight by trained and certified cleaning staff, using chemicals approved by the CDC and EPA. Exhibitors are responsible for covering, protecting, and/or sectioning off areas, electrical, and equipment requested not to be disinfected.

	Advance	Regular
Per sq. ft./day	\$0.80	\$1.05

FLOOR AND SPOT CLEANING

The following items may be ordered online prior to show move in or at the service desk during the event, as-needed.

	Regular
Carpet Stain Spotting, one time	\$52.00
Dry Mopping, per sq. ft./day	\$0.29
Wet Flat Mopping, per sq. ft./day	\$0.38
Shampoo, per sq. ft./day	\$1.25
Wet Polishing, per sq. ft./day	\$0.92

ORDER ADD ONS

Order through Renee Jung

The following services are not currently available through the online ordering system, however they can be arranged through Renee Jung. Please email **renee.jung@visitsandiego.com** or call 619.726.9739.

BOOTH AND CARPET DISPOSAL

Exhibitors are responsible for coordinating labor with their service contractor in dismantling their booth and rolling up carpet. SDCC booth and/or carpet disposal services is limited to labor for removing and properly disposing of the booth and its contents.

	Regular
Booth Disposal, per 10x10 ft.	\$800.00
Carpet Disposal, per sq. ft.	\$0.50

HAND SANITIZER STATIONS

Exhibitors can rent hand sanitizer stations for their exhibitor booths at a flat rate. Hand sanitizer station rentals include re-fills when empty, the labor to set, and the labor to remove.

	Regular
Daily	\$35.00

1

Exhibitor Terms & Conditions

San Diego Convention Center ("Facility")

Payment Policy Agreement ("Agreement")

San Diego Convention Center (SDCC) is the exclusive provider on the Facility property of all Cleaning Services. No other contractor or cleaning services provider, which includes but is not limited to exhibitor appointed contractors, general service contractors, decorators, and exhibitors can perform cleaning services on SDCC property. The cleaning services includes but is not limited to Disinfection, Cleaning, Exhibitor Booth Carpet Cleaning/Vacuuming, Booth Hard Floor Cleaning/Mopping/Polishing, Booth Porter Service, Booth Carpet Shampooing, Electrostatic Fogging, Carpet Spotting within booths, tents and other locations on the Facility property (inside and outside).

- a. Exemptions: Typical wiping/cleaning of booth displays, equipment, fixtures, display cases, frequently touched surfaces within the booth and ancillary materials is not covered by this policy and may be accomplished by Exhibitor Appointed Contractors ("EAC") or General Service Contractors ("GSC").
- San Diego Convention Center (SDCC) is the exclusive provider on the Facility property of all Cleaning Services. This
 includes but is not limited to Disinfection, Cleaning, Exhibitor Booth Carpet Cleaning/Vacuuming, Booth Hard Floor
 Cleaning/Mopping/Polishing, Booth Porter Service, Booth Carpet Shampooing, Electrostatic Fogging, Carpet Spotting
 within booths, tents and other locations on the Facility property (inside and outside).
 - a. Exemptions: Typical wiping/cleaning of booth displays, equipment, fixtures, display cases, frequently touched surfaces within the booth and ancillary materials is not covered by this policy and may be accomplished by Exhibitor Appointed Contractors ("EAC") or General Service Contractors ("GSC").
- 2. Discount Price applies when a completed order with payment is received no later than 14days prior to the first day of show move-in. On-Line orders placed within 14 days of move-in or on- site after show move-in will be priced at the on-site rate.
- 3. Conditions for processing service order form for on-time service:
 - a. Full payment for service (s)must be made at time of order.
 - b. Booth number(s) must be identified at time of order.
 - c. Orders for requested service must be completed on-line or at the service desk. Late orders/changes will be accomplished after all other orders are completed. There is no guarantee of service if an order is placed within one (1) hour of the initial show opening. If a delinquent order is placed within one (1) hour of initial show opening, all efforts will be made to accomplish the request, but if the work request cannot be accomplished, then the fee is not applicable. Incomplete orders will delay processing, please provide all information requested.
- 4. Exhibitor (also referred to herein as "Customer") has the sole responsibility to ensure that any sheet plastic protective floor covering placed by an EAC or GSC over carpet or hard flooring in the booth is removed in a timely manner to facilitate Cleaning Services. For purposes of this section timely will constitute a minimum of four (4) hours before initial show opening.
- 5. Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move in will be charged100%.
- 6. Service problems must be reported to the SDCC service desk. Service problems will not be considered unless filed by Customer prior to the close of the show.
- 7. Credit will not be given for services already completed.
- 8. Order form prices are based upon current rates and are subject to change without notice.
- 9. SDCC accepts payments in US dollars with the following Credit Cards; (AmEx, MasterCard, Visa).
- 10. Any refunds due in the amount of \$10.00 or less will not be refunded.
- 11. Exhibitor (also referred to herein as "Customer") has the sole responsibility for finalizing freight arrangements with their general service contractors, exhibitor-appointed contractors, and decorators to ship out their exhibitor booth prior to event move out.

LIMITATION OF LIABILITY

- A. Limited Warranty. SDCC warrants that: (a) it has the right to exclusively provide all Cleaning Services in the Facility ("the Services"). Customer agrees to inform SDCC of any failure to perform the Services by written notice prior to close of the Show/Event, and, as Customer's sole and exclusive remedy, SDCC will either:
 - a. cure performance without any additional charges to Customer, or
 - b. in the event that performance cannot be done within a reasonable time, terminate this Agreement and provide Customer with a pro rata refund of the fees paid to SDCC for the Services hereunder with respect to such calendar year. The foregoing Limited Warranty will not apply to the extent that the cause of the breach of warranty is due to any other cause outside of SDCC's sole and reasonable control.

