The following provisions are incorporated by reference in the Application & Contract for Exhibit Space and become binding between the applicant, his/her employees, and agents; and the American Meteorological Society (AMS) upon acceptance of the Contract. The decisions of AMS shall in all instances be final with regard to the use of any exhibit space.

1. LOCATION, DATES, SCHEDULE

The AMS 102nd Annual Meeting will be held at the GRB Convention Center in Houston, TX, 23–27 January 2022. The Exhibit Schedule is as follows:

**Move-In**
- Sat, 22 January 1:00 p.m.–6:00 p.m.
- Sun, 23 January 8:00 a.m.–4:00 p.m.
- Mon, 24 January 8:00 a.m.–3:00 p.m. -- Installation must be complete by Monday, 24 January at 3 p.m.

**Exhibit Hours**
- Mon, 24 January 5:00–8:00 p.m. (Int’l Walk-Around 5–6:00p.m.)
- Tues, 25 January 9:00 a.m.–6:00 p.m.
- Wed, 26 January 9:00 a.m.–6:30 p.m.
- Thurs, 27 January 9:00 a.m.–12:00 noon

**Move Out**
- Thurs, 27 January 12 noon–6:00 p.m. -- Dismantling is not allowed before 12 noon, Thurs, 27 January 2022.

All materials must be removed from the exhibit facility by 6:00 p.m. on Thurs., 27 Jan. 2022.

*All show hours list below are considered tentative. The hours will be published as final once the technical programs are finalized for the Annual Meeting.

+ Exhibitors dismantling/leaving early will incur a $500 penalty fee.

*(See section 3.E) *(See section 3.E)*

2. PAYMENT, EXECUTION OF CONTRACT, CANCELLATION

A. Payment: A deposit of one-half the total cost of the assigned exhibit space is due within 30 days of the accepted Application/Contract by AMS. A check payable to AMS, bank wire transfers, purchase orders, Company Checks, MasterCard, VISA and AmericanExpress are accepted. Payment in full is due 1 October 2021. Exhibitors may not occupy assigned space until all monies due AMS are paid-in-full. Failure to remit payment in full by 1 October 2021, may result in cancellation of exhibit space and forfeiture of the paid deposit per the cancellation policy (Sec. C). If application is received after 1 October 2021, 100% of the exhibit fee is due with submission of Application/Contract. Agencies of the U.S. Government may comply with this requirement by submitting a purchase order for the full amount due to AMS by 1 October 2021.

Two or more companies may share the same space provided that the booths total area is a minimum of one hundred square feet (100 sq. ft. or 9.30 sq. m.) per company. Individual applications and contracts must be submitted for each exhibiting company.

No exhibitor shall assign, sublet, or share the whole or any part of its space.

B. Execution of contract: The Application & Contract for Exhibit Space is not valid until approved by AMS. Confirmation of approval will be sent via email.

C. Cancellation: In the event an exhibitor cancels all or part of their exhibit space contracted, the exhibitor must do so in writing and will be obligated to pay AMS fees based on the schedule below. AMS reserves the right to re-lease space vacated upon notice of cancellation with no obligation.

- Before 1 October 2021 50% space rental due
- 1 October 2021–18 January 2022: 100% space rental due

Exhibitor’s failure to occupy or be present in its exhibit shall not relieve the Exhibitor of the obligation of paying the total contracted charges.

D. Force Majeure: Neither party shall be held responsible for delays or non-performance caused by activities or factors beyond its reasonable control, including without limitation, war, weather, pandemics, strikes, lockouts, fires, acts of God, or terrorism or similar occurrence (“force majeure event”). If the Event is cancelled on account of a force majeure event, Exhibitor shall be entitled to a refund of any fees paid to AMS hereunder. Transition to an online or virtual platform shall not be deemed to be cancellation of the Event. AMS in its sole discretion may transition the Event to a virtual exhibition for health or safety considerations, in which case this Agreement (including without limitation fees and refund policy) shall continue in full force.

3. EXHIBITION STANDARDS

A. General:
- 1. All exhibits shall be germane to the industry and of interest or of educational value to the profession.
- 2. A standard booth is 10’ x 10’ or 3.048m x 3.048m (or multiples there of) and includes 8ft back drape, 3ft side drape, Booth ID sign, Listing in the Official Program Guide and AMS website, Exhibit-Only Vistor passes, one shared Full-week Conference pass (per exhibiting organization) and 24 hr. perimeter security.
- 3. Exhibitors are required to have, at their sole cost, wall to wall carpeting or other flooring in the booth.
- 4. Products of firms not exhibiting may not be displayed or advertised in any exhibit area or elsewhere in the Convention Center when, in the discretion of AMS, such products are competitive with the products of exhibiting firms. Complaints registered under this section must be made in writing to AMS.
B. Arrangement of Exhibits:

1. All standard booth displays will be confined to a maximum backwall height of 8’3” (2.5M) and all display fixtures over 4’ (1.22M) in height and placed within 10’ linear (3.05M) of an adjoining exhibit must be confined to that area of the exhibitor’s space which is not more than 5’ (1.52M) out from the aisle line. Island displays are permitted to a maximum height of 16’ (4.87M) when plans are submitted and approved by AMS at least 60 days prior to the opening of the show. All open or unfinished sides are to be covered at exhibitor’s expense so as not to appear unsightly. The exhibit shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors. No part of an exhibit may intrude into the public aisles as shown on the official floor plan. All lighting must remain within the confines of the exhibit and must be arranged and operated so as not to be distracting to adjacent exhibits. The operation of radios or other sound devices operated in an objectionable manner in the opinion of AMS Show Management shall be prohibited. Exhibitors are required to construct displays that are accessible by the physically challenged and to comply with the Americans with Disabilities Act (ADA).

2. All boxes, crates, and extraneous materials must be stored from sight during show hours.

3. Sound Amplifying, Reproducing Equipment Exhibitors are required to operate such equipment in such a manner that a maximum 85 dB reading on the “A” scale of a sound level meter may be read at the aisle(s) space adjacent to their booth or measured at a neighboring booth in an area bordering that of the sound equipment user. Equipment or machinery producing excessive vibration of floor area may be subject to limited operation or elimination if in the judgement of AMS Show Management it interferes with neighboring exhibits.

4. AMS Show Management shall be the sole arbiter of acceptability of arrangements of exhibits including and without limitations to sound & lighting levels and exhibit operations. AMS may require reduction or elimination of sound or sound level reproducing devices and rearrangement of exhibit in those instances where in violation of these standards or otherwise objectionable aspects of exhibits. AMS may, at the exhibitor’s expense, direct revisions of any exhibit that does not comply with the above Guidelines. Exhibits/Displays not conforming to these standards or which in design, operation or otherwise are objectionable, in the opinion of AMS, will be prohibited. AMS reserves the right to make such modifications and change exhibit booth space assignments as may be necessary to adjust each floor plan at any time to meet the needs of sponsors, exhibitors, and exhibits.

C. Exhibit Management: The AMS Exhibit Program conforms to the rules and regulations of the International Association of Exhibition and Events and the Exposition Services Contractors Association. AMS will designate Official Contractors to provide various services to the exhibitors. Such contractors will provide exhibit services, except supervision. The Exhibitor shall provide only the material and equipment he/she owns to be used in his exhibit space. All other items used in the booth are to be provided by the Official Contractors.

D. Exhibit Services Manual: AMS will prepare and send via email, an Exhibitor Services Manual. This Manual contains information relevant to the Conference and to the ordering of all exhibit services including installation of telephones, electrical service, internet services; and the shipping, handling and receiving of freight.

E. Installing and Dismantling Exhibits: Exhibitor installation begins Saturday, 22 January at 1 p.m. Exhibits must be installed by 3 p.m. on Monday. Your booth must remain staffed for all Exhibit Hours. No display may be dismantled earlier than Thursday, 27 January at 12:00 noon. If an Exhibitor chooses to dismantle earlier, AMS has the right not to allow said Exhibitor to participate in future shows and a $500 penalty will be assessed and must be paid prior to re-entry into future exhibits. Dismantling early will result in a loss of priority points for Annual Meeting Booth selection.

4. OFFICIAL CONTRACTORS, INDEPENDENT CONTRACTORS, EXHIBITOR SERVICES

A. Official Contractor: AMS has named Freeman the Official Service Contractor for the AMS. In that capacity, Freeman will provide drayage, labor, and decorating services to the Exhibit Program, except for services provided to individual exhibitors by their AMS-approved Independent Services Contractors.

B. Dock and Loading Facilities: Freeman will have complete control of all the dock and loading facilities. Freeman will receive all direct and advance shipments, van loads, handle all freight, and provide all rigging, labor and equipment. Exhibitors are requested to coordinate their shipments via Freeman. Freeman will designate an entrance to be used by booth personnel for hand carried shipments.

C. Exhibitor Service Desk: Freeman will staff a service desk throughout the exhibit installation, operation, and move-out period. All services not ordered in advance can be obtained through this desk.

D. Independent Contractors: An Independent Service Contractor is any company providing exhibit services other than the Official Service Contractor. An exhibitor may request the services of an independent service contractor to provide display installation & removal, photography; and audio visual support. The request to use the services of an independent contractor must be made in writing and received by AMS thirty days (30) days prior to show move-in. The request must be made by the exhibiting company; notification by the independent contractor is not acceptable. AMS will require an independent contractor to submit certificates of insurance, comprehensive general liability, and automobile insurance with a minimum limit of one million dollars ($1,000,000); and meet the requirements established by the State of Texas as well as the city of Houston before allowing the independent contractor to service the exhibitor. Permission to use the services of an independent contractor will be granted only if it will not interfere with or prejudice the orderly setup, operation or removal of the exhibit program. Permission to use an independent contractor will NOT be granted if that request is inconsistent with the commitments made and obligations assumed by AMS in any contract with any service contractor or in its lease with the exhibit facility. For electrical, plumbing telephone, internet, security, cleaning, drayage, and rigging services; no exceptions will be made and the Official Contractor must be used. Exhibitors must furnish AMS a list of full-time employees of their firm who will be servicing the AMS exhibit program. AMS will provide AMS exhibitor badges to independent contractor personnel. Independent Service Contractor identification badges will not be recognized by AMS for entry to the exhibit hall.

5. BOOTH STAFFING

A. General: Exhibitors shall reflect their company’s highest standards of professionalism while maintaining the booth during exhibit hours. The booth must be staffed by at least one company representative at all times during exhibit hours.

All employees, representatives, and agents representing the exhibitor must be fully identified by the official AMS exhibitor badge. All Exhibit Staff should be pre-registered on-line. Exhibitors are allotted 4 booth staff badges per 100 sq ft of booth space at no charge when registered using the online Service Site. Any additional badges will be charged $50 fee. Exhibitors can pick up their pre-registered Booth Staff badges on-site at the Exhibitor Check-in desk. Exhibitors will be charged $50 for allotted badges issued on-site by AMS Staff ($50 for those over the allotted amount).

B. Admittance to the Exhibit Hall during Non-Show Hours: Exhibitors will be allowed 24 hour access to the Exhibit Hall and must obtain an Exhibit Booth Staff badge in advance. Badges may be obtained from the Exhibit Check-in Desk. Independent Service Contractors have 24 hour access to the Exhibit Hall and must obtain an Exhibit Booth Staff badge in advance.

6. RESTRICTION OF EXHIBITOR ACTIVITIES

The following rules are intended to enhance the general image of the Meeting, insure a quality exhibit program for all exhibitors, promote attendance at the exhibit; and prevent scheduling conflicts between Official Conference Functions—including exhibits and planned technical sessions and other
A. Demonstrations, Displays, AV Presentations: All demonstrations and exhibits must be confined to the contracted space. The exhibit shall not attract attendees into the booth area by use of live demonstrations not germane to the product or service of the exhibiting company. In the course of the exhibition, no audio-visual devices or sound system shall be operated in a manner that disturbs or interferes with other Exhibitors.

B. Scheduling of Non-Exhibit Activities: Exhibitors shall not schedule off-property entertainment, meetings, and/or other activities aimed at the General Attendees (all conference attendees except exhibitors and their personnel) during the exhibit hours, technical sessions, business sessions, AMS Banquet; or any other AMS sponsored function without prior approval of AMS. AMS is aware that there is a full schedule of events; and will work with exhibitors to achieve mutually beneficial schedules.

C. Hospitality Suites and Side Meeting Rooms: The terms “Hospitality Suites” and “Side Meeting Rooms” shall include any announced or advertised, open room with readily available food, drink, and/or entertainment or training sessions. Hospitality suites may not operate during the conference sessions and/or exhibits and may be scheduled to begin at the close of the Conference Sessions or Exhibit Hours (whichever end last). Food, drink and/or entertainment must cease at 1:00 a.m., when Hospitality Suites are located in sleeping room areas. Exhibitors are required to inform AMS, in writing, of any planned events including the time and location of the event. Please Note: hotels will not commit hospitality suites or side meeting/training rooms without prior approval by AMS. All Hospitality Suite and/or Press Conference signs must be located in the exhibitor’s booth and are not permitted in the lobby or hallways of the Hotels or GRB. Meeting space can be reserved through AMS by completing the request for space form on our website. The form will be posted on the 102nd Annual Meeting website by August 2021.

7. SECURITY

AMS will provide perimeter security in the Exhibit Hall on a twenty-four (24) hour basis beginning with exhibit move-in through final exhibit move-out. The Exhibit Hall will be secured after the show closing. No exhibitor will be allowed access without an Exhibits Booth Staff badge. No Business invites will be allowed access without a Visitor Exhibits-Only badge or an After Hours Exhibits-Only badge. There will be no exceptions to this policy. Although AMS will make every effort to secure the Exhibit Hall, AMS is not responsible for equipment or materials in exhibitor booths. Individual booth security is available for hire. It is recommended that exhibitors obtain insurance for their company’s exhibit materials.

8. FIRE & SAFETY REGULATIONS

1. All booth decorations, signs, banners, and furnishings must be flameproof or fire resistant and must be able to pass a field flame test.
2. All electrical equipment, including signs and lights, shall be in good operating order and be able to pass inspection by the Fire Marshal.
3. Literature on display shall be limited to a one-day supply. Reserve supplies may not be kept in the booth; and shall be kept in closed containers and stored in a neat and compact manner.
4. No flammable liquids are allowed in the GRB.
5. Smoking is prohibited throughout the GRB.
6. Aisles and exits must be kept clean, clear, and free of obstruction.
7. Electrical wiring, ropes, and mechanical rods laid on the floor in aisles and exit ways must be covered and taped.
8. Vehicles that remain in the exhibition hall as part of an exhibit shall have NO MORE than one quarter tank of fuel (1/4); caps for fuel tank or fill pipes shall be locked and sealed.
9. Hazardous Work Areas—During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horse-play, practical jokes, etc. are prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited.
10. Children under 16 years of age are not permitted in the exhibit area during move-in and move-out.

9. HEALTH AND SAFETY

We are committed to ensuring that the 102nd Annual Meeting allows you to share your products, services, technology and research and connect with attendees in a productive and valuable way. As we consider the potential impact of COVID-19 on our in-person attendance in Houston, we are reviewing all local and national guidelines for the health and safety and will adhere to all requirements. We encourage you to visit the 102nd AMS Annual Meeting website often to stay up to date on the latest news and guidelines for participation.

10. GEORGE R. BROWN (GRB) CONVENTION CENTER

1. No signs, banners, decorations, stickers, or materials of any nature are to be taped, tacked, screwed, secured, fastened, or anchored to any building part, wall, pillar, door, or window. Adhesive-backed decals (stick-on) or similar items (except name-tags) may not be distributed or used in the in the GRB.
2. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the GRB.
3. No outside food or beverage is allowed inside the facility. Catering arrangements can be made through the GRB’s official caterer, Levy. (see exhibitor kit).
4. Holes may not be drilled, cored or punched into any surfaces of the GRB.
5. Painting signs, exhibits, or other objects is not permitted in the GRB.
6. When loading and unloading items, exhibitors must enter and exit through loading docks only. No carts, cases, or boxes will be allowed through public entrance doors.

11. LIABILITY

To the extent allowed by law, the Exhibitor agrees to protect, and save, and hold the AMS, and all employees, officers, agents, and members thereof (hereinafter collectively called indemnitees) forever harmless for any damages or charges imposed for violations of any law or ordinance (including ADA), whether occasioned by the negligence of the exhibitors or those holding under the exhibitor; and further; to the extent allowed by law, the exhibitor shall at all times protect, indemnify, save and hold harmless the indemnitees against and from any and all losses, costs, damages, liability, or expenses (including attorney’s fees, if so awarded by a court of competent jurisdiction) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons or property damage, including the exhibitor, its agents, employees and business invites which arises from or out of or by reason of said exhibitor’s occupancy and use of the Exhibition premises, the Convention Center or any part thereof. Exhibitor’s liability is governed by the terms of the Oklahoma Governmental Tort Claims Act, 51 Okl. St. §§ 151 et seq. The American Meteorological Society will not be responsible for any theft, loss, or damage to property, or for personal injury that may occur prior to, during, or subsequent to the period covered by the terms of the application for exhibit. The exhibitor expressly releases the American Meteorological Society from liability and to the extent allowed by law, agrees to indemnify the same against any and all claims such as loss, damage or injury.

