



SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10'x10' booth will be set with 8' high black and green back drape, 3' high black side dividers, and a 7"x44" one-line identification sign. An **"Early Bird Special"** pre-paid booth package will be available. In order to qualify for this special offer, Freeman must receive the form as well as payment no later than **TUESDAY, JANUARY 14, 2020**.

EXHIBIT HALL CARPET

The exhibit hall is not carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by January 14, 2020.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

Tuesday	February 04, 2020	12:00 PM - 3:00 PM	(see move-in map) ORANGE Area
Tuesday	February 04, 2020	3:00 PM - 6:00 PM	(see move-in map) BLUE Area
Wednesday	February 05, 2020	7:00 AM - 3:00 PM	(see move-in map) YELLOW Area

EXHIBIT HOURS

Wednesday	February 05, 2020	4:00 PM - 6:30 PM
Thursday	February 06, 2020	9:00 AM - 4:00 PM
Friday	February 07, 2020	9:00 AM - 3:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Friday	February 07, 2020	3:00 PM - 5:30 PM	(see move-out map) GREEN Area
Friday	February 07, 2020	5:30 PM - 8:00 PM	(see move-out map) YELLOW Area

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, February 07, 2020 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 Friday, February 07, 2020 at 4:00 PM.



Dear ProGreen EXPO Exhibitor,

Welcome to ProGreen EXPO 2020! This year's conference will be held at the Colorado Convention Center on February 5-7 in Denver, CO. The following 2020 Exhibitor Service Manual provides you with important dates, times, locations, and specific meeting and exhibit floor details. PLEASE READ ALL INFORMATION CAREFULLY and pay special attention to the forms that must be completed and all filing deadlines.

Freeman Exposition Services has worked with ProGreen EXPO for several years and we are pleased to have them back as the official service contractor for ProGreen EXPO 2020. ProGreen EXPO and Freeman work as a team to provide assistance in planning your exhibit as well as onsite support.

We have worked with Freeman to clarify the rules of the exhibition within this service manual; please study them carefully and reach out to us with any questions you have.

Visit the ProGreen EXPO Exhibitor Resources page for the most up-to-date information:
<http://www.progreenexpo.com/Sponsors-&Exhibitors/Exhibitor-Resources>.

Sincerely,

Megan Meyers

Megan Meyers, CMP
Senior Meeting Architect
ProGreen EXPO
c/o Kinsley Meetings

Email: megan@kinsleymeetings.com



ProGreen EXPO 2020 Important Deadlines

Date	Task	Contact
October 2019	Agree to ProGreen Expo Rules and Regulations	Login to Exhibitor Account in ProGreen Portal
October 2019	Submit Company Description (via exhibitor portal)	Login to Exhibitor Account in ProGreen Portal
October 2019	Submit Company Listing Information (via exhibitor portal)	Login to Exhibitor Account in ProGreen Portal
October 2019	Onsite Program Information Changes Submission Deadline (via exhibitor portal)	Login to Exhibitor Account in ProGreen Portal
October 2019	Upload Logo to ProGreen EXPO Portal	Login to Exhibitor Account in ProGreen Portal
January 25	Deadline for exhibitor registrations and changes to registrations	ProGreen EXPO (follow instructions from exhibitor registration email)
January 6	First day freight can be accepted at advance warehouse	Freeman
January 14	Deadline for discount rate on furniture package	Freeman
January 28	Last day for materials to be delivered at advance warehouse: Additional late fee applied after this date	Freeman
January 14	Upload Insurance Certificate	Click here to upload or purchase
February 4	Move-in Begins for "Orange" Booths 12:00 pm -3:00 pm	See move in floor plan provided in this kit.
February 4	Move-in Begins for "Blue" Booths 3:00 pm – 6:00 pm	See move in floor plan provided in this kit.
February 5	Final Move-in for "Yellow" Booths 7:00 am - 3:00 pm	See move in floor plan provided in this kit.

***Can't find your ProGreen EXPO Portal Link and Log-in Password? Please email megan@kinsleymeetings.com with the email address where you would like the link and password to be sent.**



General Information

<u>Dates</u>	EXPO: February 5-7 Education: February 5-7
<u>Location</u>	Colorado Convention Center 700 14th Street Denver, CO 80202 EXPO in Halls C&D

To see a complete schedule of events, hotel and transportation information, please visit:
www.progreenexpo.com.