- B. DISCLAIMER OF WARRANTY. THE FOREGOING LIMITED WARRANTY CONSTITUTES SDCC'S ONLY WARRANTY WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTY IS IN LIEU OF, AND SDCC HEREBY EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, EXCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- C. Indemnification. Customer agrees to indemnify, defend, and hold harmless SDCC, the City of San Diego, the San Diego Unified Port District and its current and former employees and agents (the "Indemnified Parties"), and defend any action brought against all losses, damages, claims, demands, actions, penalties, judgments and liabilities (including court costs and reasonable attorneys' fees)(collectively, "Claims") that arise from any acts or omissions of Customer or any of Customer's EACs or GSCs or arising out of, or in connection with Customer's use of the Facility or Customer's participation in any Show/Event at the Facility, including, without limitation, any breach by Customer of any term of this Agreement. Customer assumes full responsibility for any risk of bodily injury, death or property damage or loss arising out of or related to Customer's participation in any Show/Event at the Facility, whether caused by negligence, intentional act or otherwise. The parties intend that this indemnification and assumption of risk be construed as broadly as permitted by law. In claiming any indemnification hereunder, the Indemnified Party shall promptly provide Customer with written notice of any claim which it believes falls within the scope of the foregoing paragraphs. Customer may, at its own expense, assist in the defense if it so choses, provided that the Indemnified Party may, if it elects, control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind SDCC or the Indemnified Party and shall not be final without the written consent of SDCC and/or the Indemnified Party, if applicable, the granting of which shall not be unreasonably withheld. The terms of these provisions shall survive the expiration or termination of this Agreement.
- D. LIMITATION OF LIABILITY. EXCEPT FOR SDCC'S WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, CUSTOMER AGREES THAT UNDER NO CIRCUMSTANCES IS SDCC LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE CHEMICALS APPLIED OR SERVICES PROVIDED UNDER THIS AGREEMENT EVEN IF SDCC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, CUSTOMERS' EXCLUSIVE REMEDY AND SDCC'S ENTIRE LIABILITY TO CUSTOMER FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY CUSTOMER TO SDCC WITH RESPECT TO THE DEFICIENT SERVICES. THE FOREGOING LIMITATION IS A FUNDAMENTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE. NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.
- E. Customer acknowledges that SARS-CoV-2/COVID-19 has been declared a worldwide pandemic by the World Health Organization, is extremely contagious and is thought to spread mainly through close contact from person-to-person. SDCC cannot guarantee that Customer's personnel, contractors, invitees, customers and guests will not become infected with SARS-CoV-2/COVID-19 at any Show/Event at the Facility. Customer shall indemnify the Indemnified Parties against all Claims by Customer's personnel, contractors, invitees, customers and guests arising out of or related to infection with SARS-CoV-2/COVID-19, whether before, during or after attendance at the Show/Event. SDCC may require individuals registered by Customer to acknowledge the risks of SARS-CoV-2/COVID-19 infection and waive liability prior to participation at the Show/Event.
- F. SDCC follows EPA and manufacturers' registered label instructions with respect to its use of cleaning and disinfecting products. Notwithstanding anything herein to the contrary, SDCC does not make any representations or warranties with respect to the risks or harm associated with the cleaning and disinfection products used. Customer agrees that SDCC is not liable or responsible for any injuries, damages, discoloration, wear and tear, etc. from cleaning and/or disinfecting or the products used during the Services. SDCC does not make any representations with respect to the ability of the Services to control or prevent the contracting or spread of any virus, including but not limited to the SARS-CoV-2/COVID-19.Customer agrees that SDCC is not liable or responsible for any contraction or spread of any virus, including but not limited to SARS-CoV-2/COVID-19.
- G. Customer agrees to abide by posted rules, protocol, warnings and instructions at the Facility, along with all applicable laws, rules, regulations and guidance from government or public health authorities with respect to cleaning and sanitizing items and frequently touched surfaces within or ancillary to Customer's booth(s).
- H. SDCC does not make any representations with respect to, nor is it liable or responsible for, any dwell time that may occur during or as a result of the Services.



DONATION PROGRAM

The San Diego Convention Center believes in making a difference in our local community. Our clients and exhibitors have the opportunity to donate usable convention materials to local non-profit organizations.

THE PROGRAM

We serve as the liaison between your convention group and local non-profit organizations, to arrange pick-up of donated items. You can designate a local non-profit organization or we can assist in finding you an organization.

ITEMS ELIGIBLE FOR DONATION

Most of your convention materials can be donated, including, but not limited to:

- + Tables, chairs and other furniture
- + Bags, binders, books and notebooks
- + Pens and pencils

ORGANIZATIONS WE SUPPORT

We regularly support many non-profits in our community, including Rady Children's Hospital, San Diego Rescue Mission, the Monarch School, Habitat for Humanity, Boys & Girls Club of San Diego, Barrio Logan College Institute and many others.

To get started,

visit us at the service desk or contact us at 619.977.0009 or <u>boothcleaning@visitsandiego.com</u>.



ASSOCIATION FOR TALENT DEVELOPMENT

May 22nd-May 24th 2023

We look forward to assisting you with all of your food and beverage needs during your event. We offer a unique blend of traditional and upscale food and beverage services. Allow us to create an extraordinary catering experience in your booth! Please contact Mary Forney at 619-525-5818 or email: mary.forney@visitsandiego.com

AVOID LATE ORDER FEES:

Ordering Deadline Date is

FRIDAY, MAY 5TH 2023

Exhibitors who will be providing food and beverage/hospitality in their booth must order, at their own expense, porter service. Porter service is provided exclusively by the San Diego Convention Center.

