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 blue and white back drape, 3' high blue side dividers and a 7" x 44" identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
The hall will be carpeted with existing venue carpet.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by November 08, 2021.

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

SHOW SCHEDULE
EXHIBITOR MOVE-IN
Monday December 06, 2021 8:00 AM - 3:30 PM

EXHIBIT HOURS
Monday December 06, 2021 4:00 PM - 6:00 PM
Tuesday December 07, 2021 10:30 AM - 3:00 PM

EXHIBITOR MOVE-OUT
Tuesday December 07, 2021 3:00 PM - 8:00 PM
We will begin returning empty containers at the close of the show.

EXHIBITOR SERVICE HOURS
Our Exhibitor Services team will be available from 8am - 5pm 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 Tuesday, December 07, 2021 at 8:00 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 Tuesday, December 07, 2021 at 7:00 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 November 08, 2021. 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 # _________
    Healthcare Facilities Symposium
    C/O AWD / Freeman
    15505 Long Vista, Ste 210
    Austin, TX 78728
Freeman will accept crated, boxed or skidded materials beginning Monday, November 15, 2021, at the above address. Material arriving after November 29, 2021 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00 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 # __________
Healthcare Facilities Symposium
C/O Freeman
Austin Convention Center
500 E Cesar Chavez St
Austin, TX 78701

Freeman will receive shipments at the exhibit facility beginning Monday, December 06, 2021. 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 November 08, 2021.

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

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

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

1. **booth structure**
   - **Option 1 Multiple Use**
     Use Forest Sustainable Certified (FSC) wood to build your booth and crates.
     Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman’s eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.
   - **Option 2 One-time Use**
     Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. **carpet**
   - **Option 1 Rent**
     Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.
   - **Option 2 Color**
     Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

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

4. **graphics**
   - **Option 1 Multiple Use**
     Print on a durable substrate without dates, event names, or locations.
   - **Option 2 One-time Use**
     Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

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

**save energy**

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

**MOVE OUT**

**train your team**

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

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**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.

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**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.

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**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: Decor 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
Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will submit the floor plans and event pre-planning documents to the Austin Fire Department’s Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.

4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
   a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
   b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.
   c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.

6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.

7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.

Continued
10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.

11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department’s orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.

12. The following items may not be used without prior written approval of the Fire Marshal’s Office:
   
a) Display or storage of LPG (liquid propane gas)
   b) Flammable or combustible liquids
   c) Flammable gas
   d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible of flame-retardant properties must be available on-site.
   e) Welding or cutting equipment for show set-up or for demonstration purposes
   f) Gas-fired appliances for demonstration purposes
   g) Salamander stoves
   h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
   i) Any cooking or heat-producing devices

13. The following are related to the display of automotive vehicles and equipment:
   
a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
   b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
   c) Ignition keys are to be removed and placed in a central location on site.
   d) The positioning of such vehicles shall be subject to approval of the Fire Marshal’s Office.
   e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal’s Office.
   f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following related to food shows:
   
a) Deep fat fryers are not allowed in the facility.
   b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal’s Office.

February 2010
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/507628

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
- advance warehouse

**during the event**
- event venue
- venue dock
- your exhibit
- venue dock
- storage for empty containers

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

**The Freeman Exhibit Transportation promise:**

- **All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service**
- **PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE**
- **On-site transportation experts are available before, during and after the show**
- **Reliable customer service seven days a week, offering complete shipment visibility and expert supervision**
- **Pre-printed shipping labels and outbound paperwork**  

**Benefits:**

- **Turnkey pricing ensures precise budgeting**
- **No additional handling, pick-up or delivery fees**
- **No additional fuel surcharges or overtime surcharges**
- **No carrier waiting time fees**
- **Experienced on-site transportation reps from move-in through move-out**
- **LTL (less than truck load) shipping**

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

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

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

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

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

Freeman Exhibit Transportation promise:

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

Questions?

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

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

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

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

**PICK UP INFORMATION**

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
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</tr>
<tr>
<td>Cartons (cardboard)</td>
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</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>
</tbody>
</table>

Total

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

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

**OUTBOUND SHIPPING**

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

Ship to address:

Number of Labels: ________________

**FAX THIS COMPLETED FORM VIA:**

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

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

SHOW # (507628)
WHAT ARE FREIGHT SERVICES?

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

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

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?
• Collect shipments will be returned to the delivery carrier.
• To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
• “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?
• The label should contain the exhibiting company name, the booth number and the name of the event.
• The specific shipping address for either the warehouse or show site is located on the Quick Facts.

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

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

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

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>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handling</td>
<td>$ 1.33 per pound</td>
</tr>
<tr>
<td>Rate applies to shipments sent to either the warehouse or directly to show site.</td>
<td></td>
</tr>
<tr>
<td>Material Handling - After Deadline</td>
<td>$ 1.67 per pound</td>
</tr>
<tr>
<td>Rate applies to shipments arriving at the warehouse after November 29, 2021.</td>
<td></td>
</tr>
<tr>
<td>Material Handling - 10 lbs and under</td>
<td>Free of Charge</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

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 November 15, 2021.
- Warehouse address: Exhibiting Company Name / Booth #
  Healthcare Facilities Symposium
  C/O AWD/Freeman
  15505 Long Vista Dr, Ste 210
  Austin, TX 78728
- 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 December 6, 2021.
- Show Site address: Exhibiting Company Name / Booth #
  Healthcare Facilities Symposium
  Austin Convention Center
  C/O Freeman
  500 E Cesar Chavez St
  Austin, TX 78701

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: ____________________________

DELIVERY ADDRESS: ____________________________________

_____________________________________________________

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

PHONE#: ____________________________ ATTN: ____________________________

SPECIAL INSTRUCTIONS: ____________________________________________

BILL TO: [ ] Same as Ship to: COMPANY NAME: ____________________________

DELIVERY ADDRESS: ____________________________________

_____________________________________________________

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

METHOD OF SHIPMENT

Select a Carrier:

[ ] Freeman Exhibit Transportation [ ] Other Carrier

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

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

Select a Level of Service:

[ ] 1 Day: Delivery next business day
[ ] 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
[ ] Lift gate required
[ ] Air ride required
[ ] Residential

Select Shipment Options (if applicable)

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

Select Desired Number of Labels: ____________________________

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

C/O: AWD / Freeman
15505 Long Vista, Ste 210
Austin, TX 78728

WAREHOUSE (507628)

EVENT: Healthcare Facilities Symposium

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: Freeman
Austin Convention Center
500 E Cesar Chavez St
Austin, TX 78701

SHOW SITE

EVENT: **Healthcare Facilities Symposium**

BOOTH NO: _________ NO. _____ OF _____ PCS

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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.
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

Bowery Swivel Chairs & Sedona C-Tables
Accent Chairs | pg 16
Side Tables | pg 28
Dividers | pg 57
Greenery | pg 48
Top Design Tips
for Tradeshow Booths.

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.
Style 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 for small group 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
- **85035**
  - 6’ Boxwood Hedge
  - 46”L 9”D 47”H

### NAPLES
- **830120**
  - Naples Chair, Powered (black vinyl)
  - 36”L 30”D 33.25”H

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

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

### Ventura 6’ Bar or Cafe Tables
Use Ventura 6’ Bar or Café Tables in your design to facilitate conversations while social distancing.