To see your current booth location or an up-to-date floor plan please go to:
<https://s23.a2zinc.net/clients/Kinsley/ProGreen2020/Public/eventmap.aspx?shavailable=1>

Exhibitor Move-in (New Hours for 2020):

Tuesday, February 4th	12:00 pm – 3:00 pm (see move-in map) ORANGE area 3:00 pm - 6:00 pm (see move-in map) BLUE area
Wednesday, February 5th	7:00 am - 3:00 pm (see move-in map) YELLOW area

Exhibit Hours

Wednesday, February 5	4:00 pm - 6:30 pm
Thursday, February 6	9:00 am - 4:00 pm
Friday, February 7	9:00 am - 3:00 pm

Exhibitor Move-out

Friday, February 7	3:00 pm - 5:30 pm (see move-out map) GREEN area 5:30 pm - 8:00 pm (see move-out map) YELLOW area
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*Early dismantle of booths is prohibited. Any vendors seen dismantling before 3:00 pm on Friday, February 7, will be penalized and lose their booth selection priority level for future years.



Included in each 10x10 Booth Purchase:

- 8' high black and green back drape
- 3' high black side drape
- 7"x44" one-line ID sign
- Company description in the onsite guide (if signed-up before 12/31/2019)
- Company description in the Mobile App and <https://www.progreenexpo.com/Sponsors-&-Exhibitors/2020-Exhibitors>

NOT included in your booth: Carpeting, tables, wastebaskets, miscellaneous furnishings or installation and all other additional items/services not listed above. Please refer to Freeman section of the Exhibitor Service Manual for options to order furniture and other furnishings and services. Exhibit Hall Carpet: The EXPO area is NOT carpeted.

The scheduled move-in/out times are set to allow the most efficient traffic flow for vehicles on the show floor. ProGreen EXPO appreciates your patience during this time to prevent any injuries.

- Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of the Official Service Contractor, Freeman.
- As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times.
- Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.
- **No children under the age of 18 are allowed on the show floor during move in and move out.**

Street Level Police

Due to the amount of vehicles driving into the hall, ProGreen EXPO is required to have police assisting with traffic management. ProGreen EXPO staff and volunteers have little control over the demands and stipulations the police have over the movement of traffic. It is the police officers' duty to assist with move-in and out. Vehicles that are told to move by the police are done so for safety and traffic flow purposes.



Fork-lift/Cart Use

Vendors have the opportunity to reserve a fork-lift and/or cart for their use. 30 minutes of use is complimentary to vendors. After this time, a fee will apply (see below in further instructions). You can request a forklift at the dock entrance through a sign-up sheet, which is first-come, first-serve. Please note that this is forklift/cart service LABOR and vendors are not permitted to use their own forklifts or carts due to the union contract at the Colorado Convention Center.

Marshaling Yard/Dock Passes

Dock passes will be handed out at the marshaling yard by Freeman. These will be color coded based on the move-in floor plan. Please see the marshaling yard directions below.

Exhibitor Insurance

Each exhibitor is required to have a current certificate of insurance for the show. Please [click here](#) to submit a copy of your insurance certificate or to purchase exhibitor insurance for just \$94.



FAQ

Can I change my move-in or out time?

No, the schedule that is set for move-in and -out is set because of the layout of the floor. Having booths move-in and -out at different times will cause congestion and headaches for everyone.

If you are scheduled to move-out in the second round, we encourage you to enjoy an afternoon snack in Downtown Denver and instruct your booth staff and move-out staff to do the same and return to the hall when it is your scheduled move out time.

You MUST notify ProGreen EXPO Event Management staff if you plan on moving in not in your designated time. Only extreme exceptions will be honored.

Can I break my booth down early?

Any vendors seen breaking down before 3:00 pm on Friday will be subject to lower priority during selection for future ProGreen EXPO years. Early teardown is not permitted.