EXCLUSIVITY

Centerplate Catering holds the exclusive contract for food and beverage at the San Diego Convention Center. **NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.** This includes bottled water and displays of candy. Centerplate reserves the right to assess a corkage fee for exceptions to our policies. Please review our food and beverage policy stating our guidelines and contact the catering department for further information.

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FRESHLY BREWED COFFEE* (gallon) Freshly Brewed Coffee, Decaffeinated Coffee or Hot Teas Served with Non Dairy Creamer, and Assorted Sweeteners	75.00
FRESHLY BREWED STARBUCKS COFFEE* (gallon) Freshly Brewed Coffee, Decaffeinated Coffee or Selection of Tazo Teas Served with Non Dairy Creamer ½ and ½ Skim Milk and Assorted Sweeteners	80.00
*Includes Cups, Creamers, Sugar, Artificial Sweeteners, Stirrers and Napkins *Price per Gallon, 3-gallon minimum required	
BEVERAGE SERVICE	
ASSORTED CANNED PEPSI SODA*	108.00
AQUAFINA BOTTLED SPRING WATER*	108.00
BOTTLED SPARKLING WATER*	120.00
ASSORTED SPARKLING BUBLY WATER*	108.00
ASSORTED BOTTLED FRUIT JUICES*	138.00
ASSORTED GATORADE* (20 oz.)	186.00
STARBUCKS BOTTLED FRAPUCCINO**	126.00
ICED TEA***	55.00
LEMONADE***	60.00
ASSORTED JUICES*** Orange, Cranberry, or Grapefruit	68.00

(24) Beverages per case, (1) Case Minimum Required
 ** (12) Beverages per case (1) Case Minimum Required
 *** Price per gallon, (3) Gallon Minimum Required

COFFEE SERVICE

BEVERAGES CONTINUED...

CQ INFUSED HYDRATION STATION

INFUSED SPA WATERS* (3 gallon) Choice of flavors: Strawberry, Lemon, Red Raspberry, Peach, Mango or Red Raspberry Pomegranate infused with seasonal Fresh Fruit	210.00
INFUSED ICED TEA* (3 gallon) Choice of flavors: Red Raspberry, Red Raspberry Pomegranate, Peach, Mango or Passion Fruit infused with seasonal Fresh Fruit	265.00
INFUSED LEMONADE* (3 gallon) Red Raspberry, Red Raspberry Pomegranate or Strawberry infused with seasonal Fresh Fruit	265.00
*Delivered in a 3 gallon decorative infusion jar, includes disposable cups and napkins. Exhibitor to provide: Table or counter	

ICE (Price Per 40 Pounds).

35.00

BEVERAGES CONTINUED...

CQ INFUSED HYDRATION STATION

INFUSED SPA WATERS* (3 gallon) Choice of flavors: Strawberry, Lemon, Red Raspberry, Peach, Mango or Red Raspberry Pomegranate infused with seasonal Fresh Fruit	210.00
INFUSED ICED TEA* (3 gallon) Choice of flavors: Red Raspberry, Red Raspberry Pomegranate, Peach, Mango or Passion Fruit infused with seasonal Fresh Fruit	265.00
INFUSED LEMONADE* (3 gallon) Red Raspberry, Red Raspberry Pomegranate or Strawberry infused with seasonal Fresh Fruit	265.00
*Delivered in a 3 gallon decorative infusion jar, includes disposable cups and napkins. Exhibitor to provide: Table or counter	
WATER SERVICE	
WATER DISPENSER 3 day rental, cups included. Client must have a space that has (1) regular wall socket available for electrical power. Requires 100 volt, 15 amp electrical service.	140.00
(3) GALLON JUG OF WATER	40.00

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BREAKFAST BA	KERY	
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CONTINENTAL BREAKFAST Assorted Fruit Juices Freshly Baked Breakfast Pastries and Muffins Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea	23.00
BREAKFAST ENHANCEMENT (Not offered a la carte)	
ENGLISH MUFFIN BREAKFAST SANDWICH Eggs, Ham, and Jack Cheese	7.75
FROM THE BAKERY Price per dozen; (3) dozen minimum required	
ASSORTED DANISH	57.00
ASSORTED MUFFINS	53.50
ASSORTED DONUTS	53.75
CHURRO DONUTS	57.00
ASSORTED CHOCOLATE DIPPED BISCOTTI	50.00
ASSORTED SCONES	56.00
ASSORTED BAGELS WITH CREAM CHEESE	65.00
FRESHLY BAKED COOKIES	45.50
FRESHLY BAKED BROWNIES	49.00
GOURMET CUPCAKES	78.00
CENTERPLATE SIGNATURE CHOCOLATE DIPPED CRANBERRY MACAROONS	50.00
CHOCOLATE DIPPED STRAWBERRIES	53.00

SHEET CAKES

(Choice of fruit or cream filling – Includes disposable cake knife, plates, forks and napkins)		
FULL SHEET CAKE* (80 SLICES)	550.00	
HALF SHEET CAKE* (40 SLICES)	285.00	

*Custom Artwork available starting at 200.00++; pricing may vary depending on intricacy of logo/design. Contact your Catering Sales Manager for more information.

A 30.00++ delivery fee will be applied to all above orders.