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

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

### Powered Tables
- 72.25”L 26.25”D 42”H (silver frame)
  - **A) 820950** (black top)
  - **B) 820955** (white top)

- 72.25”L 26.25”D 30”H (silver frame)
  - **C) 820964** (black top)
  - **D) 820965** (white top)

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**Power Up In Style.**

**Denotes Powered Products**

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

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**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.

**Powered Pedestals**

Denotes Powered Products

- **A) 85061**
  - 24"L 24"D 36"H
- **B) 85063**
  - 24"L 24"D 42"H
  - (black)
- **C) 85060**
  - 24"L 24"D 36"H
- **D) 85062**
  - 24"L 24"D 42"H

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

**Powered Tech Desk**

Denotes AC and USB charging outlets

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

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 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.

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.

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: Mobile devices must have Qi wireless charging capability.

Powered Poducts

Wireless Charging Table
820710 Wireless Charging Table, Powered
white, AC plug-in
20”L 20”D 18”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.

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

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

Create Engaging Booth Environments

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

**HEDGE**
- **85025** 4' Boxwood Hedge 46"L 3"D 47"H

**MARCHÉ**
- **81540 Swivel Ottoman** (Forest Green Vinyl) 17"RND 18"H

**VALENCIA Sofa & Chair** 10’x10’ Booth

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

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

**KEY LARGO**
- **A) 830951 Sofa** (black fabric) 79"L 37"D 34"H
- **B) 810950 Chair** (black fabric) 35"L 35"D 34"H
- **C) 830950 Loveseat** (black fabric) 57"L 35"D 34"H

**A. B.**

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Freeman.com/store | 13
Soft Seating

Create Engaging Booth Environments

HEDGE
850135
4' Boxwood Hedge
46"L 9"D 47"H

PALM BEACH
82040 Sofa
(white vinyl, brushed metal)
69"L 29"D 33"H

SWANSON
810975 Swivel Chair
(white vinyl)
28"L, 25"D 30"H

FAIRFAX
A) 83099 Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H
B) 81099 Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

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

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

81094 Swively Swivel Chair (ochre fabric, chrome) 29.75"L, 31"W, 27.25"H

810875 Swanson Swivel Chair (white vinyl) 28"L, 25"W, 30"H

81074 La Bros Chair (charcoal gray, fabric) 35"L, 37"W, 30"H

810045 Wentworth Chair (brown vinyl) 32.5"L, 26"W, 31.5"H

Meeting & Stage Chairs

Marina Chair 17.5"L, 17.5"W, 30.5"H
A) 810104 (white vinyl)
B) 810100 (black vinyl)
C) 810101 (brown fabric)

810940 Meeting Chair 25.5"L, 22.5"W, 34.5"H (white vinyl)

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

810874 La Bros Chair (charcoal gray, fabric) 35"L, 37"W, 30"H

810045 Wentworth Chair (brown vinyl) 32.5"L, 26"W, 31.5"H

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

Accent Chair Styles

Montreal
81031 Chair
(Blue, black metal)
30”L 23.25”D 30”H

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

810816 Chair
(White, chrome)
30”L 30”D 31”H

Madrid
810818 Chair
(White, chrome)
30”L 30”D 31”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) 81034
Atherton Chair
(darkened brown leather, blackened steel)
27”L 31”D 30”H

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

E) 81032
Pasadena Chair
(White molded plastic w/ chrome tower base)
27”L 25”D 32”H

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

Accent Tables | pg 26
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 22”D 32”H
B) 820241 Madison Hydraulic Café Table (chrome base, gray acrylic top) 30”RND 29”H

LAGUNA
C) 850861 Chair (maple, chrome) 18”W 19”D 34”H
D) 820322 Round Café Table (white laminate top, chrome hydraulic base) 30”RND 29”H

MALBA
A) 810131 Chair (maple) 18”W 22”D 32”H
B) 810130 Chair (maple)

MARINA
17.5”W 19.5”D 30”H
A) 810664 (white vinyl)
B) 810660 (black vinyl)
C) 810661 (brown fabric)
D) 810662 (cream/blue fabric)
E) 810663 (red fabric)

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

A) 810846 Christopher Chair (white vinyl, chrome) 17”W 19”D 35”H
B) 810841 Rustique Chair w/arms (gunmetal) 20”W 18”D 31”H
C) 81093 Lucent Chair (framed, acrylic) 19.5”W 19.75”D 32.5”H
D) 71089 Diamond Side Chair (black) 21”W X 21”D X 32”H
E) 71090 Diamond Arm Chair (black) 20”W X 21”D X 33”H
F) 810837 Razor Armless Chair (white) 15.38”W 15.5”D 30.5”H
G) 81083 Blade Chair (sky blue) 20.5”W 19”D 30.5”H
H) 81082 Blade Chair (red) 20.5”W 19”D 30.5”H
I) 250108 LIMERICK® Chair BY HERMAN MILLER® – (gray) 18”W X 17.75”D X 33”H

Mix & Match

Freeman.com/store
Ottomans

Vibe Cube
18"L 18"D 18"H
A) 81535 (citrus green vinyl)
B) 81537 (popsicle orange vinyl)
C) 81538 (desert rose vinyl)
D) 81536 (kaia blue vinyl)
E) 81531 (white vinyl)
F) 81530 (black vinyl)
G) 81532 (steel blue vinyl)
H) 81534 (purple vinyl)
I) 81533 (silver vinyl)
J) 81519 (red vinyl)
K) 81517 (yellow vinyl)
L) 81518 (blue vinyl)
M) 81525 (orange vinyl)

Beverly Bench Ottomans

Styless & Shapes
**Ottomans**

**Beverly Small Bench Ottomans**

30"L 20"D 18"H

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

**Marche Swivel Ottomans**

**Marche Swivel Ottomans**

17" RND 18"H

A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815156 (Ivory Faux Sheep Fur)
D) 815158 (pear yellow fabric)
E) 815156 (plum fabric)
F) 815159 (blue fabric)
G) 815151 (gray fabric)
H) 815155 (rose quartz fabric)
I) 815152 (brown fabric)
J) 815153 (raspberry fabric)
K) 815157 (meadow green fabric)
L) 815155 (orange fabric)
M) 815151 (gray fabric)
N) 815156 (Ivory Faux Sheep Fur)
O) 815158 (pear yellow fabric)
P) 815159 (blue fabric)
Q) 815151 (gray fabric)
R) 815155 (rose quartz fabric)
S) 815152 (brown fabric)
T) 815153 (raspberry fabric)
U) 815157 (meadow green fabric)
V) 815155 (orange fabric)
W) 815151 (gray fabric)
X) 815156 (Ivory Faux Sheep Fur)
Y) 815158 (pear yellow fabric)
Z) 815159 (blue fabric)
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.
Accent Tables

Tables and Meeting Rooms

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

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

SYDNEY
Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) 82053 (white)
B) 82052 (black)
C) 82051 (wood)

End Tables
27"L 23"D 22"H
D) 82054 (white)
E) 82055 (black)
F) 82056 (wood)

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

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

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

AURA
Round Table
N) 82044 (white metal)
15" Round 22"H
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.
Customize and Create

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

Style & Design

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

LIFT Barstools

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

Marina Barstools

Marina Barstools
21” L17.5” D41.5”H
A) 81026 (ocean blue fabric)
B) 81028 (brown fabric)
C) 81029 (red fabric)
D) 81030 (white vinyl)
E) 81027 (black vinyl)