Schedule of Events

Tuesday, February 4

12:00 pm - 6:00 pm Exhibitor Move-in

Wednesday, February 5

7:00 am - 3:00 pm Exhibitor Move-in

8:00 am - 3:00 pm Education Sessions

12:30 pm - 2:30 pm ProGreen VIP Lunch (at the Convention Center)

*Pre-registration and tickets required

3:00 pm - 4:00 pm Keynote Session (open to all)

4:00 pm - 6:30 pm Opening Reception & EXPO Open

Thursday, February 6

8:00 am - 5:00 pm Education Sessions

12:00 pm – 1:00 pm Women in Green Luncheon

*Pre-registration and tickets required

9:00 am - 4:00 pm EXPO Open

Friday, February 7

8:00 am - 3:00 pm Education Sessions

9:00 am - 3:00 pm EXPO Open

3:00 pm - 8:00 pm Exhibitor Move Out

Visit <http://www.progreenexpo.com> for a complete schedule.



Sponsorship Information

Want to get more out of your time at ProGreen EXPO? Here is a selection of opportunities for better exposure! [View the full list](#) and purchase through the exhibitor portal or contact megan@kinsleymeetings.com.

- Conference Sponsorship Packages: \$1,500-\$4,500
- EXPO Opening Reception: \$5,000
- Opening Reception Drink Ticket Packages: \$500-\$900
- Lanyard Sponsorship: \$4,000
- Mobile App: \$3,500
- Attendee Mailings: \$450-\$1,149
- ProGreen EXPO Website Advertising: \$1,000
- Attendee Bag Sponsorship: \$900
- Keynote Sponsor: \$2,500
- VIP Lunch Table Sponsor: \$600
- Education Session Sponsor: \$1,000
- Floor Decals: \$500
- EXPO Floor Events - Potting Challenge Competition & Arborist Corner: \$1,000



Hotel Information

WARNING: Hotel Scams Target Business Travelers

The only officially endorsed method of making housing accommodations for ProGreen EXPO is directly through the recommended hotel company listed below.

We have received reports that other companies are posing as official travel vendors for ProGreen EXPO. **They are NOT affiliated with ProGreen in any capacity.** For your own protection, we ask that you exercise caution when making your hotel and travel arrangements. Unofficial vendors cannot provide the same benefits and protection that booking directly with the hotel offers. ProGreen EXPO only guarantees hotel room rates or availability during the show dates for reservations made directly with the recommended ProGreen hotel.

A special group rate has been arranged with the following hotel for those attending the ProGreen EXPO. If you are traveling to town and plan to stay overnight, ProGreen EXPO encourages you to stay at the host hotel. By staying at the host hotel, the ProGreen EXPO benefits, and those benefits carry over to you!

Host Hotel

Hilton Garden Inn Denver Downtown

1400 Welton St., Denver, CO 80202

Click [here](#) to reserve at the Hilton Garden Inn Denver Downtown for a single rate of \$184.00. You may also call the hotel at (855) 215-1283 and reference the booking code "PROG20" to receive the discount.

Reservation deadline: Monday, January 15



Transportation and Parking

Parking

The Colorado Convention Center Parking Garage boasts over 1,000 spaces conveniently adjoining the Colorado Convention Center. *Rates are as follows – subject to change:

Park up to 8 hours - \$12.00

Park up to 12 hours - \$15.00

Park up to 18 hours - \$17.00

Park up to 24 hours - \$25.00

For more information regarding parking at the Colorado Convention Center visit:

<http://denverconvention.com/attend-an-event/parking>

*Prices are current as of August 2019 and are subject to change.

There are also a variety of parking lots available near the Convention Center. Visit

<https://www.denvergov.org/content/denvergov/en/home-page/lots-and-garages.html>

For more information regarding public transportation, biking, or walking, please visit:

www.progreenexpo.com



Airport Information

Airport

If you are flying in for ProGreen EXPO, we recommend flying into the Denver International Airport (DIA). The airport code when searching for flights is DEN.

DIA is located about 25.8 miles or 30 minutes from Downtown Denver and the Colorado Convention Center.