BREAKFAST (25 person minimum required)



FROM THE PANTRY	
IMPORTED AND DOMESTIC CHEESE DISPLAY WITH CRACKERS (Serves 20 guests) Garnished with Seasonal Fruit, Sliced Baguettes and Assorted Crackers	200.00
FRESH VEGETABLE CRUDITÉ (Serves 20 guests) Creamy Avocado Dip and Spicy Tomato Ranch Dip	190.00
SLICED FRESH FRUIT (Serves 20 guests)	165.00
WHOLE FRESH FRUIT (Serves 20 guests)	65.00
POTATO CHIPS AND DIP (Serves 20 guests)	165.00
TORTILLA CHIPS WITH HOUSE MADE SALSA (Serves 20 guests)	135.00
MIXED NUTS (2 pounds)	102.00
TRADITIONAL SNACK MIX (2 pounds)	56.50
MINTS (2 pounds)	56.00
PRETZEL TWISTS (2 pounds)	48.50
GRANOLA BARS (24 individual bars)	96.00
ASSORTED INDIVIDUAL BAGS OF CHIPS	3.25



 TRADITIONAL BOX LUNCH SELECTION OF SANDWICH ON A FRENCH BAGUETTE: Turkey and Swiss Cheese Roast Beef and Cheddar Cheese Ham and Cheddar Cheese Roasted Tomato Hummus, Cucumber, Shredded Carrot, and Green Leaf Individual Bag of Potato Chips Gourmet Chocolate Chip Cookie Assorted Canned Soft Drink 	31.25
 GOURMET WRAP BOX LUNCH SELECTION OF GOURMET WRAP: Southwest Roast Beef Wrap with Romaine, Roasted Corn and Red Peppers, Pepper Jack, and Jalapeno Ranch in Sundried Tomato Tortilla Turkey Pesto Wrap with Crisp Romaine, Pesto Aioli and Parmesan in Natural Tortilla Greek Wrap with Romaine, Feta, Kalamata Olives, Pepperoncini and Diced Red Pepper with Greek Dressing in Spinach Tortilla Gourmet Potato Chips Gourmet Chocolate Chip Cookie Assorted Canned Soft Drink 	33.00
 GOURMET SALAD BOX LUNCH SELECTION OF GOURMET SALAD: Pear Gorgonzola Salad with Craisins, Candied Pecans, and Balsamic Vinaigrette Grilled Chicken Caesar Salad with Parmesan, Caesar Dressing and Croutons Gourmet Kettle Chips Gourmet Brownie Assorted Canned Soft Drink 	29.75

LUNCHEONS CONTINUED...

LUNCHEON SANDWICHES

ITALIAN SUBMARINE SANDWICH (serves 10) Salami, Mortadella, Cappicola, Provolone Cheese, Lettuce and Tomato On a 2-Foot Loaf of Crusty French Bread Italian Dressing or Mustard and Mayonnaise	128.00
ALL AMERICAN SANDWICH PLATTER (serves 20) An assortment of Traditional American Meats and Cheeses to include Roast Beef, Ham, Turkey, Swiss and American Cheeses Lettuce, Tomato and your Choice of Mustard or Mayonnaise	275.00
PLATTER OF ASSORTED MINI-SANDWICHES 40 Mini-Sandwiches to include: Turkey, Roast Beef, Ham and Vegetarian	275.00

LUNCHEON SIDE SALADS (Each bowl serves 20 guests)

GARDEN SALAD Mixed Field Greens, Tomatoes, Carrot Curls and Cucumbers Choice of Ranch, Italian or Bleu Cheese Dressings Served with Hearth Baked Rolls and Butter	143.00
CHICKEN CAESAR SALAD Crisp Romaine Lettuce, Sliced Breast of Chicken and Garlic Croutons Traditional Caesar Dressing Served with Hearth Baked Rolls and Butter	160.00
MEDITERRANEAN SALAD Mixed Field Greens, Slices of Grilled Marinated Breast of Chicken, Grilled and Marinated Vegetables, Feta Cheese, Vine Ripe Tomatoes, Kalamata Olives Lemon Herb Vinaigrette Served with Hearth Baked Polls and Butter	175.00
Mixed Field Greens, Slices of Grilled Marinated Breast of Chicken, Grilled and Marinated Vegetables, Feta Cheese, Vine Ripe Tomatoes, Kalamata Olives	175.00



	LD HORS D'OEUVRES es below are per dozen / 2 dozen minimum per selection	
CHI	MICHURRI SHRIMP SKEWER	83.50
WIL	D MUSHROOM BAGUETTE	71.50
	POKE Wakami Salad, Tobiko and a Wonton Chip	81.00
CUF	RRY CHICKEN IN PLANTAIN CUPS	75.00
	TPASTO SKEWER Artichoke, Tomato, Kalamata Olive and Mozzarella	83.50
BRI	E & PEAR ON CROSTINI	90.00
	F HORS D'OEUVRES es below are per dozen / 2 dozen minimum per selection	
	E STUFFED WITH BLUE CHEESE WRAPPED IN BACON Green Onion and Teriyaki Glaze	81.00
	DITERRANEAN CHICKEN KABOB Figs and Roasted Tomatoes	90.00
	CONUT CRUSTED SHRIMP Ginger Sweet Chile	\$75.00
	ANGE CHICKEN SPRING ROLL n Sauce	81.00
TAN	IDOORI CHICKEN BROCHETTE	78.00
	RBACOA BEEF MINI FLOUR TACO ntro Cream Fraiche	81.00
	TCHOKE AND PARMESAN FRITTER sted fennel and Caramelized Shallot Crème	81.00