All frames brushed metal.
Barstools

Mix & Match

A) 810840
Zany Barstool
(white, chrome)
15"L 16"D 30-34 75"H

B) 810860
Laguna Barstool
(maple, chrome)
18"L 20"D 40 75"H

Banana Barstool
21"L 22"D 40 75"H

C) 810848
Christopher Barstool
(white vinyl, chrome)
19"L 15"D 42"H

D) 810849
Shark Barstool
(white, chrome)
22"L 19"D 34 44"H

E) 810852
Zenith Barstool
(white, chrome)
18"L 20"D 44"H

F) 810850
Rustique Barstool
(gunmetal)
13"L 13"D 30"H

G) 810843
Christopher Barstool
(white vinyl, chrome)
19"L 15"D 41"H

H) 810860
Laguna Barstool
(maple, chrome)
18"L 20"D 40 75"H

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

J) 81081
Blade Barstool
20 5"L 20 125"D 40 5"H

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

L) 810819
Rustique Barstool
(gunmetal)
13"L 13"D 30"H

210109 LIMERICK®
Stool by HERMAN MILLER®
(white) 18" X 17"L X 44"H

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

Barstools Styles & Shapes
Conference Tables

42" Round Conference Table

42" RND 29"H
A) 820706 (white laminate)
B) 820260 (Madison/gray acajou)
C) 8201246 (black top, black)

Geo Tables

Geo Rectangular Tables
60"L 30"D 29"H
E) 82041 (glass, black)
F) 82051 (glass, chrome)

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

Geo Rounded Rectangular Table
60"L 36"D 29"H
I) 82045 (glass, chrome)

Work Space

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

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

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

Black Rectangular Conference Table

Cupertino Mid Back Chair
810170
Black vinyl, chrome
27"L 30.5"D 40-43"H Adjustable.

810175 Genesis Chair
Black fabric, black
27.5"L 27.5"D 40-43.5"H Adjustable.
Executive Seating

Pro Executive High Back Chair
24”L 24”D 40.25”H
A) 810944 (white vinyl)  
B) 810946 (black vinyl)
Adjustable height

Cupertino Mid Back Chair
A) 810870 (black vinyl, chrome) 27”L 30”D 40-43”H Adjustable.
B) 810875 (black fabric, black) 27.5”L 27.5”D 40-43.5”H Adjustable.

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

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

Task Stool
810835 (black fabric)  
27.5”L 27”D 32.75”-40.25”H
Adjustable height

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

Table Top Options
BLACK WHITE MAPLE

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
E) 820952 (solid)

Ventura Powered Café Tables 71.25”L 26.25”D 38.75”H (silver frame)
A) 820964 (black top)  
B) 820965 (white top)

Ventura Communal Café Tables (silver frame) 72.25”L 26.25”D 38”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.
**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 Castors (black metal, laminate) 16”L 20”D 28”H

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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

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**Denotes AC and USB charging outlets**

**ACCENT LAMPS**

Mason Lamps (brushed silver)

A) 850709 Floor Lamp 18”RND 55”H

B) 850707 Table Lamp 16”RND 26”H

**SHELVING**

C) 85020 Posh Shelving (chrome, acrylic) 36”L 18”D 72”H

D) 84078 Madison Bookcase (gray acajou) 36”L 12”D 72”H

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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

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) 85930
7' Boxwood Hedge
36.5"L 12"D 84"H
B) 85135
4' Boxwood Hedge
46"L 9"D 47"H

Miramar Dividers

(molded plastic)
A) 85040 (white)
Vertical: 63"L 83"H
Horizontal: 83"L 63"H

B) 85090
7' Boxwood Hedge
36.5"L 12"D 84"H

A) 85040
Vertical: 63"L 83"H
Horizontal: 83"L 63"H

B) 85090
7' Boxwood Hedge
36.5"L 12"D 84"H

A) 85040
Vertical: 63"L 83"H
Horizontal: 83"L 63"H

B) 85090
7' Boxwood Hedge
36.5"L 12"D 84"H

A) 85040
Vertical: 63"L 83"H
Horizontal: 83"L 63"H
Show Essentials

Product Kiosk & Display

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

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

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

Stanchions & Signage

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

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

Draped or Undraped Tables & Counters

Table Drape Colors

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

Sizing Chart*

24"D X 30"H | Tables Draped
124330 Tables Draped 3'L X 24"D x 30"H
124430 Tables Draped 4'L X 24"D x 30"H
124630 Tables Draped 6'L X 24"D x 30"H
124830 Tables Draped 8'L X 24"D x 30"H

24"D X 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 30"H | Tables Undraped
125330 Tables Undraped 3'L x 24"D x 30"H
125430 Tables Undraped 4'L x 24"D x 30"H
125630 Tables Undraped 6'L x 24"D x 30"H
125830 Tables Undraped 8'L x 24"D x 30"H

24"D X 42"H | Counter 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

750136
Flat Literature Rack
(b) 10" W X 59" H

750135
Round Literature Rack
(Black) 17" W X 17" L X 57" 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" H X 24" D X 30" H

C) 220110
Chrome Bag Rack
(3" at center)
11" W X 42" H X 26" W

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

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

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

Health & Safety are the top priorities as we consider new designs and ways to connect. When these 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 and learn more about our SafeConnect Promise on Freeman.com.

85051 Freestanding Divider
(silver, clear) 39”L 9”D 72”H
Also available in opaque and personalization available.

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

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

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

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

85059 Freestanding Divider
(silver, clear) 34”L 11”W 47-74”H
Also available in opaque and personalization available.

85064 Flag Pole Divider
(silver, clear) 40”L 9”D 72”H
Also available in opaque and personalization available.

85061 Freestanding White Board
(silver, clear) 40”L 9”D 72”H
Also available in opaque and personalization available.

A) Atomic Round Tables
(glass, chrome)
B) 810944 Pro Executive Mid Back Chair
(Black vinyl)
24”L 22”D 40”H
Adjustable height

B) 8201225 42”RND 30”H
B) 8201224 36”RND 30”H

View options here and learn more about our SafeConnect Promise on Freeman.com.
Health & Safety

Greenery and Dividers

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

20’x20’ Midtown, Greenery Booth

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

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

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

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

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

B) 8201233 Hydraulic Cafe Table (orange top, chrome) 30” RND 29”H
C) 810861 Laguna Chair (maple, chrome) 18”L 19”D 34”H
Health & Safety

Stanchions & Booth Design

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
- Barstools | pg 33
- Side Tables | pg 29
- Ottomans | pg 24

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

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

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

- Greenery | pg 48
- Accent Chairs | pg 16
- Side Tables | pg 29
- Ottomans | pg 24
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

Personalize here
NAME OF SHOW: Healthcare Facilities Symposium / December 6 - 7, 2021

Company Name: Booth #: Contact Name: Phone #: E-mail Address:

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Draped Tables & Counters (continued)

Draped Tables - Tables are 24" wide

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Undraped Tables & Counters

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Table Top Risers - Risers are 8" wide

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Pedestal Tables (continued)

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01/21 (507628) 10194 Page 6 of 9
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Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.
Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.