Denver International Airport
8500 Peña Blvd
Denver, CO 80249
www.flydenver.com

Visit www.progreenexpo.com for transportation information from DIA.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services 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 Services Department at (303) 320-5100 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

4493 Florence St
Denver, CO 80238
(303) 320-5100 fax (469) 621-5614
FreemanDenverES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by January 14, 2020. 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 our Customer Support Center 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 # _____

PROGREEN EXPO 2020

C/O FREEMAN

4493 FLORENCE ST.

DENVER, CO 80238

Freeman will accept crated, boxed or skidded materials beginning Monday, January 06, 2020, at the above address. Material arriving after January 28, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (303) 320-5100.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
PROGREEN EXPO 2020
 C/O FREEMAN
 COLORADO CONVENTION CENTER
 700 14TH ST., WELTON STREET DOCKS
 DENVER, CO 80202-3221

Freeman will receive shipments at the exhibit facility beginning Tuesday, February 04, 2020. 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: (303) 320-5100.

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.

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 Service Desk. 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 our Exhibitor Services Department at (303) 320-5100.

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 Freeman Exhibitor Services at (303) 320-5100 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by January 14, 2020.

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 (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Call Freeman's Exhibitor Services department at (303) 320-5100 with any questions or needs you may have.

Freeman and the Colorado Convention Center would like to encourage all exhibitors to practice and implement eco-friendly measures to make this show as sustainable as possible while limiting the environmental impact.

Best Practices



Order show services online at www.myfreemanonline.com.



Use environmentally responsible materials that are recyclable, biodegradable or reusable for promotional products.



Avoid dated materials, produce only the amount of collateral needed for show attendance and offer to provide information electronically.



Print all materials on post consumer content paper using a low VOC printing process.



Use electronic scanners to obtain attendee information.



Produce banners and signs on recycled material and reuse or recycle them when possible.



To recycle one-time use banners used at Colorado Convention Center events, please contact Freeman at 303-320-5100 to arrange recycling services.



Use local vendors to help reduce any transportation impact and support the local economy.



Incorporate LED or other energy efficient lighting into booth design.



Recycle unused materials at the end of the show utilizing recycling bins through out the convention center.



Contact Stephanie Smith at Freeman if you are interested in an exhibit system or graphic display that can be produced out of natural and recyclable materials. Stephanie can be reached at stephaniel.smith@freemanco.com.

For more information on how to plan a sustainable event, visit:

<http://www.denverconvention.com/green.htm>

www.freemanco.com/green

Interested in going green and saving money?

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



1 BEFORE THE SHOW

booth structure

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 carpet

Option 1 Rent

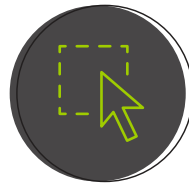
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

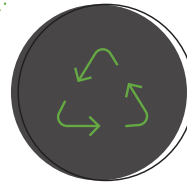
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



3 shipping



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



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



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

4 graphics

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 printing



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



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



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

6

ON SITE

save energy



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



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



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

8

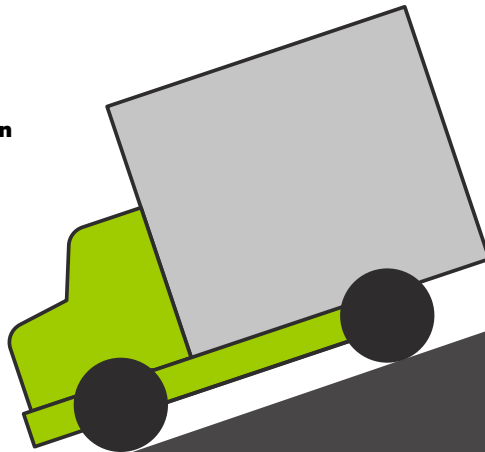
shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

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



9

leftover materials

Remember to label.

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

Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor staging materials

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

Flooring: 100 square feet of flooring. Excludes carpet.