DESSERT STATIONS 20 guest minimum required per order	
CHEESECAKE BITES STATION New York Cheesecake Squares Vanilla Bean and Scented Strawberry Compotes Chocolate Fondue, Hazelnut Caramel Sauces Toasted Almonds, Coconut and Whipped Cream <i>Client to Supply:</i> 4x6 workspace · Minimum of (1) – (6) ft table · Trash Removal · Clean Up	17.00
 PETIT PATISSERIE STATION A gourmet selection of Miniature French Pastries, Petit Fours, Mini Tartlets, Chocolate Truffles and Chocolate Dipped Strawberries <i>Client to Supply:</i> <i>4x6 workspace · Minimum of (1) – (6) ft table · Trash Removal · Clean Up</i> 	18.50
A 30.00++ delivery fee will be applied to all above orders.	
ACTION STATIONS Minimum guarantee per day will apply, plus a one-time set-up fee of 100.00++	
ICE CREAM NOVELTY CART (1) Ice Cream Cart Standard Cart to include: (150) Assorted Ice Cream Novelties (Assorted Ice Cream Novelties) Additional Ice Cream Novelties @ 5.50++ each Should you desire an experienced Booth Attendant to distribute the product, a 40.00++ per hour/four hour minimum labor fee will apply. <i>Client to Supply:</i> 110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up	825.00
 PREMIUM DOVE ICE CREAM CART (1) Ice Cream Cart Standard Cart to include: (100) Dove Ice Cream Novelties (Assorted Dove Ice Cream Novelties) Additional Ice Cream Novelties @ 8.50++ each Should you desire an experienced Booth Attendant to distribute the product, a 40.00++ per hour/four hour minimum labor fee will apply. Client to Supply: 110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up 	850.00



ACTION STATIONS CONTINUED...

Minimum guarantee per day will apply, plus a one-time set-up fee of 100.00++

GOURMET SOFT PRETZEL STATION 575.00 To Include: (96) Freshly Baked Gourmet Soft Pretzels served with your choice of Nacho Cheese or Traditional Yellow Mustard Heated Pretzel display Case, Napkins and Appropriate Supplies Additional Pretzels @ 6.00++ each A Booth Attendant is required. A 40.00++ per hour/(4) hour minimum labor fee will apply Client to Supply: 110 volt single phase (15) amp · 4x4 work space · Minimum of one (6) ft table · Trash Removal · Clean Up 875.00

To Include: Popcorn and (250) Popcorn Bags and Napkins Additional Bags of Popcorn @ 3.50++ each A Booth Attendant is required to pop the corn and distribute the product to your guests @ 40.00++ per hour *Client to Supply:* 110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up

FRESH BAKED GOURMET CHOCOLATE CHIP COOKIE STATION

Featuring David's Premium Gourmet Chocolate Chip Cookies To Include: (213) Chocolate Chip Cookies*, Oven, Napkins and Appropriate Supplies Additional Cookies @ 3.80++ each A Booth Attendant is required to bake and distribute the product to your guests. A 40.00++ per hour/(4) hour minimum labor fee will apply. *A portion of the cookies will be pre-baked and delivered to your booth on trays. *Client to Supply: 120 volt single phase (10.9) amp · 4x4 work space · Minimum of one (6) ft table · Trash Removal · Clean Up*

A 30.00++ delivery fee will be applied to all above orders.

810.00



ACTION STATIONS CONTINUED...

Minimum guarantee per day will apply, plus a one-time set-up fee of 100.00++

LAVAZZA CAPPUCCINO SERVICE

To Include: Lavazza Espresso Pods, Cups, Napkins, Stirrers, Sugar and Creamer (150) Cups of Cappuccino, Latte or Espresso Additional cups of Cappuccino, Latte or Espresso @ 6.50++ each (1) Experienced Barista, for a maximum of (4) hours. Should you desire service for a longer period of time; a 40.00++ per hour labor fee will apply. Minimum guarantee of 1,200.00 per day will apply, plus a one-time set up fee of 100.00++. *Client to Supply: (6) ft table or counter, (2) dedicated circuits of 120v-60hz, (20) amp power · Trash Removal · Clean Up* Please note: Cappuccino equipment available on a limited basis

STARBUCKS SHAKEN TEA STATION

To Include: (160) 12 oz. Cups of Tazo Iced Black Tea or Tazo Iced Passion Tea, handcrafted using a martini style shaker, Starbucks Logo Cups, Napkins and Appropriate Supplies Additional Cups of Tea @ 6.00++ each Minimum guarantee of 960.00 per day will apply, plus a one-time set-up fee of 100.00++. (2) Booth Attendants Required. *An additional Booth Runner may be required depending on volume. A 40.00++ per hour/(4) hour minimum labor fee will apply for each attendant. **Client to Supply: 4x4 work space and storage area · Minimum of one (6) ft table Trash Removal · Clean Up** 960.00

1,200.00



Thank you for taking the time to familiarize yourself with our policies.

POLICIES

- All food and beverage items in the Exhibit Halls must be purchased through the Food and Beverage Department. THIS INCLUDES BOTTLED WATER.
- Exhibitor Booth Catering DOES NOT supply tables or electrical for your booth. You MUST order through your service contractor. All exhibitors are required to order porter service (trash removal) for food and beverage activity in the booth.
- All food and beverage orders require full payment in advance. We accept American Express, MasterCard, VISA or Company Check. Please make checks payable to Centerplate.
- Initial order, as well as additional services ordered on site, will be billed to the customer's credit card.
- A 22% service charge will apply to all food, beverage and labor charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.
- Disposable service ware is used on all food and beverage functions on the Exhibit floor.
- A 30.00++ "Trip Charge" will apply for each food and beverage delivery.
- It is required that a SDCCC Bartender dispense all alcoholic beverages.
- Menu items and prices are subject to change without notice.
- To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event

CANCELLATION POLICY

• Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery.