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<td>622.85</td>
<td>685.15</td>
<td>872.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820710</td>
<td>Wireless Charging Table, Powered</td>
<td>477.45</td>
<td>525.20</td>
<td>668.45</td>
<td></td>
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</table>

#### Midtown Counters & Bars

<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>850103</td>
<td>Midtown Powered Counter Unlighted - Pewter</td>
<td>1,527.70</td>
<td>1,680.45</td>
<td>2,138.80</td>
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<tr>
<td></td>
<td>850102</td>
<td>Midtown Powered Counter Lighted w/ Plug-In - Pewter</td>
<td>1,778.10</td>
<td>1,955.90</td>
<td>2,489.35</td>
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<tr>
<td></td>
<td>850101</td>
<td>Midtown Bar Unlighted - Pewter</td>
<td>1,368.60</td>
<td>1,505.45</td>
<td>1,916.05</td>
<td></td>
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<tr>
<td></td>
<td>850100</td>
<td>Midtown Bar Lighted w/ Plug-In - Pewter</td>
<td>1,625.30</td>
<td>1,787.85</td>
<td>2,275.40</td>
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</table>

### DISPLAY & ACCESSORIES

#### Product Storage

<table>
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<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
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<tbody>
<tr>
<td></td>
<td>84080</td>
<td>3 Door File Cabinet on Castors - Black</td>
<td>564.35</td>
<td>620.80</td>
<td>790.10</td>
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<tr>
<td></td>
<td>85020</td>
<td>Posh Shelving w/ Chrome Frame - White</td>
<td>545.05</td>
<td>599.55</td>
<td>763.05</td>
<td></td>
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#### Refrigerator

<table>
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<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>850301</td>
<td>Refrigerator - White</td>
<td>846.85</td>
<td>931.55</td>
<td>1,185.60</td>
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#### Lighting

<table>
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<tr>
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<th>Part #</th>
<th>Description</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>850707</td>
<td>Mason Table Lamp - White/Brushed Silver</td>
<td>166.65</td>
<td>183.30</td>
<td>233.30</td>
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</tr>
<tr>
<td></td>
<td>850708</td>
<td>Mason Floor Lamp - White/Brushed Silver</td>
<td>248.25</td>
<td>273.10</td>
<td>347.55</td>
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</table>

#### Display

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>76030</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>76031</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>76032</td>
<td>Display Cube - Black - 24&quot; Large</td>
<td>318.05</td>
<td>349.85</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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<tr>
<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>
</tr>
</tbody>
</table>
NAME OF SHOW: Healthcare Facilities Symposium / December 6 - 7, 2021

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>
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</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>
<tr>
<td></td>
<td></td>
<td><strong>Boxwood Hedges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>Accessories</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>220121</td>
<td>Chrome Stanchion w/ 8’ Retractable Belt</td>
<td>129.00</td>
<td>141.90</td>
<td>180.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220118</td>
<td>Chrome Sign Holder</td>
<td>102.20</td>
<td>112.40</td>
<td>143.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>750135</td>
<td>Round Literature Rack</td>
<td>237.70</td>
<td>261.45</td>
<td>332.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>750136</td>
<td>Flat Literature Rack</td>
<td>204.95</td>
<td>225.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220109</td>
<td>Chrome Coat Tree</td>
<td>59.00</td>
<td>64.90</td>
<td>82.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220134</td>
<td>Aluminum Easel</td>
<td>57.40</td>
<td>63.15</td>
<td>80.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220110</td>
<td>Chrome Bag Rack</td>
<td>126.80</td>
<td>139.50</td>
<td>177.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10201484</td>
<td>Floor Standing Bulletin Board</td>
<td>224.05</td>
<td>246.45</td>
<td>313.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220106</td>
<td>Corrugated Wastebasket</td>
<td>19.70</td>
<td>21.65</td>
<td>27.60</td>
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</tr>
<tr>
<td></td>
<td>8502</td>
<td>Village Charging Hub</td>
<td>254.00</td>
<td>279.40</td>
<td>355.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Special Drape</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Blue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Gray</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Red</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>22.55</td>
<td>24.80</td>
<td>31.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12108</td>
<td>Special Drape 6'H (per ft.)</td>
<td>26.50</td>
<td>29.15</td>
<td>37.10</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>8.25% Tax</td>
</tr>
<tr>
<td></td>
<td>Total Cost</td>
</tr>
</tbody>
</table>

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.
NAME OF SHOW: Healthcare Facilities Symposium / December 6 - 7, 2021
COMPANY NAME:  
CONTACT NAME:  
E-MAIL ADDRESS:  

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

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 denoted with an asterisk *
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.
- All carpets, padding and plastic covering contain recycled content and are recyclable.
- 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:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Classic Carpet</td>
<td>225.00</td>
<td>247.50</td>
<td>315.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 20' Classic Carpet</td>
<td>450.00</td>
<td>495.00</td>
<td>630.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 30' Classic Carpet</td>
<td>675.00</td>
<td>742.50</td>
<td>945.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Single Layer</td>
<td>135.00</td>
<td>148.50</td>
<td>189.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Single Layer</td>
<td>270.00</td>
<td>297.00</td>
<td>378.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>405.00</td>
<td>445.50</td>
<td>567.00</td>
<td>$</td>
</tr>
<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>$</td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>540.00</td>
<td>594.00</td>
<td>756.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>810.00</td>
<td>891.00</td>
<td>1134.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sqft)</td>
<td>0.55</td>
<td>0.60</td>
<td>0.75</td>
<td>$</td>
</tr>
</tbody>
</table>

Custom Cut Classic Carpet

- Order Custom Cut Classic Carpet by the sqft if your size is not listed on the standard size order form.
- Pricing includes plastic covering, delivery, material handling, installation and removal.

Choose your carpet color:

16 oz. Carpet Rental - Price per sqft (100 sqft minimum)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per sqft</td>
<td>3.85</td>
<td>4.25</td>
<td>5.40</td>
<td>$</td>
</tr>
</tbody>
</table>

Vinyl *

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

10ft Expo Event Vinyl, choose your flooring color:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10ft wide Vinyl - Price per sqft (100 sqft minimum)</td>
<td>6.10</td>
<td>6.70</td>
<td>8.55</td>
<td>$</td>
</tr>
</tbody>
</table>

12ft Event Flex Vinyl, choose your flooring color:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12ft wide Vinyl - Price per sqft (100 sqft minimum)</td>
<td>7.65</td>
<td>8.40</td>
<td>10.70</td>
<td>$</td>
</tr>
</tbody>
</table>
Upgraded Carpet*

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

30 oz Designer Plus Carpet, choose your carpet color:

- Black
- Graphite
- Gray Pearl
- Ivory
- Lava Rock
- Navy
- Paprika
- Red
- Royal Blue
- Silky Beige
- Silver Cloud
- Smoke
- Sword
- White

<table>
<thead>
<tr>
<th>30 oz. Carpet Rental</th>
<th>Price per sqft (100 sqft minimum)</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sqft</td>
<td>Booth Size: ____ x ____ = _____ sqft</td>
<td>4.75</td>
<td>5.25</td>
<td>6.65</td>
<td>$______</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>Booth Size: ____ x ____ = _____ sqft</td>
<td>4.30</td>
<td>4.75</td>
<td>6.00</td>
<td>$______</td>
</tr>
</tbody>
</table>

45 oz Supreme Carpet, choose your carpet color:

- Black
- Charcoal
- Cream
- Navy
- Red
- Reflex Blue
- Silver Cloud
- Silver Mist
- Smoke
- White

<table>
<thead>
<tr>
<th>45 oz. Carpet Rental</th>
<th>Price per sqft (100 sqft minimum)</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sqft</td>
<td>Booth Size: ____ x ____ = _____ sqft</td>
<td>5.55</td>
<td>6.10</td>
<td>7.75</td>
<td>$______</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>Booth Size: ____ x ____ = _____ sqft</td>
<td>5.00</td>
<td>5.50</td>
<td>7.00</td>
<td>$______</td>
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</tbody>
</table>

Carpet Padding

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

- Order padding by the sqft if your size is not listed on the standard size order form.