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

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or shipping boxes

Glass: Green, brown, clear

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

Metal: Aluminum cans/ steel banding

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

Wood: Non-laminate wood

FREEMAN

4493 Florence Street
Denver, Colorado 80238-2479
Ph: (303) 320-5100 • Fax: (469) 621-5614



**DISCOUNT PRICE
DEADLINE DATE
JANUARY 14, 2020**

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X _____

CITY/STATE/ZIP: _____

CONTACT NAME: _____ PHONE #: _____

CONTACT EMAIL: _____

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/482811>

2. Submit your order

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

Important Information

- **Both your order and your payment must be received by the discount 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.**

FREEMAN method of payment

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. 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.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH THAT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

7. FORCE MAJEURE. Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repeatedly by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padded or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

- Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - personal effects;
 - and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- whenever or wherever the claimed loss or damage may occur;
 - even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically Hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freemanco.com. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; and (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freemanco.com. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

Progreen Expo 2020

February 5 - 7, 2020

Colorado Convention Center / Exhibit Halls C & D

Denver, Colorado

BOOTH LEGEND

Inventory as of 10/01/2019

Dimension	Size	Qty	SqFt
10'x10'	100	190	19,000
10'x20'	200	57	11,400
10'x30'	300	3	900
20'x100'	2,000	1	2,000
20'x20'	400	21	8,400
20'x30'	600	9	5,400
20'x40'	800	7	5,600
20'x50'	1,000	3	3,000
20'x70'	1,400	1	1,400
30'x30'	900	1	900
40'x110'	4,400	1	4,400
50'x50'	2,500	1	2,500
8'x8'	64	5	320
Totals:	300	65,220	

FLOOR PLAN SUBJECT TO FIRE MARSHALL APPROVAL

BUILDING LEGEND:

- CEILING HEIGHTS
- 29'2" TO BEAMS
- 36" TO TRUSSES
- 40'5" TO CEILING
- BUILDING LEGEND
- EMERGENCY ACCESS KEEP CLEAR
- FX - FIRE EXTINGUISHER
- FA - FIRE ALARM BOX
- FH - FIRE HOSE CABINET
- - TYPICAL COLUMNS
- - FLOOR UTILITY PORT
- ⊕ - STAGE POWER
- ⊙ - GAS TAP 30" OVERHEAD
- ♀ - WOMENS RESTROOM
- ♂ - MENS RESTROOM
- ☎ - TELEPHONE
- ⬆ - ESCALATOR
- ⬆ - ELEVATOR
- 🍽 - FOOD SERVICE
- 🪚 - STAIRS
- LINETYPE LEGEND
- ROLL-UP DOORS
- AIRWALLS