STAFFING

BOOTH ATTENDANT* BARTENDER* CHEF* DELIVERY FEE * Requires a 4 hr. minimum 40.00 PER HOUR 50.00 PER HOUR 75.00 PER HOUR 30.00 PER TRIP

EXHIBITOR BOOTH CATERING <u>DOES NOT</u> SUPPLY TABLES FOR YOUR BOOTH. YOU MUST ORDER THESE THROUGH YOUR SERVICE CONTRACTOR.

Please be advised that all food and beverage items in the exhibit halls must be purchased through the booth catering department –this includes bottled water.

To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event



ADDING YOUR CREDIT CARD INFORMATION TO OUR SYSTEM

VISIT OUR WEBISTE:

San Diego Convention Center Express Catering (ezplanit.com)

- Complete all fields, including a mobile number for the person onsite and select Register Account
- Enter payment info by clicking Hi "First Name" (upper right-hand corner)
- Select Add New Card and enter card info, and click Save
- You are all set! You can manage your card or add another as needed.

*Confirm with your catering manager that you have added your information once complete.

BOOTH CATERING | ORDER FORM

Centerplate holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bring food or beverage into the San Diego Convention Center without the written approval of Centerplate - this includes bottled water.

INSTRUCTION NOTE: Fill in and submit both the order form and the credit card authorization form completely to process your order.

	State:	
Fax:	Email:	
Event :		
	Title:	
	On-Site Cell #:	
	Fax: Event :	Fax: Email: Event : Title:

MENU ITEMS · SUPPLIES · EQUIPMENT

DELIVERY DATE	DELIVERY TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

DELIVERY FEE · BOOTH STAFF · BARTENDER KITCHEN LABOR

START TIME	END TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
COMMENTS:				SUBTOTAL	
			22% SER	/ICE CHARGE	
			SUBTOTAL WITH SER	/ICE CHARGE	
			7.75% 0	A STATE TAX	
			TOTAL ESTIMAT	ED CHARGES	

Exhibitors who will be providing food and beverage/hospitality in their booth must order at their own expense, porter service. Porter Service is exclusively provided by the San Diego Convention Center.

BOOTH CATERING | CREDIT CARD AUTHORIZATION

PAGE 2 OF 3

Event Name:			
Exhibitor Name:			
On-Site Contact:		On-Site Cell #:	
ONE OPTION BELOW	MUST BE SELECTED:		
Credit Card to be used	0	ring contract. Credit Card to be used for additional item or the show and additional items Ordered On-Site. vide complete Credit card #	s ordered on si
M/C :	XXXX Visa:	XXXX or AMEX:X	XXX
Cardholder's Name:		Exp. Date:	
CID #:	_		
Check this box if billing a	addrace for this cradit card is th	he same as Address listed on page (1)	
		ne same as Audress listed on page (1)	
If the address is differe	ent, please fill in the inform	mation below for the credit card	
Street Address			
City		Zip	
CONTRACT AS WELL A CENTERPLATE WILL US	S ANY APPLICABLE CHAR	AY TOTAL CHARGES AS SPECIFIED ON THE CAT GES FOR ADDITIONAL ITEMS ORDERED ON-SIT FOR ANY ADDITIONAL CHARGES INCURRED AS ENTATIVE(S).	E.
AUTHORIZED SIGNAT	URE	DATE	
processed. Pre-Payme		a Banquet Event Order (BEO) and Catering Cont rrangements can be made either by company che r your convenience.	
	PLEASE RET	URN ORDER TO:	
Ма	ry Forney at mary.f	forney@visitsandiego.com	
	PHONE ((619) 525-5818	

BOOTH ORDER FORM AND CREDIT CARD AUTHORIZATION MUST BE COMPLETED AND RETURNED TOGETHER FOR YOUR ORDER TO BE PROCESSED.



BOOTH CATERING DEPARTMENT EXHIBIT BOOTH FOOD & BEVERAGE POLICY

CENTERPLATE holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food, beverage or alcohol into the San Diego Convention Center without the written approval of CENTERPLATE; this includes private labeled bottled water. Exhibitors are not permitted to sell food or beverage in the San Diego Convention Center.

BOOTH SAMPLING:

Exhibitor/event participant must be the manufacturer or manufacturer's representative of the product to be sampled.

- Product must be germane to the show/event.
- Food samples are restricted to: 20z portion.
- Beverage samples are restricted to: 402 fluid portion.

If the exhibitor/event participant meets the above criteria, simply submit the Booth Sampling/Waiver Authorization form for approval. Your request will be processed and written approval will be sent to you. Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor's booth space.

If you are a manufacturer or manufacturers' representative and wish to *exceed* the sample size requirements, submit the Booth Sampling/Waiver Authorization form. Your request will be processed and a written decision will be sent to you, along with a contract for the applicable waiver fee.

BOOTH WAIVER :

Exhibitors/event participants utilizing "traffic builders" (i.e. bottled water, coffee, smoothies, full sized candy bars, etc.) that compete with food or beverage provided by Centerplate must submit the Booth Sampling/Waiver Authorization form. Your request will be processed and a written decision will be sent to you, along with the applicable corkage fees due.

ALCOHOLIC BEVERAGES:

All alcohol sales and consumption in the San Diego Convention Center are regulated by the California Alcoholic Beverage Control and Centerplate is responsible for the administration of these regulations. Centerplate prohibits exhibitors and event participants from bringing in or removing alcohol from the San Diego Convention Center. No alcoholic beverages are allowed to be served by anyone other than San Diego Convention Center Food and Beverage Department Bartenders.