Questions or concerns regarding any of this information should be directed to: Jenn Rosen, AMS Sr. Meetings & Exhibits Manager (exhibits@ametsoc.org).
NOTIFICATION OF INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR

DEADLINE 12 November 2021

If your company plans to use a firm who is not an official service contractor as designated by Exhibit Management, please complete and return this form.

Exhibitor __________________________________________________________________________
Booth # ____________________________________________________________________________
On-Site Contact _____________________________________________________________________
Exhibitor Appointed Contractor _______________________________________________________
EAC Contact ________________________________________________________________________
Address of EAC _____________________________________________________________________
____________________________________________________________________________________
Phone ______________________________________________________________________________
E-mail ______________________________________________________________________________
Type of service(s) to be performed: ____________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Exhibitors are required to provide a list of the names of all Exhibitor Appointed Contractors who will be servicing the AMS exhibit program during Move-In and Move-Out for booth staff badges. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the Official Rules and Regulations of this event.

By 11/12/21, please fax this form to 617-507-0472 or mail to Marissa Welch, Meetings/Exhibits Coordinator, AMS, 45 Beacon Street, Boston, MA, 02108. Exhibitors MUST send a copy of their Exhibitor Appointed Contractors’ General Liability Insurance Certificate no later than November 12, 2021 or they will not be permitted to service your exhibit.
HEALTH AND SAFETY
Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. Click Here for our Health and Safety Resources.

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high gray and white back drape, 3' high gray side dividers, and a 7” x 44” one-line identification sign.

EXHIBIT HALL CARPET
The exhibit area will not be carpeted. The aisles will be carpeted in tuxedo. Show Management requires all exhibitors provide flooring for their booth.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by January 03, 2022.

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN
Saturday January 22, 2022 1:00 PM - 7:00 PM  
Sunday January 23, 2022 8:00 AM - 4:00 PM  
Monday January 24, 2022 8:00 AM - 3:00 PM

EXHIBIT HOURS
Monday January 24, 2022 5:00 PM - 8:00 PM  
Tuesday January 25, 2022 9:00 AM - 6:00 PM  
Wednesday January 26, 2022 9:00 AM - 6:30 PM  
Thursday January 27, 2022 9:00 AM - 12:00 PM

EXHIBITOR MOVE-OUT
Thursday January 27, 2022 12:00 PM - 6:00 PM

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

EXHIBITOR SERVICE HOURS
Our Exhibitor Services team will be available from 1pm - 6pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Thursday, January 27, 2022 at 6:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, January 27, 2022 at 4:00 PM.
POST SHOW PAPERWORK AND LABELS
Our Exhibitor Support Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
(888) 508-5054
ExhibitorSupport@freeman.com

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at FreemanOnline by January 03, 2022. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect - before, during and after your show.

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

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

SHIPPING INFORMATION
Warehouse Shipping Address:

Exhibiting Company Name / Booth # ___________
AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022
C/O JETCO/FREEMAN
3010 ALDINE BENDER RD
HOUSTON, TX 77032
Freeman will accept crated, boxed or skidded materials beginning Monday, December 20, 2021, at the above address. Material arriving after January 17, 2022 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 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 # __________
AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022
C/O FREEMAN
GEORGE R BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010

Freeman will receive shipments at the exhibit facility beginning Saturday, January 22, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

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

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

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

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

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

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by January 03, 2022.

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

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

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

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

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

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

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

**carpet**

**Option 1 Rent**
Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

**Option 2 Color**
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

**shipping**

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Online + before deadline = better bottom line. Take advantage of early-bird pricing and consolidate shipping when ordering supplies.
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Choose reusable shipping padding. Avoid packing peanuts and foam plastic materials that never decompose.
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Ship early. Use the 30-day policy to ship materials to the Freeman advance warehouse.
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**graphics**

**Option 1 Multiple Use**
Print on a durable substrate without dates, event names, or locations.

**Option 2 One-time Use**
Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

**printing**

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Reduce printing and go digital with your booth literature.
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Print locally. Supporting local businesses while reducing shipping? It's a win-win.
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Print on at least 50 percent post-consumer recycled paper.
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6. **ON SITE**

**save energy**

- Use Energy Star-rated equipment for audio-visual equipment and monitors.
- Power down. Turn off equipment at the end of each day.
- Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

7. **MOVE OUT**

**train your team**

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

8. **shipping out**

Pack in, pack out.
Leave no traces on show site.

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

9. **leftover materials**

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

**Donate the rest.**
Ask the Freeman Exhibitors Services desk about local donation programs.

**TYPICALLY* 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 (acrylic) 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

**TYPICALLY* DONATE-ABLE**

- **Furniture:** Purchased items
- **Home furnishing:** Décor staging materials
- **Unused raw materials:** Plywood, subflooring, non-laminate wood
- **Flooring:** 100 square feet of flooring. Excludes carpet.
- **Left over giveaways:** Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

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**FREEMAN**

**FREEMAN.COM**
FIRE REGULATIONS – CITY OF HOUSTON

REF. CODE:  17.26029@
FOLLOWING IS THE WHOLE CODE

Sec. 17-26.29. Comply with the following requirements to install, operate or maintain any display, concession, exhibit, show or ride in any building or area for purposes of public entertainment, information and/or merchandising purposes:

1. All tents, awnings, curtains, drapes, and decorations, either interior or exterior, must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)

2. All exits, hallways and aisles leading from buildings and/or tents are to be kept clear and unobstructed at all times.

3. No exit door shall be locked, bolted or otherwise fastened or obstructed when the building is occupied.

4. All sawdust and shavings shall be kept damp at all times.

5. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than two (2) gallons of fuel in the tank; and all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.

6. The use of liquefied petroleum gases in buildings, tents, or areas used for exhibition purposes is strictly prohibited except that use of such gases for demonstration purposes shall be by special permit from the Fire Marshal in accordance with provisions of Article X of this code.

7. “No Smoking by Order of the Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal in accordance with Article XX. Sec. 20-7 of this code.

8. Trash and rubbish, grease, etc., shall be removed from buildings, tents and areas at least once each day.

9. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector.

10. Approved fire extinguishing equipment shall be provided and maintained in all areas as designated by the Fire Marshal.

11. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.

12. The use of welding and cutting equipment for demonstration purposes shall be approved by the Fire Marshal.

(over)
13. The demonstration of equipment using liquid fuel in buildings is prohibited, except as prescribed in Article XX of this code.

14. There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways, or barricades across the sidewalks.

15. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles. It shall be an offense for any person to smoke or to carry lighted tobacco in areas within buildings where a trade show is being set up or torn down except in specific areas designated by the Fire Marshal or his representative for smoking tobacco.

16. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.

17. All griddles and cook stoves shall be installed at a reasonable and safe distance from all combustible materials and be protected by metal and asbestos protectors.

18. The use of all gas fired heating units, either portable or stationary, shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal. The use of the so-called “Salamander” stove is strictly prohibited.

19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provisions of the city building and fire codes.

20. All flammable liquids used in any exhibit area shall be stored in an approved underground tank and/or special approved storage room, and dispensed from an approved pump into a vehicle tank or underwriter’s laboratories labeled safety can, in compliance with the fire code.

21. No curtains, drapes, or decorations shall be hung in such a manner, as to cover any exit signs.

22. No vehicles shall be parked in fire lanes outside of buildings.

23. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.

24. Artificial lighting such as lanterns and candles are prohibited, except when approved by the Fire Marshal’s office.

25. No smokeless powder allowed unless authorized by Fire Marshal. Refer to Section 11.8 of the Houston Fire Code.
PAYMENT INFORMATION

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

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

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   [https://www.freemanpay.com/504259](https://www.freemanpay.com/504259)

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.
Shipping and Material Handling

before event: from your location or previous event

during the event:

- event venue
- storage for empty containers

- your exhibit
- venue dock
- advance warehouse

after event: to your location or next event

- venue dock
- 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

advances warehouse: where exhibit materials are stored before an event
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.
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

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

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

EXHIBIT TRANSPORTATION

NAME OF SHOW:  AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022 / JANUARY 24 - 27, 2022

COMPANY NAME:  

CONTACT NAME:  

E-MAIL ADDRESS:  

E-mail: exhibit.transportation@freeman.com or

SHIPPING INFORMATION

Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Other ( ______________________ )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

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

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth # AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2021
C/O: JETCO/FREEMAN
3010 ALDINE BENDER RD
HOUSTON, TX 77032
MUST BE DELIVERED BY JANUARY 17, 2022

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth # AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2021
C/O: FREEMAN
GEORGE R BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010
CANNOT BE DELIVERED BEFORE JANUARY 22, 2022

OUTBOUND SHIPPING

☐ Chicago C/O: JETCO/FREEMAN
3010 ALDINE BENDER RD
HOUSTON, TX 77032
☐ San Francisco C/O: FREEMAN
GEORGE R BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010
☐ Other ( ______________________ )

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

Ship to address:

Number of Labels: ________________

TYPE OF SERVICE

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

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

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

FAX THIS COMPLETED FORM VIA:

E-mail: exhibit.transportation@freeman.com
or
Fax: (469) 621-5810

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

SHOW # (504259)
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 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.

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

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
material handling simplified

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

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

It’s just easier!
MATERIAL HANDLING

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

RATES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handling</td>
<td>$1.41 per pound</td>
</tr>
<tr>
<td>Material Handling - After Deadline</td>
<td>$1.76 per pound</td>
</tr>
<tr>
<td>Material Handling - 10 lbs and under</td>
<td>Free of Charge</td>
</tr>
</tbody>
</table>

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

Rate applies to shipments arriving at the warehouse after JANUARY 17, 2022.

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

IMPORTANT SHIPPING INFORMATION

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

Warehouse:
- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on DECEMBER 20, 2021.
- Warehouse address: AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022
  C/O JETCO/FREEMAN
  3010 ALDINE BENDER RD
  HOUSTON, TX 77032
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:
- Show site receiving begins on JANUARY 22, 2022.
- Show Site address: AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022
  GEORGE R BROWN CONVENTION CENTER
  C/O FREEMAN
  1001 AVENIDA DE LAS AMERICAS
  HOUSTON, TX 77010

Outbound:
- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show.
MOBILE UNIT & VEHICLE SPOTTING

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

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

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

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

SPOTTING FEES

Mobile Units ......................... $292.55 per unit (round trip)

Vehicles ......................... $292.55 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.
I-45 SOUTH  Coming from Dallas, Conroe, The Woodlands, Bush Intercontinental Airport
Take I-45 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

I-45 NORTH  Coming from Galveston, NASA, Clear Lake, Houston Hobby Airport
Take I-45 North > exit Downtown Destinations (exit #45) > exit Pease Street > right on Chartres Street > left on Capitol > left on Avenida de las Americas

US-59 SOUTH  Coming from Kingwood, Humble, Bush Intercontinental Airport
Take US-59 South > exit Downtown Destinations-Jackson Street > left on Franklin Street > right on Hamilton Street > right on Capitol Street > left on Avenida de las Americas

US-59 NORTH  Coming from the Galleria, Missouri City, First Colony, Sugar Land
Take US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

I-10 WEST  Coming from Baytown, Channelview, New Orleans
Take I-10 West > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

I-10 EAST  Coming from Katy, San Antonio
Take I-10 East > to 59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

SH-288 NORTH  Coming from Pearland, South Loop, Reliant Park
Take SH-288 North > to US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

SH-290 EAST  Coming from Austin, Copperfield
Take SH-290 East > to Loop 610 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

Loading Docks for Exhibit Hall A, B, C, D & E
Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartress Street be on the left at Dallas Street

3rd Level Ramp for Exhibit Halls A3 & B3, Ballroom & General Assembly
Take Avenida de las Americas South > left on Polk Street > left on Chartres > ramp is accessed from Chartress Street on the left before Texas Avenue
First Level loading docks entry gate is accessed on Chartres Street at Dallas Street.

Third Level Ramp is accessed from Chartres Street before Texas Avenue.
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.

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

NAME OF SHOW: AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022 / JANUARY 24 - 27, 2022
COMPANY NAME: 
BOOTH #: 
CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 

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

Every outbound shipment will require a material handling agreement and shipping labels. We would be happy to prepare these for you and deliver them to your booth prior to show close. To take advantage of this service, please complete and return this form to the Freeman Service Center.

Shipping Information

Ship To: Company Name:
Delivery Address:

City: State/Province: Zip/Postal Code:
Phone#: Attn:

Special Instructions:

Bill To: Same as Ship to:
Company Name:
Delivery Address:

City: State/Province: Zip/Postal Code:

Method of Shipment

Select a Carrier:
☐ Freeman Exhibit Transportation
☐ Other Carrier

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
☐ Air ride required
☐ Residential

Select Shipment Options (if applicable)
☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack
☐ Lift gate required
☐ Air ride required
☐ Residential

Select Desired Number of Labels:

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.
CANNOT DELIVER BEFORE JANUARY 22, 2022

TO: ________________________________

EXHIBITOR NAME

C/O: FREEMAN
GEORGE R BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010

SHOW SITE

(504259) AM MетеOROLOGICAL SOCIETY
EVENT: ANNUAL MEETING 2022

BOOTH NO: ________ NO. _____ OF _____ PCS

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

EXHIBITOR NAME

C/O: JETCO/FREEMAN

3010 ALDINE BENDER RD

HOUSTON, TX 77032

HANGING SIGN

(504259)

AM METEOROLOGICAL SOCIETY

ANNUAL MEETING 2022

EVENT: ________________________________

BOOTH NO: ________ NO. ______ OF ______ PCS

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

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

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

Furnishings Brochure
Comfortable and Safe Networking

Meaningful engagement doesn’t have to be complicated. Networking and connecting with peers face-to-face is a key objective of attending in-person events. Delivering environments which facilitate both ad-hoc and in-depth networking is important in accommodating attendee needs and will allow attendees to connect with peers effectively, comfortably, and safely.

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

Learn more about Freeman SafeConnect at Freeman.com
Top Design Tips
for Tradeshow Booths.

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

2. Get Connected.
Communal tables help facilitate networking opportunities and build connections.

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

4. Keep it Green.
Don’t forget the greenery to warm up your booth environment by bringing nature indoors.

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

6. Level the field!
Low and casual seating makes clients more comfortable and open to learning.

7. Stay Social.
Stylist furnishings to create shareable moments worthy of Instagram.

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

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

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

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

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

- The Cinematic 10’x20’ booth package is designed for exhibitors needing large monitors to display presentations, while hosting attendees in a comfortable and inviting environment.
  Shown here with Banana Barstools

- The Gather 10’x10’ booth package turns your booth into a comfortable oasis from the bustle of the show floor. Ideal for comfortable one-on-one time with prospects.
  Shown here with Baja Chairs and Sydney Power Cocktail Table
Power Up In Style.

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

- **HEDGE**
  - B85035 4’ Boxwood Hedge (silver frame)

- **NAPLES**
  - B830120 Naples Chair, Powered (black vinyl)
  - B830121 Naples Sofa, Powered (black vinyl)
  - B830122 Naples Loveseat, Powered (black vinyl)

**Ventura Powered**
Bar or Café Tables
72.25"L 26.25"D 42"H (silver frame)
- A) B20950 (black top)
- B) B20955 (white top)

- **Ventura Powered**
  - C) 820964 (black top)
  - D) 820965 (white top)

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

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

SYDNEY
Sydney Powered Cocktail Tables
- A) 82073 (white)
- B) 82076 (black)

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

Powered Pedestals
Denotes Powered Products

Denotes Powered Pedestals (white)
- A) 85061 24"D 36"H
- B) 85063 24"D 42"H

Powered Tech Desk
(Denotes AC and USB charging outlets)

POWERED
A. | B.

POWERED
C. | D.

POWERED
E. | F.

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

B. 84084 Tech Desk, Powered
- Black metal, laminate
- 60"L 30"D 30"H

C. 84080 3 Drawer File Cabinet on Castors
- Black metal, laminate
- 16"L 20"D 28"H

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

POWERED
A. | B.

POWERED
C. | D.

POWERED
E. | F.

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

B. 84084 Tech Desk, Powered
- Black metal, laminate
- 60"L 30"D 30"H

C. 84080 3 Drawer File Cabinet on Castors
- Black metal, laminate
- 16"L 20"D 28"H

(One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.)
Take Charge.