FREEMAN

INNOVATION DEDICATED TO YOUR BRAND

JOB NUMBER:
482411

SELLING AE:
Heather Holmes

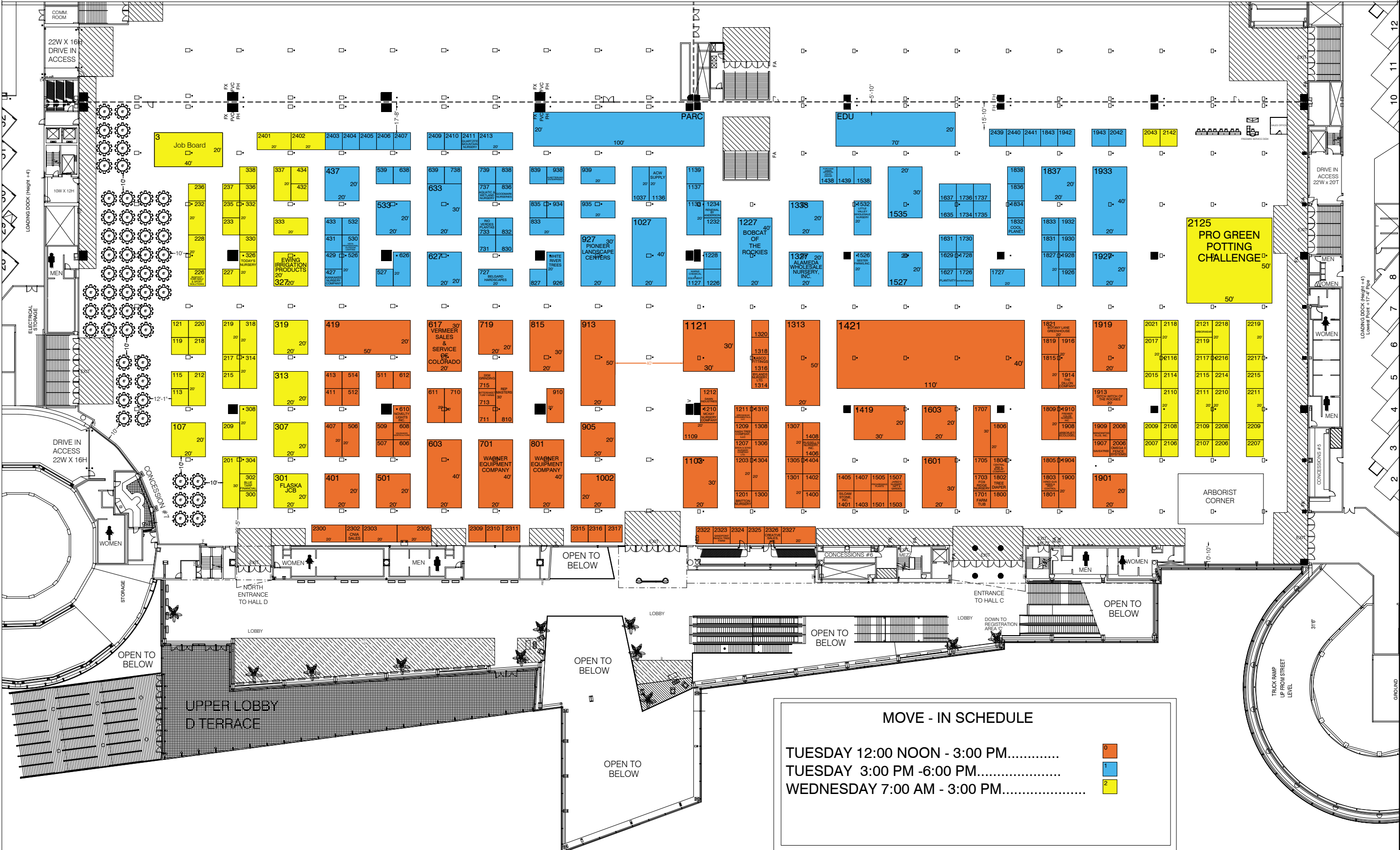
PRODUCING AE:
Heather Holmes

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MOVE - IN SCHEDULE

TUESDAY 12:00 NOON - 3:00 PM.....

TUESDAY 3:00 PM - 6:00 PM.....

WEDNESDAY 7:00 AM - 3:00 PM.....

Progreen Expo 2020

February 5 - 7, 2020

Colorado Convention Center / Exhibit Halls C & D
Denver, Colorado

BOOTH LEGEND

Inventory as of 10/01/2019

Dimension	Size	Qty	SqFt
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20x40'	800	7	5,600
20x50'	1,000	3	3,000
20x70'	1,400	1	1,400
30x30'	900	1	900
40x110'	4,400	1	4,400
50x50'	2,500	1	2,500
8x8'	64	5	320
Totals:	300	65,220	

FLOOR PLAN SUBJECT TO FIRE MARSHALL APPROVAL

BUILDING LEGEND:

CEILING HEIGHTS

- 29'2" TO BEAMS
- 36' TO TRUSSES
- 40'5" TO CEILING

BUILDING LEGEND

- EMERGENCY ACCESS KEEP CLEAR
- FX - FIRE EXTINGUISHER
- FA - FIRE ALARM BOX
- FH - FIRE HOSE CABINET
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- FLOOR UTILITY PORT
- STAGE POWER
- GAS TAP 30" OVERHEAD
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- MENS RESTROOM
- TELEPHONE
- ESCALATOR
- ELEVATOR
- FOOD SERVICE
- STAIRS