ALL THE AFOREMENTIONED POLICIES WILL BE STRICTLYADMINISTERED. ANY VIOLATION OF THESE WILL RESULT IN THE REMOVAL OF PRODUCT FROM THE SHOW FLOOR.

BOOTH SAMPLING/WAIVER AUTHORIZATION FORM

Event Name		Date(s)				
EXHIBITOR/EVENT PARTICIPANT On-Site Cell #						
Name		Contact				
Email Address						
Address						
City						
Phone						
Booth #						
Item(s) and portions to be distributed						
Quantity to be distributed						
Purpose						
Approved:	D	ate				
Booth Catering Manager/F&B Department						
Corkage/Waiver fees that apply to this approval: Sampling Support Services Please contact us at (619) 525-5818, no later than 21 days prior to your event to order Kitchen Prep Time, Equipment, Storage, Staffing, Ice, Bottled Water or other support services required for your sample distribution						
Please email this form no later than 21 days prior to your event: San Diego Convention Center Food & Beverage Department 111 West Harbor Drive San Diego, Ca 92101 Phone: 619-525-5818 Email: mary.forney@visitsandiego.com						



Food & Beverage Department 111 W. Harbor Drive San Diego, CA 92101 619.525.5800 visitsandiego.com

Don't Forget your badge scanner! MCI Lead Retrieval Services

Never worry about losing business cards or bad handwriting. Your time on the exhibit hall floor is limited and valuable and we want to help you make the most of it. Our system is designed to make gathering leads as easy as possible so you can focus on connecting with prospects.



Our mobile app (available for Android and iPhone devices) can be downloaded and activated in minutes. This intuitive software uses the camera on your device, making it easy and convenient to scan. Your leads sync to an online portal where you can download the entire list or separate by device into an excel file.

Prefer to use our equipment? No problem, simply choose the AT725 handheld device. Collecting leads is as easy as pushing a button and a complete list is emailed at the end of the show in a convenient excel file. Pick it up at the lead desk during setup hours and drop it off when you're done. It's that easy!



Order Online at: https://leads.mcisemi.com/atd2023

Download an order form at: <u>https://leads.mcisemi.com/files/eventOrderForm/atd2023/</u>

Barcodes are encrypted. A developer kit is required to use third party software Our developer kits utilize the badge ID number of the attendee and an API that allows third party software to pull attendee information in real time. Kits are confirmed and sent out 2-4 weeks prior to the event once badge fields have been confirmed.

For more technical information visit: <u>https://ecomm.expotools.biz/su/api/documentation/expoleadsMobileExhibitor/</u>

Have questions? Email us at leads@mcievents.com



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Have questions? Email us at leads@mcievents.com

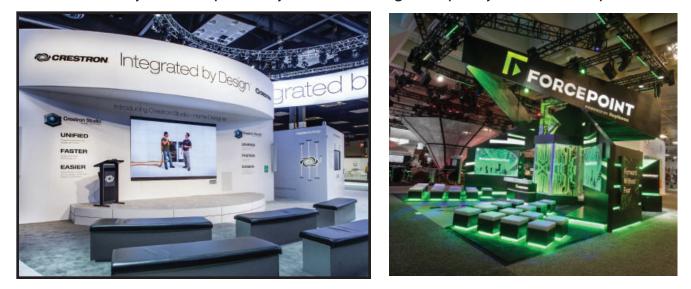






The Photo Group is pleased be to your Official Show Photographer. As an

official vendor at this show we have been vetted by Show Management and trusted by them to provide you with the highest quality services and products



Our services include:

- **True** architectural photography of your booth done by photographers experienced with this specific expertise and producing portfolio-quality images
- Editorial coverage of your events and activations at your booth, in the convention center or off-site.
- "Special" post-production options that include isolating your booth by completely removing the background or by softening it.
- Comprehensive video production and post-production
- Special pricing packages for multiple booth orders





We deliver your images to you electronically by uploading them to our own secure server to an area that is password protected just for you. Please feel free to try our unique online delivery system: http://www.thephotogroup.com/demo.html

Feel free to contact us at 800-752-6913 or email nicole@thephotogroup.com with any questions you have. We look forward to working with you!





Name:	Company:	
Address:		
City/State/Zip:	Email:	
Booth Name:		Booth #:
On-site Contact:		

ARCHITECTURAL EXHIBIT PHOTOGRAPHY:

Done in true architectural style by specifically experienced photographers. One image per view, images are delivered electronically through our own secure server. All images are perfected in post-production to produce portfolio quality images. Standard post-production included. Images are hosted on our server for three months. Booths are shot empty unless otherwise indicated below.

-	Package A (1 view)	\$150.00	Additio	DNS		
-	Package B (2 views)	\$275.00		9 or more views:	\$100 per view	views
-	Package C (3 views)	\$400.00		Flash drives,	\$40.00 each	drives
-	Package D (4 views)	\$515.00		8x10 Custom Prints:	\$40.00 each	prints
-	Package E (5 views)	\$630.00		Remove background:	\$100.00/view	views
-	Package F (6 views)	\$745.00		Crowds in Booth		
-	Package G (7 views)	\$850.00	-	Staff in Booth	no additional char	rge
-	Package H (8 views)	\$955.00	-	On-site delivery	\$75.00 end of sho	5
Total	Exhibit Photography:		\$ Total	, Additions:	\$	

EDITORIAL / EVENT PHOTOGRAPHY

For events your company is hosting in your booth, at the convention center or off-site. No additional charges for off-site events. Includes electronic delivery of organized, edited and perfected high resolution jpeg images through our online delivery system and hosted for 3 months. Standard post-production included. **Orders for editorial photography must be placed no later than one month prior to the event.** Orders placed later than one month out are subject to availibility.