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

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

<table>
<thead>
<tr>
<th>Vinyl Flooring Padding</th>
<th>Price per sqft (100 sqft minimum)</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td>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.

<table>
<thead>
<tr>
<th>Riviera Turf</th>
<th>Price per sqft (100 sqft minimum)</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td>Booth Size: ____ x ____ = _____ sqft</td>
<td>4.25</td>
<td>4.70</td>
<td>5.95</td>
<td>$______</td>
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<table>
<thead>
<tr>
<th>Parkside Turf</th>
<th>Price per sqft (100 sqft minimum)</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td>Booth Size: ____ x ____ = _____ sqft</td>
<td>9.20</td>
<td>10.10</td>
<td>12.90</td>
<td>$______</td>
</tr>
</tbody>
</table>

TOTAL COST

Sub-Total + 8.25% Tax = Total Cost
**CLEANING SERVICES**

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- Show Site Prices will apply to all cleaning orders placed at show site.

**VACUUMING (per sqft - 100 sqft minimum)**

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.60</td>
<td>.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.20</td>
<td>1.70</td>
<td></td>
</tr>
</tbody>
</table>

- Includes emptying of your booth’s wastebasket(s) at the time of vacuuming.

**SHAMPOOING (per sqft - 100 sqft minimum)**

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.15</td>
<td>1.60</td>
<td></td>
</tr>
</tbody>
</table>

**PORTER SERVICE (per day)**

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sqft.</td>
<td>203.80</td>
<td>285.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sqft.</td>
<td>230.00</td>
<td>322.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sqft.</td>
<td>258.45</td>
<td>361.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sqft.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Includes emptying of your booth’s wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>+ 8.25% Tax</th>
<th>= Total Cost</th>
</tr>
</thead>
</table>
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
NOVEMBER 08, 2021

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 08, 2021

NAME OF SHOW: Healthcare Facilities Symposium / December 6 - 7, 2021

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.

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

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.

<table>
<thead>
<tr>
<th>L</th>
<th>W</th>
<th>sqft</th>
<th>Discount Price</th>
<th>Standard Price</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>$26.45</td>
<td>92.95</td>
<td>1296 sqin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$39.70</td>
<td>101.85</td>
<td>1296 sqin</td>
</tr>
</tbody>
</table>

- 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

Backering Material:
- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman HD Foam (Gatorfoam)
- Freeman Polyfoam (Ultra Board)

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

<table>
<thead>
<tr>
<th>QTY.</th>
<th>7” x 11”</th>
<th>7” x 22”</th>
<th>7” x 44”</th>
<th>9” x 44”</th>
<th>11” x 14”</th>
<th>14” x 22”</th>
<th>14” x 44”</th>
<th>22” x 28”</th>
<th>28” x 44”</th>
<th>20” x 60”</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY.</td>
<td>61.95</td>
<td>67.90</td>
<td>70.35</td>
<td>85.45</td>
<td>78.15</td>
<td>88.90</td>
<td>93.25</td>
<td>139.50</td>
<td>206.20</td>
<td>244.05</td>
</tr>
</tbody>
</table>

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

INDICATE YOUR SIGN COPY HERE:
* Please feel free to attach additional sign copy on separate page.

Vertical
Horizontal
Use Your Judgment For Sign Layout

Background Color:

Lettering Color:

TOTAL COST

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.

07/21
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>$122.00</td>
<td>$171.00</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>$183.00</td>
<td>$256.25</td>
</tr>
<tr>
<td>Double Time: 12:00 Midnight to 6:00 AM and recognized holidays</td>
<td>$244.00</td>
<td>$341.75</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.

[Insert calculation table here]

- **Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center to pick up labor)**

[Insert calculation table here]

**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.

[Insert calculation table here]
NAME OF SHOW: Healthcare Facilities Symposium / December 6 - 7, 2021

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

INBOUND SHIPPING & SET-UP INFORMATION

Freight will be shipped to: Warehouse _______________ Show Site _______________ Date Shipped _______________
Total No. of Pieces: Crates _______________ Cartons _______________ Fiber Cases _______________
Setup Plan/Photo: Attached _______________ To Be Sent With Exhibit _______________ In Crate No. _______________

Carpet: With Exhibit _______________ Rented From Freeman _______________ Color _______________ Size _______________
Electrical Placement: Drawing Attached _______________ Drawing With Exhibit _______________ Electrical Under Carpet _______________
Comments: ____________________________________________________________________________________________

Graphics: With Exhibit _______________ Shipped Separately _______________
Comments: ____________________________________________________________________________________________

Special Tools/Hardware Required: ____________________________________________________________________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO: ____________________________________________________________________________________________
Select a Carrier:
☐ Freeman Exhibit Transportation:
No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.
Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

☐ Other Carrier:
Carrier Name: ________________
Carrier Phone: ________________
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

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

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

In the event your selected carrier fails to show on final move-out day, please select one of the following options:
☐ 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.
FY22 H
Forklift & Rigging Labor

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

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

<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>$183.75</td>
<td>$257.25</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$244.75</td>
<td>$342.75</td>
</tr>
<tr>
<td>304052</td>
<td>Forklift w/operator - up to 5,000 lbs - DT</td>
<td>$305.75</td>
<td>$428.25</td>
</tr>
<tr>
<td>304100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$197.25</td>
<td>$276.25</td>
</tr>
<tr>
<td>304101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$258.25</td>
<td>$361.75</td>
</tr>
<tr>
<td>304102</td>
<td>Forklift w/operator - up to 10,000 lbs - DT</td>
<td>$319.25</td>
<td>$447.00</td>
</tr>
<tr>
<td>304150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$204.50</td>
<td>$286.50</td>
</tr>
<tr>
<td>304151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$265.50</td>
<td>$371.75</td>
</tr>
<tr>
<td>304152</td>
<td>Forklift w/operator - up to 15,000 lbs - DT</td>
<td>$326.50</td>
<td>$457.25</td>
</tr>
<tr>
<td>304140</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$187.00</td>
<td>$262.00</td>
</tr>
<tr>
<td>304141</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$248.00</td>
<td>$347.25</td>
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<tr>
<td>304142</td>
<td>Forklift w/operator - 4-Stage - DT</td>
<td>$309.00</td>
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</table>

RIGGING LABOR

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
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</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$122.00</td>
<td>$171.00</td>
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<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$183.00</td>
<td>$256.25</td>
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<tr>
<td>3020102</td>
<td>Rigger - DT</td>
<td>$244.00</td>
<td>$341.75</td>
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EQUIPMENT

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

Describe work to be done: ____________________________________________________________

Sub-Total $ __________________
8.25% Tax $ (N/A)
Total Dismantle $ __________________

NAME OF SHOW: Healthcare Facilities Symposium / December 6 - 7, 2021
COMPANY NAME: BOOTH #:
CONTACT NAME: PHONE #:
E-MAIL ADDRESS:
2021 ACCD Exhibitor Services – Information Packet

<table>
<thead>
<tr>
<th>Event: Healthcare Facilities Symposium &amp; Expo 2021</th>
<th>Event Dates: 12/05/21 to 12/08/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Rate Deadline: 11/21/21</td>
<td></td>
</tr>
<tr>
<td>Standard Rate Deadline: 12/01/21</td>
<td></td>
</tr>
<tr>
<td>Floor Rate Applies: 12/02/21</td>
<td></td>
</tr>
</tbody>
</table>

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive provider for utility and technology services for the Austin Convention Center and the Palmer Events Center. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed On-line fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website http://www.austinconventioncenter.com under Exhibit. This is the fastest, most convenient way to order and is completely PCI compliant.