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

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

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

Power Products

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

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

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

Create Engaging Booth Environments

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

VALENCIA Sofa & Chair 10’x10’ Booth

HEDGE
- 81525 4’ Boxwood Hedge 48”L, 9”W, 47”H

VALENCE
- 810180 Swivel Ottoman (Forest Green Vinyl) 17”RND, 18”H

MARCHÉ
- 81540 Swivel Ottoman (Forest Green Vinyl) 17”RND, 18”H

Soft Seating Collections

BAJA
- A) 83019 Sofa (White Vinyl) 86”L, 30”D, 30”H
- B) 81050 Chair (White Vinyl) 36”L, 30.5”D, 28”H
- C) 83020 Loveseat (White Vinyl) 61”L, 30.5”D, 28”H

STERLING
- A) 8309 Sofa (Gray Fabric) 82”L, 33.5”D, 32”H
- B) 81037 Chair (Gray Fabric) 33”L, 33.5”D, 32”H

KEY LARGO
- A) 830951 Sofa (Black Fabric) 79”L, 37”D, 34”H
- B) 810950 Chair (Black Fabric) 35”L, 39”D, 34”H
- C) 830950 Loveseat (Black Fabric) 57”L, 39”D, 34”H

Valencia Sofa & Chair 10’x10’ Booth
Soft Seating

Create Engaging Booth Environments

HEDGE
83015
4’ Boxwood Hedge
46” W 9” D 47” H

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

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

FAIRFAX
A) 830949 Sofa
(white vinyl, brushed metal)
62” L 26” D 33” H
B) 810949 Chair
(white vinyl, brushed metal)
27” L 26” D 33” H

NAPLES
A) 810119 Chair
(black vinyl)
36” L 30” D 33.25” H
B) 830119 Sofa
(black vinyl)
87” L 30” D 33.25” H
C) 830120 Loveseat
(black vinyl)
62” L 29” D 33.25” H

ALLEGRO
A) 81019 Chair
(blue fabric)
36” L 30” D 33.25” H
B) 83015 Sofa
(blue fabric)
73” L 30” D 33” H

Available in Power

Soft Seating Collections

Palm Beach Sofa & Swanson Chairs 10’x10’ Booth

Palm Beach
83040 Sofa
(white vinyl, brushed metal)
69” L 29” D 33” H

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

HEDGE
83015
4’ Boxwood Hedge
46” W 9” D 47” H
Accent Chairs

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

**Bowery Swivel Chair**
- 810874
- Ochre fabric, chrome
- 29.75"L, 31"D, 27.25"H

**Swoon Swivel Chair**
- 810875
- White vinyl
- 28"L, 25"D, 30"H

**La Brea Chair**
- 810874
- Charcoal gray, fabric
- 30"L, 27"D, 40"H

**Wentworth Chair**
- 810875
- White vinyl
- 28"L, 25"D, 30"H

**Meeting Chair**
- Marina Chair
  - 810948
  - 17.5"L, 19.5"D, 35"H
  - A) 810164 (white vinyl)
  - B) 810160 (black vinyl)
  - C) 810161 (brown fabric)

**Wentworth Chair**
- Brown vinyl
- 32.1"L, 26"D, 31.5"H

**Meeting Chair**
- La Brea Chair
  - 810948
  - 25.5"L, 23"D, 34"H
  - (white vinyl)

**Create Space**
Swivel chairs maximize functionality and allow you to engage safely with those all around. They’re particularly helpful in smaller spaces!
Accent Chairs

Montreal
81031 Chair
[blue, brushed metal]
30”L 23.25”D 30”H

Lena
81036 Chair
[moss green leather, bronze]
27”L 25”D 31”H

Accent Chair Styles

Madrid
810816 Chair
[white, chrome]
30”L 30”D 31”H

81049
Fairfax Chair
[white vinyl, brushed metal]
27”L 26”D 30”H

810151
Munich Armless Chair
[gray fabric]
22.5”L 27”D 28.5”H

81035
Century Chair
[gray velvet]
30”L 30”D 31”H

81024
Atherton Chair
[distressed brown leather, blackened steel]
27”L 31”D 30”H

81047
Pro Executive Guest Chair
[black vinyl]
14”L 26”D 38”H

81032
Pasadena Chair
[white molded plastic w/ chrome tower base]
27”L 25”D 36”H

81037
Sterling Chair
[gray fabric]
33”L 33.5”D 32”H

A) 810151
Munich Armless Chair
[gray fabric]
22.5”L 27”D 28.5”H

B) 81035
Century Chair
[gray velvet]
30”L 30”D 31”H

C) 81024
Atherton Chair
[distressed brown leather, blackened steel]
27”L 31”D 30”H

D) 81047
Pro Executive Guest Chair
[black vinyl]
14”L 26”D 38”H

E) 81032
Pasadena Chair
[white molded plastic w/ chrome tower base]
27”L 25”D 36”H

F) 81037
Sterling Chair
[gray fabric]
33”L 33.5”D 32”H
Group Seating

Lounges

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

**ZENITH**
- A) 810851 Chair (white, chrome) 18.25” W X 22” D X 32” H
- B) 830241 Madison Hydraulic Café Table (chrome base, gray acrylic top) 30” RND 29” H

**LAGUNA**
- C) 850861 Chair (maple, chrome) 18” W X 19” D X 34” H
- D) 8201223 Round Café Table (white laminate top, chrome hydraulic base) 30” RND 29” H

**MALBA**
- A) 810831 Chair (grey) 20” W X 20.5” D X 32” H
- B) 810830 Chair (green) 20” W X 20.5” D X 32” H

**MARINA**
- A) 810865 Chair (white, chrome) 18” W X 19” D X 34” H
- B) 830540 (black vinyl) 18.5” W X 22” D X 32” H
- C) 810561 (brown fabric) 18” W X 22” D X 32” H
- D) 810562 (green vinyl) 18” W X 22” D X 32” H
- E) 810563 (red fabric) 18” W X 22” D X 32” H

**ZENITH**
- A) 810846 Christopher Chair (white vinyl, chrome) 17” W X 19” D X 35” H
- B) 810841 Rattique Chair (w/arms) (gray) 20” W X 18” D X 31” H
- C) 81093 Lucent Chair (frosted acrylic) 19.5” W X 19.75” D X 32.5” H
- D) 75095 Diamond Side Chair (black) 21” W X 31” H
- E) 75099 Diamond Arm Chair (black) 20” W X 21” D X 33” H
- F) 810827 Razor Armes Chair (white) 15.38” W X 22” D X 30.5” H
- G) 81083 Blade Chair (sky blue) 20.5” W X 19” D X 30.5” H
- H) 81082 Blade Chair (red) 20.5” W X 19” D X 30.5” H

**LAGUNA**
- A) 810850 Chair (white vinyl, chrome) 17” W X 19” D X 34” H
- B) 850860 Chair (black vinyl) 18” W X 19” D X 34” H
- C) 810861 Chair (maple, chrome) 18” W X 19” D X 34” H
- D) 8201223 Round Café Table (white laminate top, chrome hydraulic base) 30” RND 29” H
- E) 820123 Round Café Table (black, chrome) 30” RND 29” H

**MALBA**
- A) 810831 Chair (grey) 18” W X 19.5” D X 34” H
- B) 810830 Chair (green) 18.25” W X 22” D X 32” H

**MARINA**
- A) 810865 Chair (white, chrome) 18” W X 19” D X 34” H
- B) 830540 (black vinyl) 18.5” W X 22” D X 32” H
- C) 810561 (brown fabric) 18” W X 22” D X 32” H
- D) 810562 (green vinyl) 18” W X 22” D X 32” H
- E) 810563 (red fabric) 18” W X 22” D X 32” H

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

**Mix & Match**

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

E) 251010 LUMIERIC® Chair BY HERMAN MILLER – (gray) 18” W X 17.75” D X 33” H
**Ottomans**

**Vibe Cube**
18”L 18”D 18”H
- A) 81535 (citrus green vinyl)
- B) 81537 (spice orange vinyl)
- C) 81538 (desert rose vinyl)
- D) 81536 (taupe vinyl)
- E) 81531 (white vinyl)
- F) 81530 (black vinyl)
- G) 81532 (steel blue vinyl)
- H) 81534 (purple vinyl)
- I) 81533 (silver vinyl)
- J) 81539 (red vinyl)
- K) 81517 (yellow vinyl)
- L) 81518 (blue vinyl)
- M) 81525 (orange vinyl)

**Beverly Bench Ottomans**

**ENDLESS Square**
34”L 34”D 15”H
- A) 815123 (black)
- B) 815122 (white)

**ENDLESS Curved**
60.5”L 37.5”D 15”H
- C) 815952 (black)
- D) 815953 (white)

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

**Styles & Shapes**
Ottomans

Beverly Small Bench Ottomans

30”L 20”D 18”H

A) 81557 (orange fabric)
B) 81553 (olive green fabric)
C) 81560 (white vinyl)
D) 81560 (black vinyl)
E) 81563 (soft blue fabric)
F) 81562 (brown fabric)
G) 81564 (gray fabric)
H) 81565 (linen fabric)
I) 81566 (lavender fabric)
J) 81568 (red fabric)
K) 81570 (yellow fabric)

Marche Swivel Ottomans

A) 81550 (white vinyl)
B) 81554 (red fabric)
C) 81559 (Ivory Faux Sheep Fur)
D) 81558
E) 81559 (power yellow vinyl)
F) 81559 (power red fabric)
G) 81559 (power gray fabric)
H) 81559 (power quartz fabric)
I) 81559 (power linen fabric)
J) 81559 (power raspberry fabric)
K) 81559 (power meadow green fabric)
L) 81559 (power orange fabric)
M) 81543 (black vinyl)
N) 81540 (forest green vinyl)
O) 81540 (forest green velvet)
P) 81540 (distressed brown vinyl)

A) 81567 (orange fabric)
B) 81563 (olive green fabric)
C) 81569 (white vinyl)
D) 81560 (black vinyl)
E) 81563 (soft blue fabric)
F) 81562 (brown fabric)
G) 81564 (gray fabric)
H) 81565 (linen fabric)
I) 81566 (lavender fabric)
J) 81568 (red fabric)
K) 81570 (yellow fabric)
L) 81543 (black vinyl)
M) 81540 (forest green vinyl)
N) 81540 (distressed brown vinyl)
Accent Tables

Tables and Meeting Rooms

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

**MESA**

A) B20135 End Table 20.5”RND 21.25”H (wood top, bronze)
B) B20132 Cocktail Table 32.25”RND 17.25”H (wood top, bronze)
C) B20134 End Table 24”RND 21.25”H (glass top, bronze)
D) B20131 Cocktail Table 36”RND 17.25”H (glass top, bronze)
E) B20133 End Table 20.5”RND 21.25”H (black top, bronze)
F) B20130 Cocktail Table 32.25”RND 17.25”H (black top, bronze)

**ALONDRA**

Cocktail Table 47”L 24”D 16”H
A) B20250 (glass, chrome)
B) B20251 (wood, chrome)
End Table 20”L 20”D 20”H
C) B20252 (glass, chrome)
D) B20253 (wood, chrome)

**GEO**

Cocktail Table 50”L 22”D 16”H
A) B2034 (glass, chrome)
B) B2027 (wood, black)
End Table 26”L 26”D 20”H
C) B2035 (glass, chrome)
D) B2028 (wood, black)
**Accent Tables**

**Tables and Meeting Rooms**

TAOS SIDE TABLES

15.75" L 15.75" D 24" H

A) 820322 (white top, bronze)
B) 820320 (black top, bronze)
C) 820311 (wood top, bronze)

SEDONA SIDE TABLE

15.75" L 15.75" D 24" H

D) 820312 (white top, bronze)
E) 820310 (black top, bronze)
F) 820311 (wood top, bronze)

SYDNEY

Cocktail Tables (brushed steel)

48" L 26" D 18" H

A) 82053 (white)
B) 82052 (black)
C) 82075 (blue)
D) 82078 (wood)

End Tables

25" L 22" D 22" H

E) 82055 (white)
F) 82054 (black)
G) 82077 (blue)
H) 82080 (wood)

REGIS

Cocktail Tables (glass, chrome)

24" RND 22" H

I) 82015 (white)
J) 82014 (black)

SILVERADO

Round Table

15" RND 22" H

K) 820844 (white metal)

AURA

Charging Table, Powered

N) 820710 (white, AC plug-in)

WIRELESS

Round Table

15" Round 22" H

J) 820844 (white metal)
Café Tables

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

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

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

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

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

Bar Tables
Standard Black Base
30” RND 42’’H

A) 8201222 30” Round Bar Table
   (white top, chrome hydraulic base) 30” RND 42’’H
B) 81080 Blade Barstool (red) 20.5’’L, 20.125’’D 40.5’’H
C) 8201236 Rustique Square Metal Bar Table
   (gunmetal) 22.75’’, 22.75’’D 41.25’’H
D) 810839 Rustique Barstool
   (gunmetal) 13” 13”D 30’’H

Bar Tables
Hydraulic Chrome Base
30” RND 42’’H

C) 8201221 (white)
D) 820515 (brushed yellow)
also available
820104
(Madison/grey acacia)
820935 (brushed gunmetal)
820936 (black)
820937 (green)
820938 (orange)
820931 (blue)
820933 (wood)
30” RND 42’’H
8201244 (black)

Style & Design

E) 820302 30” Round Bar Table
   (blue top, chrome hydraulic base) 30” RND 42’’H
F) 820860 Laguna Barstool (maple, chrome) 18” 20’’D 47’’H
G) 820340 30” Round Bar Table w/ Hydraulic Chrome Base
   (Madison/grey acacia) 30” RND 42’’H
H) 820548 Christopher Barstool
   (white, chrome) 19’’, 15’’D 42’’H

E) 72070 Soho Black-Top Bistro Table
   (black) 24” RND 42’’H
also available
72098 30” RND 42’’H
F) 810840 Zoey Barstools
   (white, chrome) 15’’, 16’’D 30-34.75’’H
Barstools

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

Marina Barstools
21”L X 17.5”D X 41.5”H
A) 81026 (ocean blue fabric)
B) 81028 (brown fabric)
C) 81029 (red fabric)
D) 81030 (white vinyl)
E) 81027 (black vinyl)

All frames brushed metal.
Barstools

Mix & Match

A) 810840
Zoey Barstools
(white, chrome)
15” L 16” D 30-34 75” H

Banana Barstools
21” L 22” D 41.75” H
B) 810810
(black, chrome)
C) 810813
(white, chrome)

D) 810848
Christopher Barstool
(white vinyl, chrome)
19” L 19” D 44” H

E) 810822
Shark Barstool
(white, chrome)
22” L 19” D 44” H

F) 810850
Zanzibar Barstool
(white, chrome)
19” L 20” D 44” H

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

Barstools Styles & Shapes

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

I) 810861
Sky blue

J) 71088
Black Diamond Stool
(gunmetal)
13” L 13” D 30” H

K) 810849
Blade Barstool
(white, chrome)
20.5” L 20.125” D 45.5” H

L) 810839
Rustique Barstool
(gunmetal)
13” L 13” D 30” H

210109 LIMBERICK™
Stool by HERMAN MILLER®
(white) 18” X 17.75” X 44” H

720163
Butcher Block-Top Bistro
(oak) 30” RND 42” H
also available
720184
36” RND 42” H

36 | Freeman.com/store
Conference Tables

42" Round Conference Table

- A) 820706 (white laminate)
- B) 820260 (Madison/gray acajou)
- C) 8201244 (black top, black)

Geo Tables

- E) 82041 (glass, black)
- F) 82055 (glass, chrome)

Geo Rectangular Tables

- 60"L 30"D 29"H
- G) 82044 (glass, chrome)
- H) 82043 (glass, black)

Geo Rounded Square Tables

- 42"L 42"D 29"H
- G) 82044 (glass, chrome)
- H) 82043 (glass, black)

Atomic Round Tables

- glass, chrome
- 8201225 42" RND 30"H
- 8201224 36" RND 30"H

Pro Executive Mid Back Chair

- 24"L 22"D 40"H
- A) 810945 (white vinyl)
- B) 810944 (black vinyl)
- Adjustable height

Work Space

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

Madison
(Madison gray acajou)
A) 820261 5’ Table
60”L 48”D 29”H
B) 820262 8’ Table
96”L 60”D 29”H
C) 820263 10’ Table
120”L 48”D 29”H

830170 Genesis Chair
Black fabric, black
27.5”L, 27”W, 40-43.5”H Adjustable.

Black Rectangular
Conference Table

Black Rectangular
Conference Table
(Black top, silver)
A) 8203 5’ Table
60”L 48”D 29”H
B) 8204 8’ Table
96”L 48”D 29”H
C) 8205 10’ Table
120”L 48”D 29”H

8201 powered

8205 powered

8202 powered

810170 Cupertino Mid Back Chair
Black vinyl, chrome
27”L, 30.5”W, 40-43”H Adjustable.
Executive Seating

Pro Executive High Back Chair
29"L 30"D 48"H
A) B10844 (white vinyl)
B) B10846 (black vinyl)
Adjustable height

Cupertino Mid Back Chair
A) B10076 (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
B) B10075 (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Pro Executive Mid Back Chair
24"L 22.25"D 40"H
A) B10445 (white vinyl)
B) B10444 (black vinyl)
Adjustable height

Task Stool
B10235
27"L 27"D 32.75"-40.25"H Adjustable height

Executive Seating

Bar Tables

Communal and Powered Tables
Choose from a variety of powered, solid or grommet hole table tops.