Date:			Please specify your event details an	nd image needs below:
Times:				
_	1-2 hours:	\$300/hour		
-	2 or more hours:	\$250/hour		
🥔 Onsi	te delivery (end of show	ı) \$75.00		
Total, Ed	itorial Photograph	y \$		
	Read			

PLEASE EMAIL YOUR ORDER TO NICOLE@THEPHOTOGROUP.COM



COMBINATION PACKAGES:

All packages include electronic delivery of organized, edited and perfected high resolution jpeg images through our online delivery system and hosted for 3 months. Orders for editorial photography must be placed no later than one month prior to the event. Orders placed later than one month out are subject to availability.

Package 1: 4 views & 1 hour editorial	\$750
Package 2: 6 views & 2 hours editorial	\$1100
😑 Package 3: 8 views & 4 hours editorial	\$1750

Total, Combination Packages:

\$

VIDEO SERVICES: PLEASE CALL OR EMAIL FOR A QUOTE

Comprehensive services including but not limited to:

- * Tour of exhibit and products
- * Demos and Theater Presentations
- * Roving or "studio" interviews
- * Seminars and Sessions
- * B-Roll
- * Time-Lapse
- * Editing, rough-cut and final pieces

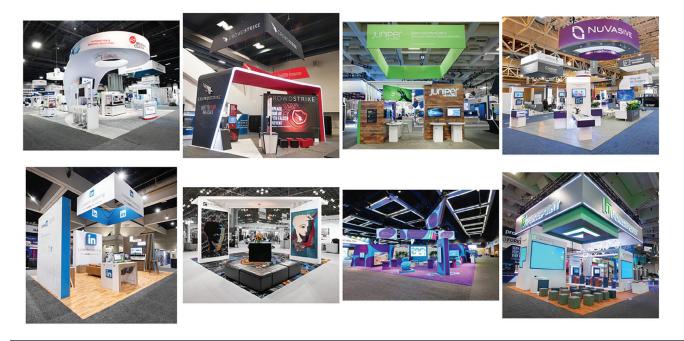
MULTIPLE BOOTH ORDERS

Orders for (5) or more booths are eligible for special pricing packages

Please email us for a quote, include the following:

- The number of booths in your order
- The number of views for each booth, and/or other services requested for each booth.

Send your email to: nicole@thephotogroup.com



PLEASE EMAIL YOUR ORDER TO NICOLE@	PTHEPHOTOGROUP.COM
Signature (required on all orders)	CSC/CVC
Card #	Exp Date
 Cancellations must be made at least 24 hrs. in advance to avoid cancellation fees. Overseas orders shipped via Federal Express at customer's expense 	Shipping & Handling <i>for orders that include drives or prints</i> \$ 12.00 GRAND TOTAL \$
 Please allow 2 wks for electronic delivery, 4 wks for delivery for print or flash drive orders Pre-payment is required & does noit limit changes to your order. 	Order SubTotal \$ 8.25% Sales Tax (CA only) \$





Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. <u>Insurance Coverage is not optional.</u>

This insurance must be in force during the lease dates of the event, May 19-25, 2023, naming Association for Talent Development (1640 King Street, Alexandria, VA 22314) as the certificate holder. The following must be named as additional insured: Association for Talent Development (ATD), MCI USA, Freeman, and San Diego Convention Center Corporation, Inc. City of San Diego, San Diego Unified Port District, And the members, Officers, Directors, Agents and Employees of Each of these Three Entities.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online for only \$84.

Benefits of using this program:

- No Deductible unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements
- Coverage for exhibitors who do not have an existing policy
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online
- Already pre-filled with all the proper show information.
- Submitted to show management for you Once purchased, they automatically receive a copy

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for just \$84

https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=a5fbfdada2c1

NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address. Please use the following: Address - 111 W Harbor Dr, San Diego, CA 92101 Phone Number - (800) 528-7975

After reading the above information, if you still decide to use your own insurance, please make it compliant and then submit a copy to: expo@td.org

Are you worried about lost, stolen, or damaged merchandise? We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below: Click Here for the Instant Equipment Insurance Enrollment Form

Sales@rainprotection.net



CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT



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A 和名<mark>SmartCity</mark>

Where TECHNOLOGY Meets HOSPITALITY

EXPERTISE WE HAVE DESIGNED & INSTALLED MORE NETWORKS FOR MAJOR TRADESHOWS THAN ANY OTHER ORGANIZATION

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: orders.smartcitynetworks.com or call 888.446.6911

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Is the exclusive provider of the following services:







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Need just a **BASIC** CONNECTION?

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 21 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.



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What if it's **MISSION CRITICAL?**

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	\$11,772
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: orders.smartcitynetworks.com or call 888.446.6911

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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 3 Mbps BURSTABLE TO 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	\$750	\$750		

* <u>NOT</u> FOR STREAMING. **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





orders.smartcitynetworks.com/wifi-splash-page-design



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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 c	or HD O	r 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	\$ 7 50	\$750	\$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



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SmartCity.

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NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for

Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately





Order online at: orders.smartcitynetworks.com or call 888.446.6911

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NEED CABLE TV SERVICES?

Smart City Networks is the exclusive provider of **CABLE TV SERVICES** Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

**Cable services may require a deposit in some locations.





Order online at: orders.smartcitynetworks.com or call 888.446.6911

Frequently Asked Questions

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.



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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/exhibitorprovided 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)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

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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."