We provide a wide range of utility and technology services:

- Electrical
- Water and Drainage
- Compressed Air
- Telephone
- Internet/ Technical

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Eddy Yanez
Event Utilities Coordinator
eddy.yanez@austintexas.gov
512-404-4233
Ordering Instructions

**On-Line Ordering – The Preferred Method:** To place your order on-line please visit our website http://www.austinconventioncenter.com under **Exhibit**. This is completely PCI compliant.

**Complete the Order Form:** A Utility Services Order Form can be requested through the utility coordinator if preferred payment will be by check. This method should only be used if you are unable to order on-line. Mail or fax completed order form with payment to the address shown at the top of the form.

**Payment Method:** Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to ‘Austin Convention Center.’ Orders without payment will not be processed.

**Cancellation:** Cancellation of services must be made 5 days prior to first contracted day of event.

**Questions:** Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

**Payment Terms and Conditions**

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders. ACCD cannot guarantee floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor’s final bill at the floor rate.
- Any work not covered under ACCD’s price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

**Refund Terms and Conditions**

- No credit will be issued to services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to close of event.
- Refunds for less than $50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. NO EXCEPTIONS

**General Terms and Conditions**

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
General Terms and Conditions Continued

- Wall and permanent building electrical outlets are not to be used by exhibitors.
- Access to all wall outlets and floor pockets are restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first serve basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator values, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor’s negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor’s equipment, acts, and/or omissions.
- If by any reason of default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney’s fee expended or incurred by the ACCD in connection herein.

Electrical Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase.
- Labor
  A. Labor is charged for:
     1. Any four (4) utility services in one (1) booth.
     2. Installation of utilities after booth display and/or carpet has been installed.
     3. Relocating/moving installed services.
     4. Re-taping electrical cords.
     5. Resetting breakers due to exhibitor equipment.
  B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
  C. Labor charges are **NOT** available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plug is prohibited.
- All exhibitor provided cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts or fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing the service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Expositors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.
Installation Notice – 208/220 Volt Electrical Services

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RV’s.
- Connection rates include bringing service to the booth from the floor pocket. Does not apply to 200/400amp services.
- Connection rates do not include adaptors or special wiring.
- **200/400amp services are available in specific locations. Exhibitor is responsible for providing the cable and rigging services required to connect.**
- **200/400amp services terminate in cam-lock connections.**
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.
- Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions.

**ADAPTER TYPE BY PRODUCT**

<table>
<thead>
<tr>
<th>Electrical Outlets</th>
<th>Product ID</th>
<th>Product Description</th>
<th>Receptacle</th>
</tr>
</thead>
<tbody>
<tr>
<td>E104</td>
<td>L5-30R</td>
<td>120 Volts 30 AMP (Only one device)</td>
<td></td>
</tr>
<tr>
<td>E203</td>
<td>Standard</td>
<td>120 Volts 20 AMP Ceiling Power</td>
<td></td>
</tr>
<tr>
<td>E202</td>
<td>L6-20R</td>
<td>208 Volts/Single Phase 20 AMP</td>
<td></td>
</tr>
<tr>
<td>E203</td>
<td>L6-30R</td>
<td>208 Volts/Single Phase 30 AMP</td>
<td></td>
</tr>
<tr>
<td>E206</td>
<td>Cam Locks</td>
<td>208 Volts/Single Phase 60 AMP</td>
<td></td>
</tr>
<tr>
<td>P201</td>
<td>Cam Locks</td>
<td>208 Volts/Single Phase 100 AMP</td>
<td></td>
</tr>
<tr>
<td>P202</td>
<td>L6-20R</td>
<td>120/208 Volts/3 Phase 20 AMP</td>
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</tr>
<tr>
<td>P203</td>
<td>L6-30R</td>
<td>120/208 Volts/3 Phase 30 AMP</td>
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<td>P206</td>
<td>Cam Locks</td>
<td>120/208 Volts/3 Phase 60 AMP</td>
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<td>P210</td>
<td>Cam Locks</td>
<td>120/208 Volts/3 Phase 100 AMP</td>
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</tr>
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<td>P302</td>
<td>L21-20R</td>
<td>120/208 Volts/3 Phase 20 AMP</td>
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<td>P303</td>
<td>L21-30R</td>
<td>120/208 Volts/3 Phase 30 AMP</td>
<td></td>
</tr>
<tr>
<td>P306</td>
<td>Cam Locks</td>
<td>120/208 Volts/3 Phase 60 AMP</td>
<td></td>
</tr>
<tr>
<td>P310</td>
<td>Cam Locks</td>
<td>120/208 Volts/3 Phase 100 AMP</td>
<td></td>
</tr>
<tr>
<td>P320</td>
<td>Cam Locks</td>
<td>120/208 Volts/3 Phase 200 AMP</td>
<td></td>
</tr>
<tr>
<td>P340</td>
<td>Cam Locks</td>
<td>120/208 Volts/3 Phase 400 AMP</td>
<td></td>
</tr>
<tr>
<td>L102</td>
<td>Standard</td>
<td>Extension Cord w/ Single Plug</td>
<td></td>
</tr>
</tbody>
</table>
Compressed Air Terms and Conditions

- Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD Exhibitor Services Division for assistance.
- Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- Water
  1. All equipment using water must have inlet and outlet properly tagged by the exhibitor and must connect to 1” hose coupler.
  2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
  3. All water supplies must be set to the off position at the end of each day.
  4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.
- Drainage
  1. Drains are not designed to handle the discharge of large volumes of water.
  2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
  3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
  4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their invoice, at the floor rate in effect.

Telephone Service Terms and Conditions

- Analog Phone Line - Local/Long Distance
  1. Allows both local and long-distance calling.
  2. Phone sets are available upon request. Please contact ACCD Exhibitor Services Division for any questions.
  3. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for ‘Dial 9’ calling.
- Special Programming
  1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
  2. Special programming requests must be made at least 10 days prior to the event or we cannot guarantee delivery of service.
  3. A Specialty Programming Fee will apply. Discounts are unavailable for specialty programming services.
- Telephone for Credit Card Machine Use
  1. The telephone line fees do not include electrical services necessary for credit card machines.
  2. It is the exhibitor’s responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions.
Technical Services Terms and Conditions
ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH ACCD WI-FI OPERATING GUIDELINES

TERMS AND CONDITIONS

• Internet Connections are charged per IP address.
• Internet addresses are provided by ACCD upon confirmation of order on a first come, first serve basis.
• Additional labor and material charges may be added for designing and installing special networks.
• The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
• Technical service fees do not include electrical services necessary for workstation(s).
• Users are responsible for configuration of their own equipment.
• The ACCD is not responsible for network saturation or latency outside of the building.
• Acts of God and network failure outside of the building are not the responsibility of the ACCD.
• Please contact the ACCD Exhibitor Services Division at 512-404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.
• Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service of the use of an external internet service provider.

Wi-Fi Operating Guidelines

• The Austin Convention Center Department (ACCD) is the exclusive provider for wired and wireless (Wi-Fi) services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds up to 3Mbps servicing clients, exhibitors, and attendees.
• Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cell phones and personal Wi-Fi hotspots.
• Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display.
• If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.
• ACCD requests your cooperation in the eliminating/minimizing the use of these devices to improve the quality of wireless services in our facility.