Table Top Options
BLACK WHITE MAPLE

Bar Tables

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

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

Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
Maple Top
B) 820954 (solid)
820955 (grommets)
White Top
C) 820953 (grommets)
820956 (solid)
Black Top
820952 (solid)

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

Ventura Communal Café Tables
(silver frame)
72.25"L 26.25"D 30"H
Maple Top
C) 820963 (solid)
820964 (grommets)
White Top
D) 820961 (grommets)
820966 (solid)
Black Top
E) 820962 (solid)

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

Café Tables

Laguna Barstool
(maple, chrome)
18"L 20"D 47"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.
Office Essentials

Tech Powered Desk

A) 84083 Tech Desk, Powered, w/ 3 Drawer File Cabinet
   (black metal, laminate) 60"L 30"D 30"H
B) 84084 Tech Desk, Powered
   (black metal, laminate) 60"L 30"D 30"H
C) 84080 3 Drawer File Cabinet on Casters
   (black metal, laminate) 16"L 20"D 28"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.

Lighting & Shelving

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

Please Note: Denotes AC and USB charging outlets

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

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

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

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

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

Product Display Counter

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

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

HEDGE
A) 85030
7’ Boxwood Hedge
36.5”L 12”D 84”H
B) 85035
4’ Boxwood Hedge
46”L 9”D 47”H

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

B) 85041 (gray)
Vertical: 63” L 23” D 83” H
Horizontal: 83” L 23” D 63” H

B) 820930
30” Round Bar Table
(Blue top, chrome hydraulic base)
30” RND 45” H

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

D) 85043 (harvest yellow)
Vertical: 63” L 23” D 83” H
Horizontal: 83” L 23” D 63” H

E) 85042 (burgundy)
F) 85041 (gray)
Show Essentials

Product Kiosk & Display

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

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

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

Draped or Undraped Tables & Counters

Table Drape Colors

- Black
- Blue
- White
- Gray
- Red

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

Stanchions & Signage

A) 220121
Chrome Stanchion
w/ 8’ Retractable Belt
(Black, belt) 42”H

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

Show Essentials

Sizing Chart*

24”D X 30”H | Tables Draped
124430 Tables Draped 3’L X 24”D X 30”H
124450 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 42”H | Counter Draped
124342 Counter Draped 3’L X 24”D X 42”H
124442 Counter Draped 4’L X 24”D X 42”H
124642 Counter Draped 6’L X 24”D X 42”H
124842 Counter Draped 8’L X 24”D X 42”H

24”D X 42”H | Counter Undraped
125342 Counter Undraped 3’L X 24”D X 42”H
125442 Counter Undraped 4’L X 24”D X 42”H
125642 Counter Undraped 6’L X 24”D X 42”H
125842 Counter Undraped 8’L X 24”D X 42”H

4th Side | Table Draped 30”
12404630 Drape Table 4th Side 6’X 30”
12404830 Drape Table 4th Side 8’X 30”

4th Side | Table Draped 42”
12404642 Drape Table 4th Side 6’X 42”
12404842 Drape Table 4th Side 8’X 42”
Show Essentials

Storage

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

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

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

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

Office Accessories

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

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

C) 220110
Chrome Bag Rack (3" at center) 11"W X 41"H X 26"W

D) 220109
Chrome Coat Tree (23"w at the base) 6 1/4"W X 69 1/2"H

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

F) 220106
Corrugated Wastebasket (black)
Strategic planning with health & safety in mind

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

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

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

Click to learn more detailed, interactive, printable checklist.

Freeman® top five health & safety Recommendations include:

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

Learn More
Health & Safety

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

**Please Note:**
Safety dividers also available in opaque finish. Graphics and branding options also available. View those options [here](https://www.freeman.com) and learn more about our SafeConnect Promise on [Freeman.com](https://www.freeman.com).

A) Atomic Round Tables
   - 8201225 42" RND 30"H
   - 8201224 36" RND 30"H

B) 810944 Pro Executive Mid Back Chair
   - Black vinyl
   - 24"L 22"D 40"H
   - Adjustable height

85051 Freestanding Divider
   - (silver, clear) 35"L 9"D 72"H
   - Also available in opaque and personalization available.

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

85064 Flag Pole Divider
   - (silver, clear) 34’L 11’W 47.74’H
   - Also available in opaque and personalization available.

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

85054 Freestanding Corner
   - (silver, clear) 39’L 39’D 72’H
   - Also available in opaque and personalization available.

85055 Freestanding Wall Plus
   - (silver, clear) 40’L 9’D 72’H
   - Also available in opaque and personalization available.

85058 Flag Pole Divider
   - (silver, clear) 47’L 11’W 74’H
   - Also available in opaque and personalization available.

85091 Freestanding White Board
   - (silver, clear) 40’L 9’D 72’H
   - Also available in opaque and personalization available.

85050 Freestanding White Board
   - (silver, clear) 30’L 9’D 72’H
   - Also available in opaque and personalization available.
Health & Safety

Greenery and Dividers

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

20’s20’ Midtown, Greenery Booth

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

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

85030
7’ Boxwood Hedge
36.5”L 12” D 84”H

85035
4’ Boxwood Hedge
46”L 20”D 47”H

85050 Clear Divider Bar Counter
(silver, clear) 48–70”L 12” W 31.5”H
Also available in opaque and personalization available.
85080 Divider with Header Graphic
85083 Divider with Front Panel Graphic
85081 Divider with Side Panel Graphic
85082 Divider with Header and Side Panel Graphic
85084 Divider with Front and Side Graphics

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

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

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

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

Personalize here
Health & Safety

Stanchions & Booth Design

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

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

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

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

220121 Chrome Stanchion w/ 8’ Retractable Belt (black, belt) 42”H
Health & Safety

Safety & Directional Signage

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

Safety & Directional Signage

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

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

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

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

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

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

F) 6’ Apart Please Sign
20303011 22”W X 28”H
20303012 8.5”W X 11”H

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

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

I) Stand Here Floor Decal
20303017 22”W X 12”H

J) Directional Arrow Floor Decal
20303018 18”W X 24”H
Health & Safety

Sanitization Product & Services

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

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

1510103 Clear Barrier
(plexi, clear) 31.5”W x 36”H
Also available in opaque and personalization available.
1510100 Clear Barrier with graphic

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**CASUAL SEATING**

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<td>Ventura Communal Bar Table, Powered - White.......</td>
<td>838.70</td>
<td>922.55</td>
<td>1,174.20</td>
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<tr>
<td></td>
<td>820984</td>
<td>Ventura Communal Cafe Table, Powered - Black......</td>
<td>627.25</td>
<td>690.00</td>
<td>878.15</td>
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<td>820985</td>
<td>Ventura Communal Cafe Table, Powered - White......</td>
<td>627.25</td>
<td>690.00</td>
<td>878.15</td>
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<tr>
<td></td>
<td>84083</td>
<td>Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal</td>
<td>844.40</td>
<td>928.85</td>
<td>1,182.15</td>
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<td>Tech Desk, Powered - Black Metal...................</td>
<td>742.70</td>
<td>816.95</td>
<td>1,039.80</td>
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<td></td>
<td>82076</td>
<td>Sydney Cocktail Table, Powered - Black..............</td>
<td>575.05</td>
<td>632.55</td>
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<td>82073</td>
<td>Sydney Cocktail Table, Powered - White..............</td>
<td>575.05</td>
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<td>8202</td>
<td>10' Table, Powered - Black Laminate................</td>
<td>1,010.00</td>
<td>1,111.00</td>
<td>1,414.00</td>
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<td></td>
<td>8204</td>
<td>5' Table, Powered - Black Laminate..................</td>
<td>522.00</td>
<td>574.20</td>
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<td>8206</td>
<td>8' Table, Powered - Black Laminate..................</td>
<td>1,010.00</td>
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**Powered Pedestals**

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<tr>
<td></td>
<td>85060</td>
<td>Powered Locking Pedestal 36&quot; H, Black...............</td>
<td>554.00</td>
<td>609.40</td>
<td>775.60</td>
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<tr>
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<td>85061</td>
<td>Powered Locking Pedestal 36&quot; H, White..............</td>
<td>554.00</td>
<td>609.40</td>
<td>775.60</td>
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<tr>
<td></td>
<td>85062</td>
<td>Powered Locking Pedestal 42&quot; H, Black...............</td>
<td>660.85</td>
<td>726.95</td>
<td>925.20</td>
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<td>85063</td>
<td>Powered Locking Pedestal 42&quot; H, White..............</td>
<td>641.55</td>
<td>705.70</td>
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<td></td>
<td>820710</td>
<td>Wireless Charging Table, Powered....................</td>
<td>491.75</td>
<td>540.95</td>
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**Midtown Counters & Bars**

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<tr>
<td></td>
<td>850103</td>
<td>Midtown Powered Counter Unlighted - Pewter.........</td>
<td>1,573.55</td>
<td>1,730.90</td>
<td>2,202.95</td>
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<tr>
<td></td>
<td>850102</td>
<td>Midtown Powered Counter Lighted w/ Plug-In - Pewter</td>
<td>1,831.45</td>
<td>2,014.60</td>
<td>2,564.05</td>
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<tr>
<td></td>
<td>850101</td>
<td>Midtown Bar Unlighted - Pewter.....................</td>
<td>1,409.65</td>
<td>1,550.60</td>
<td>1,973.50</td>
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<td></td>
<td>850100</td>
<td>Midtown Bar Lighted w/ Plug-In - Pewter............</td>
<td>1,674.10</td>
<td>1,841.50</td>
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**DISPLAY & ACCESSORIES**

**Product Storage**

<table>
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<tr>
<td></td>
<td>84080</td>
<td>3 Door File Cabinet on Castors - Black.............</td>
<td>581.30</td>
<td>639.45</td>
<td>813.80</td>
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<tr>
<td></td>
<td>85020</td>
<td>Posh Shelving w/ Chrome Frame - White..............</td>
<td>561.35</td>
<td>617.50</td>
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**Refrigerator**

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<tr>
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<th>Part #</th>
<th>Description</th>
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<th>Discount Price</th>
<th>Standard Price</th>
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<tbody>
<tr>
<td></td>
<td>850300</td>
<td>Refrigerator - White..................................</td>
<td>872.25</td>
<td>959.50</td>
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**Lighting**

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<tr>
<td></td>
<td>850707</td>
<td>Mason Table Lamp - White/Brushed Silver............</td>
<td>171.60</td>
<td>188.75</td>
<td>240.25</td>
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<tr>
<td></td>
<td>850708</td>
<td>Mason Floor Lamp - White/Brushed Silver............</td>
<td>255.70</td>
<td>281.25</td>
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**Display**

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<tr>
<td></td>
<td>75030</td>
<td>Display Cube - Black - 12&quot; Small...................</td>
<td>254.65</td>
<td>280.10</td>
<td>356.50</td>
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<tr>
<td></td>
<td>75031</td>
<td>Display Cube - Black - 18&quot; Medium..................</td>
<td>273.75</td>
<td>301.15</td>
<td>383.25</td>
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<tr>
<td></td>
<td>75032</td>
<td>Display Cube - Black - 24&quot; Large...................</td>
<td>318.05</td>
<td>349.65</td>
<td>445.25</td>
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<tr>
<td></td>
<td>72056</td>
<td>Display Counter - Black..............................</td>
<td>410.35</td>
<td>451.40</td>
<td>574.50</td>
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<td></td>
<td>75079</td>
<td>Orion Computer Kiosk - Black........................</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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</tbody>
</table>
NAME OF SHOW: AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022 / JANUARY 24 - 27, 2022

COMPANY NAME: [Blank]  
CONTACT NAME: [Blank]  
PHONE #: [Blank]  
E-MAIL ADDRESS: [Blank]  

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>85030</td>
<td>7' Boxwood Hedge</td>
<td>640.00</td>
<td>704.00</td>
<td>896.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>85035</td>
<td>4' Boxwood Hedge</td>
<td>350.00</td>
<td>385.00</td>
<td>490.00</td>
<td></td>
</tr>
</tbody>
</table>

**Boxwood Hedges**

|     | 85020   | 7' Boxwood Hedge                      | 640.00       | 704.00         | 896.00         |       |
|     | 85025   | 4' Boxwood Hedge                      | 350.00       | 385.00         | 490.00         |       |

**Accessories**

|     | 220121  | Chrome Stanchion w/ 8' Retractable Belt | 129.00       | 141.90         | 180.60         |       |
|     | 220118  | Chrome Sign Holder                     | 102.20       | 112.40         | 143.10         |       |
|     | 750135  | Round Literature Rack                  | 237.70       | 261.45         | 332.80         |       |
|     | 750136  | Flat Literature Rack                   | 204.95       | 225.45         | 286.95         |       |
|     | 220109  | Chrome Coat Tree                       | 59.00        | 64.90          | 82.60          |       |
|     | 220134  | Aluminum Easel                         | 57.40        | 63.15          | 80.35          |       |
|     | 220110  | Chrome Bag Rack                        | 126.80       | 139.50         | 177.50         |       |
|     | 10201484| Floor Standing Bulletin Board          | 230.80       | 253.90         | 323.10         |       |
|     | 220106  | Corrugated Wastebasket                 | 19.70        | 21.65          | 27.60          |       |
|     | 8502    | Village Charging Hub                   | 254.00       | 279.40         | 355.60         |       |

**Special Drape**

- [ ] Black  
- [ ] Blue  
- [ ] White  
- [ ] Gray  
- [ ] Red

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>21.85</td>
<td>24.05</td>
<td>30.60</td>
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<tr>
<td></td>
<td>12108</td>
<td>Special Drape 6'H (per ft.)</td>
<td>25.70</td>
<td>28.25</td>
<td>36.00</td>
<td></td>
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</tbody>
</table>

**TOTAL COST**

\[
\text{Sub-Total} + \text{8.25\% Tax} = \text{Total Cost}
\]

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.
Fluorescent lighting, solid sides, white formica exterior, closed storage, sliding doors with locks (no mirrors).

Electrical service and extension cords are NOT INCLUDED. For electrical services, please refer to the electrical services order forms located in this manual.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>101043</td>
<td>4' Full View Fluorescent</td>
<td>$474.40</td>
<td>$581.85</td>
<td>$664.15</td>
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<tr>
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<td>101061</td>
<td>6' Full View Fluorescent</td>
<td>$570.65</td>
<td>$627.70</td>
<td>$798.90</td>
<td>_______</td>
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<tr>
<td></td>
<td>101041</td>
<td>4' Jewelers Showcase</td>
<td>$405.75</td>
<td>$446.35</td>
<td>$568.05</td>
<td>_______</td>
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<tr>
<td></td>
<td>101064</td>
<td>6' Jewelers Showcase</td>
<td>$457.00</td>
<td>$502.70</td>
<td>$639.80</td>
<td>_______</td>
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<tr>
<td></td>
<td>1010200</td>
<td>Tower Showcase</td>
<td>$677.05</td>
<td>$744.75</td>
<td>$947.85</td>
<td>_______</td>
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</table>

**QUICK TIPS**

- Remember to order in advance to save time and money.
- Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- If you have questions or need assistance with any items not listed, please call.
FROM THE GROUND UP

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

Sustainability Tip:

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

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

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

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

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

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

*Colors available in both 28 oz. and 40 oz.*

CLASSIC CARPET

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

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

Actual colors may vary slightly

*Sustainability Tip:* Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.
### AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022 / JANUARY 24 - 27, 2022

**NAME OF SHOW:** AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022 / JANUARY 24 - 27, 2022

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

**PHONE #:**

**BOOTH #:**

---

**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 *.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.
- All carpet, padding and plastic covering contain recycled content and are recyclable.
- Prestige, Custom Cut Classic Carpet, Turf and Vinyl are subject to a 100% Cancellation Charge.

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

#### CHOOSE YOUR CARPET COLOR:

- Black
- Blue*
- Gray
- Midnight Blue
- Red*
- Tuxedo

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>10’ x 10’ Classic Carpet</td>
<td>$ 225.00</td>
<td>$ 247.50</td>
<td>$ 315.00</td>
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<tr>
<td></td>
<td>10’ x 20’ Classic Carpet</td>
<td>$ 450.00</td>
<td>$ 495.00</td>
<td>$ 630.00</td>
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<tr>
<td></td>
<td>10’ x 30’ Classic Carpet</td>
<td>$ 675.00</td>
<td>$ 742.50</td>
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<tr>
<td></td>
<td>10’ x 10’ Carpet Padding - Single Layer</td>
<td>$ 135.00</td>
<td>$ 148.50</td>
<td>$ 189.00</td>
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<tr>
<td></td>
<td>10’ x 20’ Carpet Padding - Single Layer</td>
<td>$ 270.00</td>
<td>$ 297.00</td>
<td>$ 378.00</td>
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<tr>
<td></td>
<td>10’ x 30’ Carpet Padding - Single Layer</td>
<td>$ 405.00</td>
<td>$ 445.50</td>
<td>$ 567.00</td>
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<table>
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<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>10’ x 10’ Carpet Padding - Double Layer</td>
<td>$ 270.00</td>
<td>$ 297.00</td>
<td>$ 378.00</td>
<td></td>
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<tr>
<td></td>
<td>10’ x 20’ Carpet Padding - Double Layer</td>
<td>$ 540.00</td>
<td>$ 594.00</td>
<td>$ 756.00</td>
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<tr>
<td></td>
<td>10’ x 30’ Carpet Padding - Double Layer</td>
<td>$ 810.00</td>
<td>$ 891.00</td>
<td>$ 1,134.00</td>
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<th>Standard Price</th>
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<tr>
<td></td>
<td>Plastic Covering (price per sqft)</td>
<td>$ .55</td>
<td>$ .60</td>
<td>$ .75</td>
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### Custom Cut Classic Carpet

- Order Custom Cut Classic Carpeting by the sqft if your size is not listed above.
- Pricing includes delivery, material handling, installation and removal.

#### CHOOSE YOUR CARPET COLOR:

- Black
- Blue*
- Gray
- Green*
- Latte*
- Midnight
- Red*
- Red pepper*
- Tuxedo*

<table>
<thead>
<tr>
<th>Qty</th>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tr>
<td></td>
<td>16 oz. Carpet Rental - Price per sqft (100 sqft minimum)</td>
<td>$ 3.85</td>
<td>$ 4.25</td>
<td>$ 5.40</td>
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### Vinyl

- Pricing includes delivery, material handling, installation and removal.
- 10’ wide standard width

#### CHOOSE YOUR VINYL COLOR:

- Ash
- Birch
- Maple
- Smoke
- Walnut

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>10’ wide Vinyl - Price per sqft (100 sqft minimum)</td>
<td>$ 6.10</td>
<td>$ 6.70</td>
<td>$ 8.55</td>
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</tr>
</tbody>
</table>
NAME OF SHOW:  AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022 / JANUARY 24 - 27, 2022

E-MAIL ADDRESS:

**Prestige Carpet**

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

**28 oz Carpet, choose your carpet color:**

- Black
- Cardinal
- Charcoal
- Cream
- Gray Pearl
- Navy
- Toast
- Wedgewood
- White

<table>
<thead>
<tr>
<th>28 oz Carpet Rental - Price per sq. ft. (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>100 - 700 sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$4.50</td>
<td>$4.95</td>
<td>$6.30</td>
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<tr>
<td>Over 700 sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$4.05</td>
<td>$4.45</td>
<td>$5.65</td>
<td></td>
</tr>
</tbody>
</table>

**40 oz Carpet, choose your carpet color:**

- Black
- Charcoal
- Gray Pearl
- Navy
- White

<table>
<thead>
<tr>
<th>40 oz Carpet Rental - Price per sq. ft. (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$5.15</td>
<td>$5.65</td>
<td>$7.20</td>
<td></td>
</tr>
<tr>
<td>Over 700 sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$4.65</td>
<td>$5.10</td>
<td>$6.50</td>
<td></td>
</tr>
</tbody>
</table>

**Carpet Padding**

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

- Order Carpet Padding by the sqft if your size is not listed on Page 1.

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

<table>
<thead>
<tr>
<th>Carpet Padding- Price per sqft (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$1.35</td>
<td>$1.50</td>
<td>$1.90</td>
<td></td>
</tr>
<tr>
<td>Over 700 sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$1.20</td>
<td>$1.30</td>
<td>$1.70</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Double Carpet Padding - Price per sqft. (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$2.70</td>
<td>$2.95</td>
<td>$3.80</td>
<td></td>
</tr>
<tr>
<td>Over 700 sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$2.40</td>
<td>$2.65</td>
<td>$3.35</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Vinyl Flooring Padding - Price per sqft (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$3.65</td>
<td>$4.00</td>
<td>$5.10</td>
<td></td>
</tr>
</tbody>
</table>

**Turf***

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

**Riviera Turf, choose your color:**

- Black
- Ivy Green

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

<table>
<thead>
<tr>
<th>Riviera Turf - Price per sqft (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$4.25</td>
<td>$4.70</td>
<td>$5.95</td>
<td></td>
</tr>
</tbody>
</table>

**Parkside Turf, choose your color:**

- Green

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

<table>
<thead>
<tr>
<th>Parkside Turf - Price per sqft (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft Booth Size: ___ x ___ = _____ sqft</td>
<td>$9.20</td>
<td>$10.10</td>
<td>$12.90</td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total + 8.25% Tax = Total Cost
SEEING IS BELIEVING

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

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

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit 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
NAME OF SHOW: AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022 / JANUARY 24 - 27, 2022

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.

Note: All graphics are subject to a 100% Cancellation Charge.

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

\[ L \times W = \text{sqft} \]
\[ \text{sqft} \times 24.10 \text{ per sqft discount price} \]
\[ \text{sqft} \times 36.15 \text{ per sqft standard price} \]
- Minimum order per graphic 9 sqft (1296 sqin)
- Double sqft for double-sided graphics
- Round sqft to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

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

File Information:
- Electronic File Name
- Application
- PMS Colors

Back Materials:
- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman HD Foam (Gatorfoam)
- Freeman Polyfoam (Ultra Board)

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

Vertical
Horizontal
Use Your Judgment For Sign Layout

Background Color:

LETTERING COLOR:

TOTAL COST

Sub-Total + 8.25% Tax = Total Cost
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):
- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

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

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

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

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

ACCEPTABLE FILE SOFTWARE
We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop
- Always provide the following:
  - Native files with fonts and links (zipped)
  - High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

PRINT FILES:
- High-res PDF-X/4 (preferred)
- 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 JURISDICTIONS FOR THE TEXAS LOCAL UNIONS**

**THE FOLLOWING GUIDELINES APPLY IN THE TEXAS REGION:**

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

**ELECTRICAL LABOR & PLUMBING**

Responsible for the installation and distribution of all electrical outlets, cables and distribution equipment. This includes extension cords installed under carpet or any other type of flooring. Freeman is responsible for any hardwiring of equipment to installed electrical cables or disconnecting devices. Exhibitors are permitted to install their own lights, monitors, and other A/V equipment.

Freeman is responsible for the installation and distribution of all water lines and the filling and draining of all water tanks. Exhibitors are permitted to connect their equipment to the lines installed by Freeman.

**MATERIAL HANDLING LOCAL UNION LABOR**

The Local Union has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.

Exhibitors may unload their own personal vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

**INSTALLATION & DISMANTLE LABOR - LOCAL UNION LABOR**

The Local Union has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local Union. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.

Three options for installation and dismantle labor exist in Texas. Labor may be:

- performed by full-time employees of the exhibiting company; or
- hired through Freeman, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

**PLEASE NOTE:**

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing
LET US DO THE HEAVY LIFTING

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time: 8:00 AM to 4:30 PM Monday through Friday</td>
<td>$110.25</td>
<td>$154.50</td>
</tr>
<tr>
<td>Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday</td>
<td>$165.50</td>
<td>$231.75</td>
</tr>
<tr>
<td>6:00 AM to 12:00 Midnight Saturday and Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Time: 12:00 Midnight to 6:00 AM and recognized holidays</td>
<td>$220.50</td>
<td>$308.75</td>
</tr>
</tbody>
</table>

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

### INSTALLATION LABOR

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

  **Emergency contact:** ______________________  **Phone Number:** ______________________

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $________________
8.25% Tax = $________________
Total Installation = $________________

### DISMANTLE LABOR

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

  **Emergency contact:** ______________________  **Phone Number:** ______________________

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $________________
8.25% Tax = $________________
Total Dismantle = $________________
NAME OF SHOW: AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022 / JANUARY 24 - 27, 2022

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

** FREEMAN SUPERVISED LABOR **

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

## INBOUND SHIPPING & SET-UP INFORMATION

<table>
<thead>
<tr>
<th>Freight will be shipped to:</th>
<th>Warehouse _______________</th>
<th>Show Site _______________</th>
<th>Date Shipped _______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of Pieces:</td>
<td>Crates _______________</td>
<td>Cartons _______________</td>
<td>Fiber Cases _______________</td>
</tr>
<tr>
<td>Setup Plan/Photo:</td>
<td>Attached _______________</td>
<td>To Be Sent With Exhibit _______________</td>
<td>In Crate No. _______________</td>
</tr>
<tr>
<td>Carpet:</td>
<td>With Exhibit _______________</td>
<td>Rented From Freeman _______________</td>
<td>Color _______________</td>
</tr>
<tr>
<td>Electrical Placement:</td>
<td>Drawing Attached _______________</td>
<td>Drawing With Exhibit _______________</td>
<td>Electrical Under Carpet _______________</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Graphics: | With Exhibit _______________ | Shipped Separately _______________ |
| Comments: |

Special Tools/Hardware Required:

### OUTBOUND SHIPPING INFORMATION

SHIP TO:

Select a Carrier:

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

- [ ] Other Carrier:
  - Carrier Name: _______________
  - Carrier Phone: _______________
  - Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

- [x] 1 Day: Delivery next business day
- [x] 2 Day: Delivery by 5:00 PM second business day
- [x] Deferred: Delivery within 3-5 business days

- [ ] Standard Ground
- [ ] Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

- [x] Same as ship to

Bill To:

Select Shipment Options (if applicable):

- [ ] Have loading dock
- [ ] Inside delivery
- [ ] Pad wrap required
- [ ] Do not stack

- [ ] Lift gate required
- [ ] Air ride required
- [ ] Residential

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- [x] Re-route via Freeman’s choice
- [ ] Deliver back to the warehouse at exhibitor’s expense

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


**FORKLIFT & RIGGING LABOR**

**Straight Time:** 8:00 AM to 4:30 PM Monday through Friday

**Overtime:** 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday, 6:00 AM to 12:00 Midnight Saturday and Sunday

**Double Time:** 12:00 Midnight to 6:00 AM and recognized holidays

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

### FORKLIFT LABOR

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$172.00</td>
<td>$241.00</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$227.25</td>
<td>$318.25</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$185.50</td>
<td>$259.75</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$240.75</td>
<td>$337.25</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$192.75</td>
<td>$270.00</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$248.00</td>
<td>$347.25</td>
</tr>
</tbody>
</table>

### RIGGING LABOR

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$110.25</td>
<td>$154.50</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$165.50</td>
<td>$231.75</td>
</tr>
</tbody>
</table>

### EQUIPMENT

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3090600</td>
<td>Forklift Cage</td>
<td>$56.75</td>
<td>$79.50</td>
</tr>
<tr>
<td>3090700</td>
<td>Forklift Boom</td>
<td>$56.75</td>
<td>$79.50</td>
</tr>
<tr>
<td>3090800</td>
<td>Pallet Jack</td>
<td>$56.75</td>
<td>$79.50</td>
</tr>
</tbody>
</table>

### INSTALLATION

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Start Date</th>
<th>Start Time</th>
<th>No. Equip/ People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: ____________________________________________________________

Sub-Total $ _____________

8.25% Tax $ (N/A)

Total Installation $ _____________

### DISMANTLE

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Start Date</th>
<th>Start Time</th>
<th>No. Equip/ People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: ____________________________________________________________

Sub-Total $ _____________

8.25% Tax $ (N/A)

Total Dismantle $ _____________

(504259) FY22 CC
INSTRUCTIONS

• Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.

• All ceiling rigging must conform to show management rules and regulations and facility limitations.

• All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.

• Set up instructions must be provided for signs needing assembly.

• Hanging anchor points must be pre-fabricated and ready for use.

• Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.

• If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner _____ Metal or Wood _____ Other_____

Shape: Square ____ Triangle ____ Rectangle ____ Other _____

Size: Height __________ Length __________ Width __________

Weight of Sign: __________

Does Your Sign Require: Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? __________ Yes __________ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

• Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.

• The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Number of feet from floor to top of sign: __________

STRUCTURAL INTEGRITY STATEMENT

MUST ACCOMPANY ORDER
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 AM METEOROLOGICAL SOCIETY ANNUAL MEETING 2022 / JANUARY 24 - 27, 2022 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the ASSOCIATION, GEORGE R BROWN 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: __________________________________________

01/21 (504259)
**Save 3% by Ordering Online!**

For online ordering AMS 2022 exhibitors will receive an email from Projection including your username and temporary password. You may then follow the link below to order.

projection.boomerecommerce.com

**Advance Rate Deadline: 1/10/2021**

As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>On-Site Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth #:</td>
<td>On-Site Contact Cell Phone #:</td>
</tr>
<tr>
<td>Ordered By:</td>
<td>On-Site Contact E-mail:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td>Delivery Date:</td>
</tr>
<tr>
<td></td>
<td>Delivery Time:</td>
</tr>
<tr>
<td></td>
<td>8-10am</td>
</tr>
</tbody>
</table>

*A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended booth.*

---

### Computer/Video Flat Panel Displays

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Internal Speakers</th>
<th>*Please Indicate:</th>
<th>Qty.</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>32&quot; HD LED</td>
<td>1920 X 1080</td>
<td>Table Top Stand</td>
<td>$515.00</td>
<td>$618.00</td>
<td></td>
</tr>
<tr>
<td>40&quot; HD LED</td>
<td>1920 X 1080</td>
<td>Wall Mount, Floor Stand</td>
<td>$772.00</td>
<td>$927.00</td>
<td></td>
</tr>
<tr>
<td>40&quot; 4K UHD</td>
<td>Ultra HD</td>
<td>Table Top Stand</td>
<td>$875.00</td>
<td>$1,030.00</td>
<td></td>
</tr>
<tr>
<td>46&quot; HD LED</td>
<td>1920 X 1080</td>
<td>Wall Mount, Floor Stand</td>
<td>$850.00</td>
<td>$1,004.00</td>
<td></td>
</tr>
<tr>
<td>55&quot; HD LED</td>
<td>1920 X 1080</td>
<td>Wall Mount, Floor Stand</td>
<td>$927.00</td>
<td>$1,081.00</td>
<td></td>
</tr>
<tr>
<td>65&quot; HD LED</td>
<td>1920 X 1080</td>
<td>Wall Mount, Floor Stand</td>
<td>$1,442.00</td>
<td>$1,751.00</td>
<td></td>
</tr>
</tbody>
</table>

*Shelf to be Attached to Floor Stand:

**Computer Only Flat Panel Displays**

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Internal Speakers</th>
<th>*Please Indicate:</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>23&quot; LCD</td>
<td>1280 X 1024</td>
<td>Table Top Stand</td>
<td>$283.00</td>
<td>$335.00</td>
</tr>
</tbody>
</table>

---

### Computers & Accessories

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop: Quad Core Processor Win7/Office10, DVD/CD-R, 15.4&quot; Display, Norton Anti-Virus, Wifi, Mouse &amp; Cable Lock</td>
<td>$463.00</td>
<td>$541.00</td>
</tr>
<tr>
<td><strong>CALL for small format Desktop or Mac pricing.</strong></td>
<td>$31.00</td>
<td>$41.00</td>
</tr>
<tr>
<td>Computer Speakers</td>
<td>$26.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Wireless PC Remote Control</td>
<td>$26.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Wireless PC Keyboard</td>
<td>$26.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Wireless PC Mouse</td>
<td>$26.00</td>
<td>$36.00</td>
</tr>
</tbody>
</table>

*Rates published are for the entire length of the event.*
Value Add Specialty Items

Please call 301-459-9011 for Equipment and Labor quotes.