Rigging / Ceiling Power Guidelines

• **Rigging Services** – Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center, and preferred rigging provider for Palmer Events Center. Please contact or e-mail Phil Sherrod with Freeman Audio Visual at 510-889-4002 / 512-827-3200 / phillip.sherrod@freemanco.com.
• ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs.
• All ceiling electrical services must be ordered through the Austin Convention Center Department Exhibitor Services Division. Online ordering is available at www.austinconventioncenter.com.
• Prices listed below provide electrical access, but do not include cabling or the labor to run the cabling. Electrical cabling is provided for 120V electrical services. The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor.
• **Electrical cabling is NOT provided for services included in the “Power for Motors or Special Equipment” price list below.** Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
• Please refer to the table on page 4 of this packet for the receptacle that will be provided with each service.
## 2021 Exhibitor Price List

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>U/M</th>
<th>Incentive Price</th>
<th>Standard Price</th>
<th>Floor Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Electrical Services - Utilities (EL)</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Electrical Outlets</strong></td>
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<tr>
<td>E101</td>
<td>120 Volt Outlet 0-1000 Watts (8AMP)</td>
<td>EA</td>
<td>85.00</td>
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<td>E102</td>
<td>120 Volts 15 AMP</td>
<td>EA</td>
<td>100.00</td>
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<td>120 Volts 20 AMP</td>
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<td>105.00</td>
<td>140.00</td>
<td>210.00</td>
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<tr>
<td>E104</td>
<td>120 Volts 30 AMP</td>
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<td>145.00</td>
<td>190.00</td>
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<td>E203</td>
<td>120 Volts 20 AMP - Ceiling Power</td>
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<td>190.00</td>
<td>225.00</td>
<td>385.00</td>
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<td><strong>Equipment</strong></td>
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<td>L106</td>
<td>Adaptor</td>
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<td>Extension Cord w/Single Plug</td>
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<td>L103</td>
<td>Multi-Outlet Strip - 6 Outlets</td>
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<td><strong>Power for Motors or Special Equipment</strong></td>
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<td>P206</td>
<td>208 Volts/Single Phase 60 AMP</td>
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<td>205.00</td>
<td>270.00</td>
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<tr>
<td>P210</td>
<td>208 Volts/Single Phase 100 AMP</td>
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<td>250.00</td>
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<td>120/208 Volts/3 Phase 20 AMP</td>
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<td>390.00</td>
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<td>780.00</td>
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<td>120/208 Volts/3 Phase 30 AMP</td>
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<td>600.00</td>
<td>800.00</td>
<td>1,200.00</td>
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<td>P202</td>
<td>208 Volts/Single Phase 20 AMP</td>
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<td>300.00</td>
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<td>P306</td>
<td>120/208 Volts/3 Phase 60 AMP</td>
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<td><strong>Facilities - Maintenance (FA)</strong></td>
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<td>A200</td>
<td>Sink (Includes Water &amp; Drain)</td>
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<td>450.00</td>
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<td>A501</td>
<td>Water &amp; Drainage</td>
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<td>A101</td>
<td>Compressed Air (Per connection)</td>
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<td>170.00</td>
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<td><strong>IT Services (IT)</strong></td>
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<td></td>
<td><strong>Technical Services</strong></td>
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<tr>
<td>H101</td>
<td>Standard Internet Service - 10Mbps, 1 IP address, DHCP only (if</td>
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<td>600.00</td>
<td>795.00</td>
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<td></td>
<td>static is needed, premium is required</td>
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<tr>
<td>H102</td>
<td>Additional IP Address</td>
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<td>150.00</td>
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<td>H312</td>
<td>Ethernet Patch Cable (Up to 30ft.)</td>
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<td>65.00</td>
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<td>H405</td>
<td>Ethernet Switch-Unmanaged</td>
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<tr>
<td>H103</td>
<td>Premium Internet Service - 15Mbps, 1 IP address, static if</td>
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<td>900.00</td>
<td>1,195.00</td>
<td>1,795.00</td>
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<td>requested (if additional IPs are needed, see H102)</td>
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<td>H100</td>
<td>Credit Card Processing – Ethernet Cable Included</td>
<td>EA</td>
<td>110.00</td>
<td>150.00</td>
<td>200.00</td>
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</table>
## 2020 Exhibitor Price List Continued

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<tr>
<th>Telephone</th>
<th>Description</th>
<th>EA</th>
<th>200.00</th>
<th>250.00</th>
<th>325.00</th>
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<tbody>
<tr>
<td>TC201</td>
<td>Digital Phone (single-line) - includes LD and set rental</td>
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<td>TM301</td>
<td>Digital Conference Phone (spaceship) - includes LD and set rental</td>
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<td>T101</td>
<td>Analog Phone Line - includes LD and set rental</td>
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<tr>
<td>T401</td>
<td>Special Telephony Programming (Voice Mail, Coverage Path)</td>
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<td>Labor - Standard (LA)</td>
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<td>Labor - IT</td>
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<td>M103</td>
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<td>Labor - Operations</td>
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<td>Event Electrical Labor per hour</td>
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ACCD Exhibitor Services – Floor & Booth Layout

Event: Healthcare Facilities Symposium & Expo 2021
Event Dates: 12/06/21 to 12/08/21
Discount Deadline: 11/21/21
Floor Rate Applies: 12/02/21

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number</th>
<th>Booth Size</th>
</tr>
</thead>
</table>

**SCALE (check one)**
- 1 Square = 1 Ft. (Default)
- 1 Square = _____ Ft.
- X = 10 x 10 Booth
- X + Y = 10 x 20 Booth
- X + Y + Z = 20 x 20 Booth

**IMPORTANT INFORMATION**
- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked “FRONT” and “BACK” booth orientation shown below.

Exhibitors may contact show management for a copy of the exhibit show floor plan.
Client & Exhibitor Service Yard and Entry Rules

**PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES**

- ID or credentials required to enter at the services entrance of the ACCD – all persons entering must check in with ACCD Security.

- No possession or use of alcohol or illegal substances.

- All containers, packages and vehicles subject to inspection.

- The unlicensed possession of weapons by persons on ACCD property is a felony.

- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date.

- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out.

- The ACCD service yard is closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress.

- No animals other than trained service dogs or with prior ACCD approval.

- All pedestrians must use the pedestrian gate when entering the service yard.

- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations.

**Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at (512) 404-4111.**
<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>SHOW RATE</th>
<th>QTY</th>
<th>TOTAL</th>
<th>EQUIPMENT</th>
<th>SHOW RATE</th>
<th>QTY</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td><strong>NON-TOUCH HD LED DISPLAYS</strong></td>
<td></td>
<td></td>
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<td><strong>MULTI-TOUCH LED DISPLAYS</strong></td>
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<tr>
<td>40&quot; Slim HD LED Monitor (1920 x 1080)</td>
<td>$395.00</td>
<td></td>
<td></td>
<td>SAMSUNG ME32B 32&quot; LED 240Hz w/MULTI-TOUCH OPTION</td>
<td>$540.00</td>
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<tr>
<td>49&quot; Slim UHD 4K LED Monitor (1920 x 1080)</td>
<td>$600.00</td>
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<td>SAMSUNG 49&quot; UHD 4K w/MULTI-TOUCH OPTION</td>
<td>$1,280.00</td>
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<tr>
<td>55&quot; Slim HD LED Monitor (1920 x 1080)</td>
<td>$725.00</td>
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<td>SAMSUNG ME55B 55&quot; LED 240Hz w/MULTI-TOUCH OPTION</td>
<td>$1,460.00</td>
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<tr>
<td>65&quot; Slim HD LED Monitor (1920 x 1080)</td>
<td>$1,160.00</td>
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<td>SAMSUNG ME65B 65&quot; LED 240Hz w/MULTI-TOUCH OPTION</td>
<td>$2,670.00</td>
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<tr>
<td>70&quot; Slim HD LED Monitor (1920 x 1080)</td>
<td>$1,460.00</td>
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<tr>
<td>80&quot; Slim HD LED Monitor (1920 x 1080)</td>
<td>$1,895.00</td>
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<tr>
<td><strong>ULTRA HD 4K LED DISPLAYS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>LED TILES (For CUSTOMIZED Headers, Video Walls, Floors)</strong></td>
<td></td>
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<tr>
<td>49&quot; Ultra LED 4K Display (3840 x 2160)</td>
<td>$720.00</td>
<td></td>
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<td><strong>Aluvision 2.8mm LED TILE</strong></td>
<td>CALL</td>
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<tr>
<td>65&quot; Ultra LED 4K Display (3840 x 2160)</td>
<td>$1075.00</td>
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<td><strong>Unilumen 2.6mm LED TILE</strong></td>
<td>CALL</td>
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<tr>
<td>75&quot; Ultra LED 4K Display (3840 x 2160)</td>
<td>$1445.00</td>
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<td><strong>Infilled 5.9mm FLOOR TILES</strong></td>
<td>CALL</td>
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<tr>
<td><strong>85&quot; Ultra LED 4K Display (3840 x 2160)</strong></td>
<td>$3190.00</td>
<td></td>
<td></td>
<td><strong>SEAMLESS VIDEO WALL (FLOOR BASED)</strong></td>
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<tr>
<td><strong>LAPTOPS &amp; TABLETS</strong></td>
<td></td>
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<td></td>
<td><strong>2x2 46” SEAMLESS FULL HD LCD PACKAGE</strong></td>
<td>CALL</td>
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<tr>
<td><strong>LENNOVO TP E550 i7,8G,128G SSD,FULL HD</strong></td>
<td>$235.00</td>
<td></td>
<td></td>
<td>(80.8&quot; wide x 45.5&quot; high)**</td>
<td>CALL</td>
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<tr>
<td><strong>MACBOOK PRO 15” Core i7 8GB RAM</strong></td>
<td>$315.00</td>
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<tr>
<td><strong>APPLE IPAD AIR 2 16GB, WiFi</strong></td>
<td>$155.00</td>
<td></td>
<td></td>
<td><strong>40” &amp; 58” Floor Standing TOUCHSCREEN Kiosk</strong></td>
<td>CALL</td>
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<tr>
<td><strong>MICROSOFT SURFACE PRO 3, 64GB</strong></td>
<td>$330.00</td>
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<td></td>
<td><strong>CHARGING STATIONS</strong></td>
<td>CALL</td>
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<tr>
<td><strong>FLOOR STANDS (Only rented w/ NMR Monitors)</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>INTERACTIVE TOUCHSCREEN TABLE</strong></td>
<td>CALL</td>
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<tr>
<td><strong>DUAL-POST 84” FLOOR STAND</strong></td>
<td>$110.00</td>
<td></td>
<td></td>
<td><strong>BOOT LIGHTING</strong></td>
<td>CALL</td>
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<tr>
<td><strong>ADJUSTABLE SLIDE SHELF</strong></td>
<td>$35.00</td>
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<td><strong>LED TILE RECEIPTION COUNTER</strong></td>
<td>CALL</td>
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<tr>
<td><strong>IPAD FLOOR STAND</strong></td>
<td>$180.00</td>
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</tbody>
</table>

See Page 2 for Delivery and Billing Information
**Order is not confirmed until Confirmation Order # is sent back by NMR **

**DELIVERY**

Delivery rate is $250 for all rentals up to $1000. Rentals more than $1000 must be quoted on a per order basis. A representative from your company must be on hand to sign for equipment. Repeat deliveries and/or pick-ups are subject to an additional charge.

**DRAYAGE NOT INCLUDED.**

**INSTALLATION**

Installation and Dismantle charges to be quoted as required.

**PAYMENT**

NMR requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by NMR, Inc. or charges we incur on your

**EXHIBITOR INFORMATION**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #:</th>
<th>Booth Location:</th>
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<tbody>
<tr>
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<table>
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<tr>
<th>Set Up Date:</th>
<th>Set Up Time Range:</th>
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</table>

<table>
<thead>
<tr>
<th>Pick Up Date:</th>
<th>Pick Up Time Range:</th>
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<tbody>
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</table>

**PAYMENT INFORMATION**

(All orders must be confirmed by NMR Confirmation #)

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Credit Card Number:</th>
<th>Exp. Date:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Billing Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Signature:</th>
<th>Name on Card:</th>
<th>Credit Card Code:</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
<th>CVV Code:</th>
</tr>
</thead>
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</tbody>
</table>

**ORDER COMMENTS**

**A 3% Processing Fee will be applied to all order paying with Credit Cards**

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**NMR EVENTS**

**Other Services Available Nationwide**

Large Screen Displays  Booth Lighting  LED Walls  Interactive Content Creation

Video Production  Audio Systems  Webcasting

**Complete Audio Visual Support for Conferences and Meetings**

For questions about inventory not listed or to discuss Multiple Show Discounts,

Please contact Jim Clark  609-395-4115, jclark@nmrevents.com
XPress Connect Family

Exhibiting success is much more than just purchasing a booth and showing up at the event. Meeting qualified prospects and turning them into loyal customers is the true measure of exhibiting success. CDS’ XPress Connect lead retrieval equipment and programs are the keys to a highly productive onsite experience.

Top Features

- **Literature Fulfillment**
  - Email links quickly with all the information customers and prospects request

- **Custom Qualifiers**
  - Customize your qualifying questions and responses to build full prospect profiles

- **Instant Email Follow-up**
  - Follow-up with hot prospects who visit your booth

- **Rate Leads**
  - Identify top prospects and customers by assigning a rating

- **Schedule Appointments**
  - Set up follow-up meetings with leads and close more deals

- **VIP Alerts**
  - Receive a text alert when anyone you identify as a VIP enters your booth

- **Exhibitor Portal**
  - Leads, analytics, instructions, and best practices online all the time

**Risk-Free Refund Policy**

If the show is postponed/canceled, you can request a refund by emailing xpressleadpro@cdsreg.com. We will honor a full refund, less any processing fees incurred with your original order. Requests must be received within 90 days of the original show start date.

Order Today and don’t miss a single lead:

[www.xpressleadpro.com](http://www.xpressleadpro.com)  
Showcode: **hfsx1221**

**Connect Comparison**

<table>
<thead>
<tr>
<th></th>
<th>App</th>
<th>Plus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan anywhere, any time</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Custom qualifiers</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Literature fulfillment</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Real-time leads</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reporting portal</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Instant email follow-up</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Rate leads</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>VIP alerts</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Schedule appointments</td>
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<tr>
<td>Add images to leads</td>
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<tr>
<td>Audio notes</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Optional Bluetooth printer*</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Online and offline modes</td>
<td>✓</td>
<td>✓</td>
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</table>

*Optional Bluetooth printer available for an additional cost.**