### Audio Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>*Advance Rate through 1/10/21</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wireless UHF Mic Kit</strong></td>
<td></td>
<td>$257.00</td>
<td>$335.00</td>
<td></td>
</tr>
<tr>
<td>*Please Select Type Needed: <em>(Lavaliere, Handheld)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Small Exhibit Booth Sound System</strong></td>
<td></td>
<td>$257.00</td>
<td>$335.00</td>
<td></td>
</tr>
<tr>
<td>Includes: 1 Speaker / Mixer / 1 Wired Handheld Microphone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Please Select Speaker Position: <em>(Ground, Floor Stand, Wall Mount)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Large Exhibit Booth Sound System</strong></td>
<td></td>
<td>$360.00</td>
<td>$438.00</td>
<td></td>
</tr>
<tr>
<td>Includes: 2 Speakers / Mixer / 1 Wired Handheld Microphone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Please Select Speaker Position: <em>(Ground, Floor Stand, Wall Mount)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Rates published are for the entire length of the event.

### LED Video Walls

Stand out from the other booths on the show floor by presenting your message on a video wall.

Key Features:
- Configure to fit your budget and booth
- Higher resolutions and superior brightness

### Additional Screen Options

Projection can offer various screen sizes and resolutions for your booth.

Screen Options:
- LCD & LED: 70" - 90"
- Touch Screens: 24" - 80"
- 4K UHD Monitors: 49" - 98"
## Totals:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) EQUIPMENT TOTAL:</td>
<td></td>
</tr>
<tr>
<td>2) SHIPPING &amp; HANDLING - 15% of line 1:</td>
<td></td>
</tr>
<tr>
<td>3) EQUIPMENT SET-UP &amp; DISMANTLE - 15% of line 1, or $120.00, whichever is greater:</td>
<td></td>
</tr>
<tr>
<td>4) OPTIONAL DAMAGE WAIVER - 3% of line 1:</td>
<td></td>
</tr>
<tr>
<td>(Covers damage to equipment while on show site. Lost or stolen equipment is not covered)</td>
<td></td>
</tr>
<tr>
<td>5) ORDER SUB TOTAL:</td>
<td></td>
</tr>
<tr>
<td>6) SALES TAX - 8.25% of line 1 (equipment only):</td>
<td></td>
</tr>
<tr>
<td>7) TOTAL DUE:</td>
<td></td>
</tr>
</tbody>
</table>

### Payment Information

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Billing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchaser Name:</th>
<th>City, State, Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of Payment:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa</td>
<td>MasterCard</td>
</tr>
<tr>
<td>American Express</td>
<td>Check (US Only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Card Number:</th>
<th>Expiration Date</th>
<th>Security Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please include any special notes or instructions pertaining to your exhibit order here:**

### Remit to:

Projection  
5803 Rolling Road, Suite 200  
Springfield, VA 22152  
Fax All Orders To: 301-459-0026 E-Mail To: exhibits@projection.com

For additional equipment needs and pricing please call (301) 459-9011

**Please read and sign the Rental Agreement terms on the bottom of page 4.**
Save 3% by Ordering Online!
For online ordering, AMS 2022 exhibitors will receive an email from Projection including your username and temporary password. You may then follow the link below to order.
projection.boomerecommerce.com

Advance Rate Deadline: 1/10/2022

As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

RENTAL AGREEMENT

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth.

It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION PRESENTATION TECHNOLOGY in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a 33% charge on equipment. If equipment and services have already been set up and delivered at the time of cancellation, labor and equipment will be charged in full.

PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date 1/10/2022 will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR’S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is re-billing these charges to its customers. For International exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

☐ Yes, I have read the terms and conditions specified above and I agree to authorize this transaction.

Company Name: ___________________________ Booth Number: ___________________________

Purchaser Name: _________________________ Date: _________________________

Page 4 of 4
<table>
<thead>
<tr>
<th>FOR SALE (circle color choice)</th>
<th>Unit Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potted Mum</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kalanchoe</td>
<td>25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bromeliad</td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orchid</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh Cut Flowers (circle shape &amp; style)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small - Round or One sided / Traditional or Tropical Flowers</td>
<td>70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large - Round or One sided / Traditional or Tropical Flowers</td>
<td>90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Preference?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RENTAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3' green plant</td>
<td>40.00</td>
</tr>
<tr>
<td>4' green plant</td>
<td>50.00</td>
</tr>
<tr>
<td>5' green plant</td>
<td>60.00</td>
</tr>
<tr>
<td>6' green plant</td>
<td>70.00</td>
</tr>
<tr>
<td>8' green plant</td>
<td>95.00</td>
</tr>
<tr>
<td>Fern Large</td>
<td>35.00</td>
</tr>
<tr>
<td>Fern Small</td>
<td>25.00</td>
</tr>
<tr>
<td>Ivy (6&quot; pot)</td>
<td>25.00</td>
</tr>
<tr>
<td>Green plant (6&quot; pot)</td>
<td>25.00</td>
</tr>
</tbody>
</table>

Note: Decorative pots are black.

<table>
<thead>
<tr>
<th>DISCOUNT PACKAGES (circle color choice)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Package #1</td>
<td>110.00</td>
</tr>
<tr>
<td>Package #2</td>
<td>250.00</td>
</tr>
<tr>
<td>Package #3</td>
<td>500.00</td>
</tr>
</tbody>
</table>

| WHITE LIGHTS for Ficus (additional cost per tree) | 45.00 |

Note: Customer must provide power and extension cords.

| BUBBLE BOWL (for business cards) | 25.00 |

**RENTAL POLICY:**
*Rental price includes delivery, pick-up, container, top dressing and service.

*Plants are not intended for use outside.

*All rental items remain the property of Spencer Florabunda Ltd. Missing items will be billed to the customer.

*All prices are for the entire show.

*Call for items not listed.

NOTE: A 10% fee will be added to all orders placed at the show site.

| Sub-total | $___________ |
| Sales Tax (8.25%) | $___________ |
| TOTAL | $___________ |

**PAYMENT POLICY:** Please include your payment with order to receive pre-show prices. All orders must be paid in full prior to delivery. Sale items are not refundable. Rental items cancelled after the move-in begins will be refunded at 50% off original price.
<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuuming Booth</td>
<td>$0.38 per square foot/day</td>
</tr>
<tr>
<td>Shampooing Booth Carpet</td>
<td>$0.50 per square foot/day</td>
</tr>
<tr>
<td>Mopping Booth</td>
<td>$0.45 per square foot/day</td>
</tr>
</tbody>
</table>

**Porter Service**

- Booths up to 1,000 square feet @ $40/day
- Over 1,000 square feet @ $60/day
- Continuous porter service during show hours @ $18/hr in addition to regular porter service.

To place an order for booth cleaning, please visit: [www.GRBBoothCleaning.com](http://www.GRBBoothCleaning.com)

If you have any questions, please contact:
713-853-8001 or 713-853-8007

GRB-ExhibitorServices@houstonfirst.com
Exhibitor Guidelines

1. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out with Show Management.

2. Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner’s expense.

3. All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the George R. Brown Convention Center. Exhibitors must contact Levy for all sampling and catering requests to Kalli Tuma at ktuma@levyrestaurants.com Levy will provide all necessary information and required forms.

4. All decorations, signs, banners, may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Convention Services Manager must approve the location and method of installation of any special decorations or signs. The use of helium and helium balloons is prohibited in the facility. Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.

5. Only facility electricians, plumbers, telephone technicians, and engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes. To order any of these services, please contact Smart City at 713-853-8900.

6. Fire Prevention Permits are required for vehicles on display, cooking, tents, multilevel booths; for more information please contact Show Management or the GRB Convention Services Department at 713-853-8000.

7. In addition to Fire Prevention Permits, the Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap, and may contain no more than ¼ a tank of fuel before entering the GRB. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency. A HFD Vehicle Permit is required, please contact Convention Event Services at 713-853-8000 for details.

8. All exit doors must have 10’ clearance. All display materials in the booth must be fire proof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.

9. No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. Service animals are permitted.

Please note: These are Exhibitor Guidelines only. The George R. Brown Convention Center has the right to alter and/or amend these guidelines at any time. Please refer to the GRB Rules & Regulations for the complete guidelines of the GRB.
CAPPUCCINO EXPRESS
In Booth Barista

Drive attendees to your booth with the smells of Cappuccino Express premium coffee drinks.

1385.00 PER DAY
*Includes 250 (8 oz.) cups minimum per day, no carry over to following days. Includes espresso, cappuccino, lattes and americano.
Additional Cups 5.50 EA
Additional Flavors 150.00 PER DAY (Mocha, Hazelnut & Vanilla)
One-Time Set Up Fee 180.00

Cart or tabletop models available. Dimensions and electrical requirements provided upon request.
*Requires attendant.

BREAKFAST TACOS & SANDWICHES
Served for a minimum of 25 guests.

Breakfast Tacos Choice of one - bacon, barbacoa or homestyle hash potatoes with scrambled eggs and shredded cheddar in flour tortillas served with pico de gallo and salsa verde. 8.50 EA

Buttermilk Biscuit Sandwich Choice of sausage or bacon, with egg & cheese. 8.50 EA

BREAKFAST PASTRIES
Priced per dozen, minimum of one dozen required.

Assorted Danishes 56.75 DZ
Assorted Muffins 56.75 DZ
Assorted Breakfast Pastries 56.75 DZ

*Attendant
225.00 per four-hour shift
+30.00 each additional hour

Delivery / Refresh Fee
25.00 per trip

Vegetarian  •  Vegan  •  Avoiding Gluten
FRESH POPCORN
Machine Rental

Draw in guests to your booth by popping fresh popcorn at your booth with our popcorn machine rental option. **250.00 PER DAY**

- **Popcorn Packs** 10.00 EA
  - (Paper Bags, Corn Kernels, Butter & Salt)
  - *Each pack serves 10 people.
- Additional Popcorn Salt Flavors **50.00 PER DAY**
- Dimensions and electrical requirements provided upon request.
  - *Requires attendant.

**A LA CARTE**

- **Assorted Whole Fruit** 42.00 DZ
- **Assorted Granola Bars** 34.50 DZ
- **King Size Candy Bars** 48.00 DZ
- **Bagged Chips** 43.00 DZ
- **Assorted Bags of Snacks** 45.00 DZ
- **Chef’s Selection Assorted Cookies** 53.25 DZ
  - Brownies 53.50 DZ
- **Cupcakes** 56.75 DZ
  - (Chocolate Devil’s Food Cake with Vanilla Coffee Porter Frosting, Red Velvet with Margarita Cream Cheese Frosting, Vanilla Bean with Cajeta Caramel Frosting)
- **Fresh Cut Fruit Cups** 102.00 DZ
  - (Seasonal Melons & Berries)

**BY THE POUND**

- Minimum of 3 pounds required. 1 pound serves approximately 12 people.

- **Potato Chips & Choice of Dip** 48.25 LB
  - (Caramelized Onion Dip, Poblano Ranch Dip, Bleu Cheese Dip)
- **Fresh Fried Tortilla Chips and Salsa Verde & Roja** 52.50 LB
  - *Served in 1 oz. individual bags.
- **Trail Mix** 23.00 LB
  - *Served in individual 2 oz. cups.
- **Mini Pretzels** 19.00 LB
  - *Served in individual 2 oz. cups.
- **Goldfish Crackers** 19.00 LB
  - *Served in individual 2 oz. cups.
- **Mixed Nuts** 29.25 LB
  - *Served in individual 2 oz. cups.

**Delivery / Refresh Fee**
- 25.00 per trip

**Attendant**
- 225.00 per four-hour shift
  +30.00 each additional hour

- **Vegetarian**
- **Vegan**
- **Avoiding Gluten**
OUR SIGNATURE

Bavarian Pretzels

Choose between our salted traditional pretzel and our sweet coated pretzel. 8.50 EACH ●

Pretzels come with choice of the dips featured below.

Salted Traditional Bavarian Pretzel - Includes choice of two dips per order from the following selection:
( Creole Mustard, White Chile Con Queso, Spicy Tomato & Bacon Jam or Sun Dried Tomato & White Truffle Aioli )

Sweet Coated Bavarian Pretzel - Includes choice of one dip per order from the following selection:
( Cream Cheese-Vanilla Bean, Chocolate Fudge or Salted Bourbon Caramel )

LOCAL CHEESE DISPLAY

Chef’s selections of local cheeses and local honey, fresh berries, dried fruit garnish, breads and crackers.

14.75 PP

HUMMUS TRIO CUPS

Traditional, roasted bell pepper and kalamata olive hummus’. Served with crispy carrots, cucumbers, celery, crackers, and bagel chips. ●●

10.50 PP

FRESH CRUDITE SHOOTERS

Chef’s colorful selection of the freshest market vegetables. Served with crackers, breadsticks and choice of dip.
( Buttermilk Ranch Dip ●, Traditional Hummus ●● or Fresh Basil Pesto ●● )

9.50 PP

BITES

50 piece minimum; includes disposable plates, napkins and cutlery if required.

Tandori Chicken Satay with mango salsa.
8.50 EA ●

Chicken Quesadilla with avocado crema.
7.75 EA

Beef Satay with thai peanut sauce.
9.50 EA ●

Texas Brisket Slider 9.00 EA

Pulled Pork Biscuit 8.50 EA

Pork Potsticker with soy and sweet chili.
7.75 EA

Crab Cake with lemon aioli. 10.00 EA

Seared Sesame Tuna Wonton with seaweed salad and wasabi cream.
9.00 EA

Vegetable Spring Roll with sweet soy.
7.75 EA

Brien En Croute with raspberry. 7.75 EA

DELIVERY / REFRESH FEE

25.00 per trip

Vegetarian ● Vegan ● Avoiding Gluten
CHEF'S BEST
Boxed Lunches

Choose from a lineup of chef favorites to build creative lunches featuring mouthwatering gourmet sandwiches or crisp farm-fresh salads with crunchy sides and sweet treats. **31.00 PP**

Box lunches include the choices below.

*Drinks sold separately.*

- **Gourmet Sandwich OR Salad** - Choose one
- **Sides** - Whole Fruit, & Kettle Chips
- **Dessert** - Chocolate Chip Cookie with Pretzel and Butterscotch

---

**GOURMET SANDWICHES**

- **Woodlands Turkey** with shaved smoked turkey, gouda cheese, vidalia onion and peach chutney on a honey wheat roll.
- **Grilled Chicken** with braised spinach, roasted tomato and avocado aioli on ciabatta.
- **Roast Beef** with gruyère, horseradish and arugula on black pepper challah roll.
- **Smoked Ham** with swiss cheese and mustard butter on pretzel bun.
- **ZLT Flatbread** with zucchini, sundried tomato pesto and pepper jack cheese.
- **Fajita Wrap** with grilled pineapple, cumin marinated chicken, grilled peppers, onions, spicy aioli and chihuahua cheese on a sundried tomato wrap.

**GOURMET SALADS**

- **Chicken Caesar Salad** with cut romaine hearts, herb marinated grilled chicken, shaved asiago cheese and croutons served with caesar dressing.
- **Vegetable Cobb Salad** with mixed greens, cucumber, tomato, feta cheese, boiled egg, diced red onions and roasted peppers served with a balsamic vinaigrette.

---

**ADD A DRINK**

- Assorted Soft Drinks - 12 oz. (Coke, Diet Coke, Sprite, Coke Zero) **3.75 each**
- Bottled Water - 12 oz. (Dasani) **3.75 each**

---

**DISPLAY TRAYS**

Served for a minimum of 25 guests. Includes plates, napkins and cutlery.

- **Deli Platter** Includes assorted deli meats & cheeses, assorted sliced breads & rolls, potato salad, lettuce, tomatoes, onions, pickles, condiments and assorted cookies. **20.00 PP**
- **Assorted Mini Sandwiches** Includes turkey & provolone, ham & swiss, roast beef & cheddar mini roll and condiments. **6.00 EA**
LOCAL BEER

Selections

Experience the taste of Houston with seasonal beer offerings from local breweries. **168.00 PER CASE, PER SELECTION**

Featuring options from the breweries below. Check with your Sales Manager for specific beer offerings.

- St. Arnold’s
- Karbach
- 8th Wonder
- 11 Below

PREMIUM BEER

Stella Artois
Corona Extra
Laquinitas IPA
Blue Moon
Shiner Bock

**168.00 PER CASE, PER SELECTION**

(24 per case)

DOMESTIC BEER

Bud Light
Miller Lite

**144.00 PER CASE, PER SELECTION**

(24 per case)

PREMIUM BEER KEGS

675.00 EACH

(Not charged on consumption. Cannot be cancelled once ordered.)

DOMESTIC BEER KEGS

475.00 EACH

(Not charged on consumption. Cannot be cancelled once ordered.)

WINE BY THE BOTTLE

- Foot Print Chardonnay
- Foot Print Cabernet Sauvignon
- Wycliff Brut
- Wycliff Brut Rosé

**28.00 PER BOTTLE**

COCKTAILS

*Minimum of 50 drinks, on consumption.*

- Tito’s Vodka
- Bombay Sapphire
- Bacardi Superior
- Hornitos Plata
- Jim Beam
- Jack Daniel’s
- Dewars White Label

**8.00 PER DRINK**

ALCOHOL POLICY & DETAILS

Alcohol MUST be served by a Houston Inspired Catering TABC Certified Bartender.

Drinks are served in biodegradable/disposable cups. No glass is permitted in exhibit halls.

Bar front not included. Additional 150.00 rental fee will apply if requested.

*Bartender

225.00 per four-hour shift

+30.00 each additional hour

Delivery / Refresh Fee

25.00 per trip
**HTX BEER Package**

Experience the taste of Houston with beer offerings from local breweries.

800.00++ Serves 120 people

Package features the beers below.

Karbach Lovestreet
Karbach Rotation
St.Arnold’s Amber
St.Arnold’s Rotation
8th Wonder Dome Faux’m

---

**TEXAS BEER PACKAGE**

Shiner Bock, St.Arnold’s Amber, Austin Eastcider, Dallas Blonde and Deep Ellum IPA.

800.00++ Serves 120 people

**MIMOSA PACKAGE**

House Champagne, Orange Juice and Disposable Flutes.

350.00++ Serves 50 people

**BLOODY MAY PACKAGE**

Tito’s Handmade Vodka, Zing Zang Original, Bloody Revolution Habanero, Dick’s Original Bloody Mary, Tobasco Sauce, Worcestershire Sauce, Salt Rimmer, Tajin Rimmer, Olives, Limes and Celery

975.00++ Serves 100 people

**HORNITOS TEQUILA PACKAGE**

Hornitos Plata Tequila, Stirrings Margarita Mix, Simply Grapefruit, Monin Strawberry, Monin Mango, Ginger Brew, Salt Rimmer, Sugar Rimmer, Tajin Rimmer, Strawberry Garnish and Lime Garnish.

975.00++ Serves 100 people

**DON JULIO TEQUILA PACKAGE**

Don Julio Silver, Stirrings Margarita Mix, Simply Grapefruit, Monin Strawberry, Monin Mango, Ginger Brew, Salt Rimmer, Sugar Rimmer, Tajin Rimmer, Strawberry Garnish and Lime Garnish.

975.00++ Serves 100 people

**DEEP EDDY PACKAGE**


1050.00++ Serves 125 people

**WHISKEY PACKAGE**

Bullet Bourbon, Woodford Reserve, Maker’s Mark, Blitters, Bitter Flavor, Sweet Vermouth, Simple Syrup, Club Soda, Coke, Diet Coke, Sprite, Ginger Brew and Cherry Orange Slices.

1050.00++ Serves 100 people

**ALCOHOL POLICY & DETAILS**

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Bar front not included. Additional 150.00 rental fee will apply if requested.

*Bartender
225.00 per four-hour shift
+30.00 each additional hour

Delivery / Refresh Fee
25.00 per trip
OUR SIGNATURE
Fruit Infused Waters

Our bright refreshing fruit waters showcase unexpectedly delicious flavor combinations that are sure to impress your guests. **62.00 PER GALLON**

Choose between the flavor combinations below.
Strawberry Jalapeño
Cucumber Lemon
Minted Watermelon

COFFEE AND TEA
George R. Brown’s Proprietary Coffee Blend
(Regular or Decaf)
Assorted Hot Teas
**68.25 PER GALLON, PER SELECTION**

ASSORTED SOFT DRINKS
(12 OZ.)
Coke, Diet Coke, Sprite, Coke Zero
**90.00 PER CASE, PER SELECTION**
(24 per case)

BOTTLED WATER (12 OZ.)
Dasani
**90.00 PER CASE**
(24 per case)

LOGO BOTTLED WATER BUYOUT FEE
Please contact your Sales Manager for pricing and approval.
**PRICE VARIES**

KEURIG COFFEE MACHINE RENTAL
Limited quantities available. Includes: 1 gallon water jug, creamers, sugar/sweetner, stirrers, napkins & disposable cups. Client to supply: 120v15 amp - please contact SmartCity at 713 - 853 - 8900.

**150.00 PER DAY**

ASSORTED COFFEE OR TEA K-CUPS
4.50 EACH

1 GAL WATER JUG & CUPS
Keurig Machine ONLY.
8.00 EACH

MINUTE MAID ASSORTED JUICES (10 OZ.)
Apple, Orange and Mixed Berry
**90.00 PER CASE, PER SELECTION**
(24 per case)

SWEET ICED TEA
**62.00 PER GALLON**

LEMONADE
**62.00 PER GALLON**

WATER COOLER RENTAL
Client to supply: 120v15 amp - please contact SmartCity at 713 - 853 - 8900.

**105.00 PER DAY**

5 GALLON WATER JUG
47.25 EACH

20 LB BAG OF ICE
20.00 EACH

Delivery / Refresh Fee
25.00 per trip
Houston Inspired Catering is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRBCC without prior written approval from a Houston Inspired Catering representative. THIS INCLUDES BOTTLED WATER.

- All prices are subject to a (++) charge, which represents a 21% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- Food and beverages are provided on compostable disposable ware.
- Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- FOOD PREP: HIC can provide professional staff to assist you with food preparation. Applicable charges will apply. To arrange for assistance, please contact your sales manager listed at the bottom of the second page.
- INSURANCE: Any company serving samples (food or beverage) must submit an insurance certificate of liability with coverage of $1,000,000 per occurrence naming George R. Brown Convention Center, and HIC as additional insured. Be sure to check the complete insurance requirements.
- DELIVERY FEE: A $25.00+ Delivery/Refresh Fee will apply for each food and beverage delivery. HIC DOES NOT supply table and chair equipment, trash removal, or electricity for your booth. You MUST order through your service contractor.
- ELECTRICAL: Please contact Smart City at 713.853.8900
- BOOTH CLEANING & TRASH REMOVAL: Please contact Exhibitor Services at 713.853.8001

FOOD AND BEVERAGE SAMPLING

- The food manufacturer’s sampling form must be submitted no less than 21 days prior to the show to your sales manager for approval. We will coordinate details and requirements with you following approval.
- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are allowed for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher with current inspection date and tag in the booth. Booths exceeding 20' in any dimension must have a minimum of two 3A40BC fire extinguishers with current inspection date and tag in the booth.

FOOD SAMPLING

- Items dispensed are limited to products manufactured by the exhibiting company
- Any product that is not manufactured by the exhibiting company must be purchased from HIC if you wish to have it available for sampling by attendees. Contact your sales manager to discuss buyout opportunities or HIC purchases.
- Food items are limited to ‘bite size’ (3 oz. or less).
- Beverage items may be dispensed in containers holding not more than 4 oz.
- Food and/or beverage items used as traffic promoters (e.g., coffee, popcorn, sodas, bottled water [with or without logo], ice cream, etc.) not manufactured by the exhibiting company MUST be purchased from HIC.
- The City of Houston requires a temporary food permit (daily) for ALL public shows. Food permits MUST be displayed in booths at all times during the show.
- Keep the delivery costs to your booth low – consider ways to safely store as much product in your booth as you will use each day.
- Candy Dishes - A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized individually wrapped.

ALCOHOLIC BEVERAGE SAMPLING

- All alcoholic beverages must be purchased through HIC, even if manufactured by the exhibitor.
Contact Houston Inspired Catering to purchase any alcoholic beverages you wish to dispense to attendees. Bartenders to serve the alcoholic beverage must be hired through Houston Inspired Catering. Houston Inspired Catering will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who in Houston Inspired Catering's sole judgment appear to be in intoxicated. Alcohol is not charged on consumption and any remaining will be forfeited. Any remaining alcohol must be consumed onsite and is not allowed to be taken off premise per TABC laws. Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway/promotions.

DEADLINE: All orders must be received a minimum of 21 days prior to the show to ensure availability of food and beverages, and appropriate staffing to prepare, deliver and service your account. A 25% late Fee will apply to all orders received within 21 days of the show.

CHANGES/CANCELLATIONS: Changes/Cancellations must be submitted in writing 3 business days prior to start of event. Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery. SPECIAL ORDER ITEMS (e.g., logo cookies, kegs) cannot be canceled once confirmed.

PAYMENT POLICY: All food and beverage orders require 100% payment in advance. We accept American Express, MasterCard, VISA, Discover, check or wire transfer on initial orders. We will require a credit card for any additional services ordered onsite during the show.

SPECIALITY ITEMS: A specialty item refers to any food/beverage item or brand that is not on our most current menu. Requests for specialty items are not guaranteed for approval and all requests must be received by HIC a minimum of (30) days prior to the start of the show. Additionally, specialty order items are not eligible for re-order when you are on-site. Any substitutions/on-site requests will be limited to what is available in inventory and will be subject to applicable fees.

Show Name: ___________________ Date Order was placed: ___________________
Booth Number: ___________________ Booth Name: ___________________
Company Name (Bill To): ___________________ Contact Name: ___________________
Phone Number: ___________________ On-Site Contact Cell Phone Number: ___________________
Street Address: ___________________ Fax Number: ___________________
City, State, Zip: ___________________ E-Mail Address: ___________________

On-Site Contact/Authorized Signatures for Event: ___________________ (Printed Name) ___________________ (Signature)

ORDER FORM

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<th>Start Time</th>
<th>End Time</th>
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$25 Delivery Charge (charged per trip/per day) __________________

(Please use additional sheet if needed) Subtotal: __________________

25% Late Fee: __________________

(Applied to orders received within 3 weeks of show) 21% Admin Fee: __________________

8.25% Sales Tax: __________________

Total: __________________

By completing this form you are authorizing that you have read and agree to the terms contained within this Exhibitor Catering Order Form & Service Contract. All policies, procedures and cancelations will be upheld by Houston Inspired Catering.

Please submit this completed form back to your Sales Manager. Kalli Tuma ktuma@levyrestaurants.com
Multi-Level Exhibits

Multi-Level Exhibit drawings submitted for plan review by the Fire Marshal must meet the following requirements:

2. Drawings must bear a current registered design professional’s stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). \textbf{Expired licenses are unacceptable.} The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.
3. Measurements must be in inches/feet (not metric).
4. Multi-deck structures exceeding 300 sq. ft of \textbf{net} floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
5. Stairway widths shall be:
   a. A minimum of 36 inches where the occupant load of the upper level is less than 50.
   b. A minimum of 44 inches where the occupant load of the upper level is 50 or more.
   c. Occupant loads shall be stated on the plan.
6. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
7. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating \textbf{“Please Use Caution and Hold the Handrail”}.
8. Spiral stairways shall be permitted in accordance with section 7.2.2.3.3 of NFPA 101, 2000 ed., such that:
   a. Occupant load does not serve more than 3.
   b. Clear width of stairs is not less than 26 inches.
   c. Handrails shall be provided on both sides.
9. Guards shall:
   a. Not be less than 42 inches high.
   b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch diameter sphere to pass through any opening up to a height of 34 inches.
10. Battery-operated smoke detectors shall be installed on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling.
11. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover the upper deck area, it must be flame resistant. Certificate must be submitted with plan.
12. One portable fire extinguisher, minimum 2A:10BC with current inspection tag by a licensed company shall be provided at each level of the exhibit.
13. Any stationary units (container or other units) using the upper areas as a deck must submit plans.
### DUPLEX OUTLETS (120 VOLTS UP TO 2000 WATTS)

Includes Labor and Material for each service indicated on the Floorplan

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<th>WATTS</th>
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<td><strong>TOTAL</strong></td>
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</table>

A separate outlet must be ordered for each location. Additional labor and material apply to connect and disconnect service to equipment.

### FLOOD LIGHTS ON A 6FT OR 8FT POLE

Includes Electrical Services and Labor

<table>
<thead>
<tr>
<th>QTY CONFIGURATION</th>
<th>INCENTIVE*</th>
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<td>150 Watt - 1 light</td>
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<td>150 Watt - 2 light</td>
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<td>300 Watt - 2 light</td>
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**PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE-IN.**

IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions.

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: ___________________________ (X) ___________________________ (X) ______________________ Date: __/__/____

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can PAY VIA CREDIT CARD.

Make checks payable to: SMART CITY ELECTRIC, INC.
5795 W. Badura Ave, Ste 110
Las Vegas NV 89118

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

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Effective September 30, 2020 – December 31, 2022

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE-IN.

IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions.
**INTERNET SERVICE CONTRACT**

**GEORGE R. BROWN CONVENTION CENTER**

<table>
<thead>
<tr>
<th>Exibitor Company Name:</th>
<th>Booth/Room#:</th>
<th>Show Name:</th>
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<tbody>
<tr>
<td>Billing Company Name:</td>
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<td>Billing Company Address:</td>
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<td>City, State, Zip:</td>
<td>14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</td>
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<td>Contact Name:</td>
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### BASIC INTERNET, NOT FOR STREAMING

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<th>QTY</th>
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<th>BASE</th>
<th>ON-SITE</th>
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<tbody>
<tr>
<td>Includes: 1 Private IP Address, Routers PROHIBITED and will not work</td>
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<tr>
<td>1.5 Mbps Burstable To 3 Mbps (DHCP), intended for light Internet usage</td>
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<td>$895</td>
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<td>Additional Device(s), Per Device Up to 4 [6 or more available online]</td>
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### DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST

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</tr>
<tr>
<td>Dedicated 3 Mbps</td>
<td></td>
<td>$3,495</td>
<td>$4,370</td>
<td>$5,244</td>
<td></td>
</tr>
<tr>
<td>Dedicated 6 Mbps</td>
<td></td>
<td>$5,900</td>
<td>$7,375</td>
<td>$8,850</td>
<td></td>
</tr>
<tr>
<td>Dedicated 10 Mbps</td>
<td></td>
<td>$7,850</td>
<td>$9,810</td>
<td>$11,772</td>
<td></td>
</tr>
<tr>
<td>Dedicated 15 Mbps</td>
<td></td>
<td>$11,700</td>
<td>$14,630</td>
<td>$17,556</td>
<td></td>
</tr>
<tr>
<td>Dedicated 20 Mbps</td>
<td></td>
<td>$15,500</td>
<td>$19,380</td>
<td>$23,256</td>
<td></td>
</tr>
<tr>
<td>Upgrade to 29 Public Static IP Addresses</td>
<td></td>
<td>$995</td>
<td>$1,194</td>
<td>$1,433</td>
<td></td>
</tr>
</tbody>
</table>

Higher bandwidth services available for uhd streaming

### INTERNET EQUIPMENT & LABOR

<table>
<thead>
<tr>
<th></th>
<th>QTY</th>
<th>INCENTIVE*</th>
<th>BASE</th>
<th>ON-SITE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switch Rental – up to 24 ports</td>
<td></td>
<td>$185</td>
<td>$225</td>
<td>$270</td>
<td></td>
</tr>
<tr>
<td>Patch Cable (up to 100’) – Cat5e</td>
<td></td>
<td>$50</td>
<td>$62</td>
<td>$74</td>
<td></td>
</tr>
<tr>
<td>Labor / Floor Work – four lines per hour</td>
<td></td>
<td>$125</td>
<td>$125</td>
<td>$125</td>
<td></td>
</tr>
<tr>
<td>Distance Fee for each Internet line delivered outside the facility</td>
<td></td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td></td>
</tr>
</tbody>
</table>

### WIRELESS INTERNET, Full products catalog available online

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

Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions.

<table>
<thead>
<tr>
<th></th>
<th>SUBTOTAL</th>
<th>ESTIMATED 10% TAX/Fees</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
</table>

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

<table>
<thead>
<tr>
<th>Printed Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(X)</td>
<td>(X)</td>
<td>/ / /</td>
</tr>
</tbody>
</table>

### PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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

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

Customer Number: 

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

ORDER NOW
AIR, WATER, DRAIN & GAS SERVICE CONTRACT
GEORGE R. BROWN CONVENTION CENTER

<table>
<thead>
<tr>
<th>Description</th>
<th>Incentive*</th>
<th>Base</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPRESSED AIR, 90-100 lbs. P.S.I. (Service outlet, ¼” Milton #715 Female Coupler)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Connection</td>
<td>$220</td>
<td>$270</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Additional Connections</td>
<td>$110</td>
<td>$137</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Special Connection Size: _______ CFM: _______ PSI: _______ (Call)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WATER, Service Outlet ¼” (For equipment only)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Connection</td>
<td>$140</td>
<td>$180</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Additional Connections</td>
<td>$90</td>
<td>$112</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Special Connection Size: _______ (Call)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTE: No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DRAINAGE, 3” drain line (For equipment only) Direct Tie-in</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Connection</td>
<td>$125</td>
<td>$165</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Additional Connections</td>
<td>$90</td>
<td>$120</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Special Connection Size: _______ (Call)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FILL AND DRAIN, One time only – Labor charge for additional fills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - 15 Gallons</td>
<td>$60</td>
<td>$78</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>16 - 70 Gallons</td>
<td>$75</td>
<td>$100</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>71 - 100 Gallons</td>
<td>$100</td>
<td>$125</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>101 - 200 Gallons</td>
<td>$150</td>
<td>$180</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>201 - 300 Gallons</td>
<td>$175</td>
<td>$200</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>301 - 400 Gallons</td>
<td>$210</td>
<td>$250</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>401 - 500 Gallons</td>
<td>$240</td>
<td>$275</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>501 - 1000 Gallons</td>
<td>$500</td>
<td>$550</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Each additional 500 Gallons</td>
<td>$95</td>
<td>$105</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>NATURAL GAS, Service Outlet ¼” - Call for quote</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LABOR, Minimum ½ hour</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday – Friday (8:00am – 4:30pm)</td>
<td>$60/hr</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Monday – Friday (4:30pm – 8:00am) Saturdays &amp; Holidays</td>
<td>$120/hr</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE IN.</strong> IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing. Labor and materials will be added. With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

<table>
<thead>
<tr>
<th>Printed Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(X)</td>
<td>(X)</td>
<td></td>
</tr>
</tbody>
</table>

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can PAY VIA CREDIT CARD.

Make checks payable to:  SMART CITY ELECTRIC, INC. 5795 W. Badura Ave, Ste 110 Las Vegas NV 89118

Customer Number:
Houston Fire Department
Vehicle Safety Inspection Checklist
For Indoor Display of Liquid or Gas-Fueled Motorized Vehicles

Date of Inspection: ____________ Venue: ___________________________________

Name of Event: ____________________________________________________________

Booth Number ___________ Exhibitor Name _________________________________

Motorized Vehicle Type:

☐ Car  ☐ Truck  ☐ Boat  ☐ Personal Watercraft

☐ Motor-Driven Cycle  ☐ Aircraft

☐ Other (specify):________________________________________________________

In order to comply with the City of Houston Fire Code Regulations, the following
requirements must be adhered to:

☐ Fuel in fuel tanks shall not exceed one-fourth (1/4) capacity or 5 gallons,
whichever is least. An accurate means of measuring the fuel amount shall be
provided. (Pre-requisite to entry into the building.)

☐ Batteries must be disconnected.

☐ Fuel tanks and fill openings shall be closed and sealed to prevent tampering.

☐ Propane cylinders shall be new and unused unless prior written approval has
been given by the Fire Marshal. The Vendor or his representative will
disconnect piping from the cylinder. Valves will be opened to verify the cylinder
is void of propane gas. Any tools required shall be provided be the vendor.

☐ Approved for display.

☐ Rejected for display.

Reason(s) for rejection: __________________________________________________

____________________________________________________________________

Fire Inspector (Print): ________________________________________________

Signature of Fire Inspector: _________________________________________
EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT
FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It’s our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you’ve always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

24/7 NETWORK MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911
Is the exclusive provider of the following services:

- **INTERNET**
- **TELEPHONE**
- **ELECTRICAL**
- **PLUMBING**
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.

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>INCENTIVE**</th>
<th>BASE</th>
<th>ON-SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Internet</td>
<td>$895</td>
<td>$1,140</td>
<td>$1,368</td>
</tr>
<tr>
<td>Additional Device</td>
<td>$185</td>
<td>$220</td>
<td>$255</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT &amp; LABOR</th>
<th>INCENTIVE**</th>
<th>BASE</th>
<th>ON-SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switch Rental</td>
<td>$185</td>
<td>$225</td>
<td>$270</td>
</tr>
<tr>
<td>Patch Cables</td>
<td>$50</td>
<td>$62</td>
<td>$74</td>
</tr>
<tr>
<td>Labor (Floor Work)</td>
<td>$125</td>
<td>$125</td>
<td>$125</td>
</tr>
</tbody>
</table>

**NOT FOR STREAMING**

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

Basic Internet Includes:
- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

**ORDER NOW**

Order online at: [https://orders.smartcitynetworks.com](https://orders.smartcitynetworks.com) or call 888.446.6911
Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

<table>
<thead>
<tr>
<th>DEDICATED SERVICES</th>
<th>STREAMING SD or HD or UHD</th>
<th>INCENTIVE*</th>
<th>BASE</th>
<th>ON-SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Mbps Dedicated</td>
<td>1 N/A N/A</td>
<td><strong>$3,495</strong></td>
<td><strong>$4,370</strong></td>
<td><strong>$5,244</strong></td>
</tr>
<tr>
<td>6 Mbps Dedicated</td>
<td>2 1 N/A</td>
<td><strong>$5,900</strong></td>
<td><strong>$7,375</strong></td>
<td><strong>$8,850</strong></td>
</tr>
<tr>
<td>10 Mbps Dedicated</td>
<td>3 2 N/A</td>
<td><strong>$7,850</strong></td>
<td><strong>$9,810</strong></td>
<td><strong>$11,772</strong></td>
</tr>
<tr>
<td>15 Mbps Dedicated</td>
<td>5 3 N/A</td>
<td><strong>$11,700</strong></td>
<td><strong>$14,630</strong></td>
<td><strong>$17,556</strong></td>
</tr>
<tr>
<td>25 Mbps Dedicated</td>
<td>6 4 1</td>
<td><strong>$19,250</strong></td>
<td><strong>$24,060</strong></td>
<td><strong>$28,872</strong></td>
</tr>
</tbody>
</table>

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

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

**Dedicated Services Include:**
- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

---

Order online at: [https://orders.smartcitynetworks.com](https://orders.smartcitynetworks.com) or call 888.446.6911
NEED WIRELESS CONNECTIVITY?

Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

<table>
<thead>
<tr>
<th>DEVICE LIMIT</th>
<th>INCENTIVE**</th>
<th>BASE</th>
<th>ON-SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Device Limit</td>
<td>$2,339</td>
<td>$2,807</td>
<td>$3,368</td>
</tr>
<tr>
<td>15 Device Limit</td>
<td>$4,133</td>
<td>$4,960</td>
<td>$5,952</td>
</tr>
<tr>
<td>30 Device Limit</td>
<td>$6,762</td>
<td>$8,114</td>
<td>$9,737</td>
</tr>
<tr>
<td>Additional Access Point Rental</td>
<td>$750</td>
<td>$750</td>
<td>$750</td>
</tr>
</tbody>
</table>

*NOT 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

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

Wi-Fi Splash Page services starting at $250
https://orders.smartcitynetworks.com/wifi-splash-page-design
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.

<table>
<thead>
<tr>
<th>BANDWIDTH ALLOCATION</th>
<th>SD or HD or UHD</th>
<th>INCENTIVE*</th>
<th>BASE</th>
<th>ON-SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Mbps</td>
<td>3  N/A  N/A</td>
<td>$8,800</td>
<td>$10,560</td>
<td>$12,672</td>
</tr>
<tr>
<td>20 Mbps</td>
<td>6  4  N/A</td>
<td>$16,600</td>
<td>$19,920</td>
<td>$23,904</td>
</tr>
<tr>
<td>30 Mbps</td>
<td>10  6  1</td>
<td>$24,200</td>
<td>$29,040</td>
<td>$34,848</td>
</tr>
<tr>
<td>40 Mbps</td>
<td>13  8  1</td>
<td>$31,550</td>
<td>$37,860</td>
<td>$45,434</td>
</tr>
<tr>
<td>50 Mbps</td>
<td>16  10  2</td>
<td>$39,050</td>
<td>$46,860</td>
<td>$56,232</td>
</tr>
<tr>
<td>Additional Access Point Rental</td>
<td>N/A  N/A  N/A</td>
<td>$750</td>
<td>$750</td>
<td>$750</td>
</tr>
</tbody>
</table>

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

All Hotspots broadcast on the **5 Ghz frequency only** and include:
- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW

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

Wi-Fi Splash Page services starting at $250
https://orders.smartcitynetworks.com/wifi-splash-page-design
Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

<table>
<thead>
<tr>
<th>VOICE SERVICES</th>
<th>INCENTIVE*</th>
<th>BASE</th>
<th>ON-SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Line Telephone - With or Without Device</td>
<td>$275</td>
<td>$345</td>
<td>$414</td>
</tr>
<tr>
<td>Multi Line Telephone</td>
<td>$415</td>
<td>$520</td>
<td>$624</td>
</tr>
<tr>
<td>Polycom Speaker Phone</td>
<td>$465</td>
<td>$575</td>
<td>$690</td>
</tr>
</tbody>
</table>

*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: [https://orders.smartcitynetworks.com](https://orders.smartcitynetworks.com) or call 888.446.6911

© 2020 Smart City Networks. All Rights Reserved. Effective September 30, 2020 - December 31, 2021 - V10082020
**READY TO POWER UP YOUR EXPERIENCE?**

### POWER REQUIREMENTS EXAMPLES ON DUPLEX/120 VOLT OUTLETS

<table>
<thead>
<tr>
<th>Appliances</th>
<th>Watts</th>
<th>INCENTIVE</th>
<th>BASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>375 Watts</td>
<td>$105</td>
<td>$137</td>
</tr>
<tr>
<td>Cash Register</td>
<td>500 Watts</td>
<td>$127</td>
<td>$165</td>
</tr>
<tr>
<td>Coffee Pot, Standard</td>
<td>600-1000 Watts</td>
<td>$138</td>
<td>$179</td>
</tr>
<tr>
<td>Coffee Pot, Large</td>
<td>1500-2000 Watts</td>
<td>$149</td>
<td>$194</td>
</tr>
<tr>
<td>Computer, Laptop</td>
<td>300-500 Watts</td>
<td>$149</td>
<td>$194</td>
</tr>
<tr>
<td>Computer, Desktop</td>
<td>500-750 Watts</td>
<td>$177</td>
<td>$230</td>
</tr>
<tr>
<td>Computer Monitor, Regular</td>
<td>200 Watts</td>
<td>$149</td>
<td>$194</td>
</tr>
<tr>
<td>Computer Monitor, Flat</td>
<td>250-500 Watts</td>
<td>$177</td>
<td>$230</td>
</tr>
<tr>
<td>Crock Pot</td>
<td>1000-1500 Watts</td>
<td>$266</td>
<td>$346</td>
</tr>
<tr>
<td>Hotplate, Single Element</td>
<td>1000 Watts</td>
<td>$361</td>
<td>$469</td>
</tr>
<tr>
<td>Hotplate, Dual Element</td>
<td>2000 Watts</td>
<td>$549</td>
<td>$714</td>
</tr>
<tr>
<td>Lighting, Halogen</td>
<td>100-500 Watts, Per Bulb</td>
<td>$813</td>
<td>$1,057</td>
</tr>
<tr>
<td>Lighting, Conventional</td>
<td>60-250 Watts, Per Bulb</td>
<td>$1,197</td>
<td>$1,556</td>
</tr>
<tr>
<td>Popcorn Maker, Small</td>
<td>1000 Watts</td>
<td>$1,428</td>
<td>$1,856</td>
</tr>
<tr>
<td>Popcorn Maker, Large</td>
<td>1500-2000 Watts</td>
<td>$2,600</td>
<td>$3,468</td>
</tr>
<tr>
<td>Printer, Ink Jet</td>
<td>750-1000 Watts</td>
<td>$3,613</td>
<td>$4,691</td>
</tr>
<tr>
<td>Printer, Laser</td>
<td>1500-2000 Watts</td>
<td>$5,497</td>
<td>$7,149</td>
</tr>
<tr>
<td>Toaster</td>
<td>1500 Watts</td>
<td>$8,447</td>
<td>$10,979</td>
</tr>
<tr>
<td>TV, Standard</td>
<td>200-500 Watts</td>
<td>$10,879</td>
<td>$14,194</td>
</tr>
<tr>
<td>TV, LCD</td>
<td>500-1000 Watts</td>
<td>$13,297</td>
<td>$17,684</td>
</tr>
<tr>
<td>TV, Plasma</td>
<td>1000-1500 Watts</td>
<td>$15,892</td>
<td>$21,094</td>
</tr>
</tbody>
</table>

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

**TIPS:**
- Rates include bringing services (up to 100 AMPS) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 100 AMPS.
- All other work performed within a booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.
- Generators are not permitted.
Our **ELECTRICAL SERVICES** provide **FLOOD LIGHTS** to meet your booth lighting enhancement needs.

<table>
<thead>
<tr>
<th>FLOOD LIGHTS</th>
<th>INCENTIVE*</th>
<th>BASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 Watt, Single Light</td>
<td>$65</td>
<td>$88</td>
</tr>
<tr>
<td>150 Watt, Double Light</td>
<td>$70</td>
<td>$95</td>
</tr>
<tr>
<td>300 Watt, Single Light</td>
<td>$80</td>
<td>$108</td>
</tr>
<tr>
<td>300 Watt, Double Light</td>
<td>$85</td>
<td>$115</td>
</tr>
</tbody>
</table>

Flood Lights are on a 6ft - 8ft pole and include power.

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!"
ARE PLUMBING SERVICES AVAILABLE?

Our **PLUMBING SERVICES** provide **WATER SERVICES** for sinks, pools or spas.

### WATER

<table>
<thead>
<tr>
<th>Service Description</th>
<th>INCENTIVE*</th>
<th>BASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4&quot; Service Outlet, First Connection</td>
<td>$140</td>
<td>$180</td>
</tr>
<tr>
<td>3/4&quot; Service Outlet, Additional Connection</td>
<td>$90</td>
<td>$112</td>
</tr>
</tbody>
</table>

*Direct tie in to equipment only. Water heater rental required for hot water call for quote.*

### DRAINAGE

<table>
<thead>
<tr>
<th>Service Description</th>
<th>INCENTIVE*</th>
<th>BASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3&quot; Drain line, First Connection</td>
<td>$125</td>
<td>$165</td>
</tr>
<tr>
<td>3&quot; Drain line, Additional Connection</td>
<td>$90</td>
<td>$120</td>
</tr>
</tbody>
</table>

*Direct tie in to equipment only.*

*Grease trap not included. If needed please call for quote.*

### FILL AND DRAIN

<table>
<thead>
<tr>
<th>Gallons</th>
<th>INCENTIVE</th>
<th>BASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>$60</td>
<td>$78</td>
</tr>
<tr>
<td>16-70</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>71-100</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>101-200</td>
<td>$150</td>
<td>$180</td>
</tr>
<tr>
<td>201-300</td>
<td>$175</td>
<td>$200</td>
</tr>
<tr>
<td>301-400</td>
<td>$210</td>
<td>$250</td>
</tr>
<tr>
<td>401-500</td>
<td>$240</td>
<td>$275</td>
</tr>
<tr>
<td>501-1000</td>
<td>$500</td>
<td>$550</td>
</tr>
<tr>
<td>Additional 500 Gallons</td>
<td>$95</td>
<td>$105</td>
</tr>
</tbody>
</table>

*Fill and Drain one time only, labor charges apply for additional fills.*

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

**TIPS:**
- Water services come from floor pockets
- If hot water is needed, rental of hot water heater is required
- Pricing includes Labor and Material for each service

[Order online at: https://orders.smartcitynetworks.com](https://orders.smartcitynetworks.com) or call 888.446.6911
Our **PLUMBING SERVICES** provide reliable **COMPRESSED AIR** for Robotics, Pneumatic Tools and Machinery.

<table>
<thead>
<tr>
<th>COMPRESSED AIR [90-100 PSI]</th>
<th>INCENTIVE*</th>
<th>BASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4” Compressed Air, First Connection</td>
<td>$220</td>
<td>$270</td>
</tr>
<tr>
<td>1/4” Compressed Air, Additional Connection</td>
<td>$110</td>
<td>$135</td>
</tr>
</tbody>
</table>

For any compressed air special requirements please call for quote.

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

- Labor and Material not included with any plumbing services
- 1/4” Milton #715 Female Coupler

Order online at: [https://orders.smartcitynetworks.com](https://orders.smartcitynetworks.com) or call 888.446.6911
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.

DO YOU OFFER INCENTIVE RATES?
Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?
Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?
Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks’ services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?
To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?
SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

<table>
<thead>
<tr>
<th>FORMAT</th>
<th>RESOLUTION</th>
<th>BANDWIDTH REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Definition (SD)</td>
<td>720x480</td>
<td>3.0-5.0 Mbps</td>
</tr>
<tr>
<td>High Definition (HD)</td>
<td>1280x720 &amp;</td>
<td>5.0-8.0 Mbps</td>
</tr>
<tr>
<td></td>
<td>1920x1080</td>
<td></td>
</tr>
<tr>
<td>Ultra High Definition (UHD)</td>
<td>3840x2160</td>
<td>25 Mbps</td>
</tr>
</tbody>
</table>

Order online at: https://orders.smartcitynetworks.com, or call 888.446.6911

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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.”