LINE TYPE LEGEND

- ROLL-UP DOORS
- AIRWAYS

FREEMAN

INNOVATION DEDICATED TO YOUR BRAND

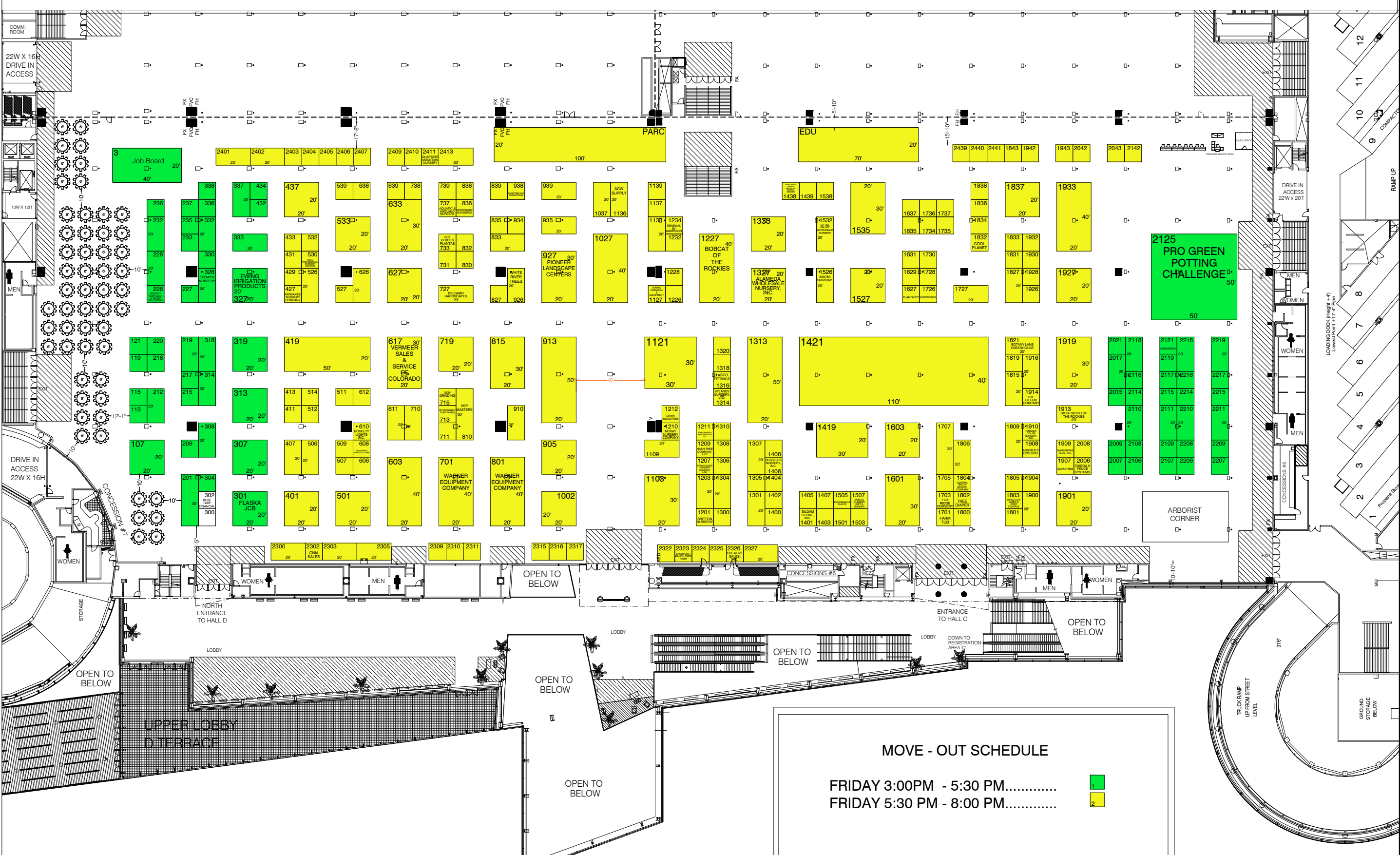
JOB NUMBER:
482411
SELLING AE:
Heather Holmes
PRODUCING AE:
Heather Holmes

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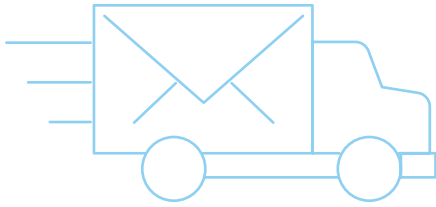
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MOVE - OUT SCHEDULE

FRIDAY 3:00 PM - 5:30 PM..... 1

FRIDAY 5:30 PM - 8:00 PM..... 2



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

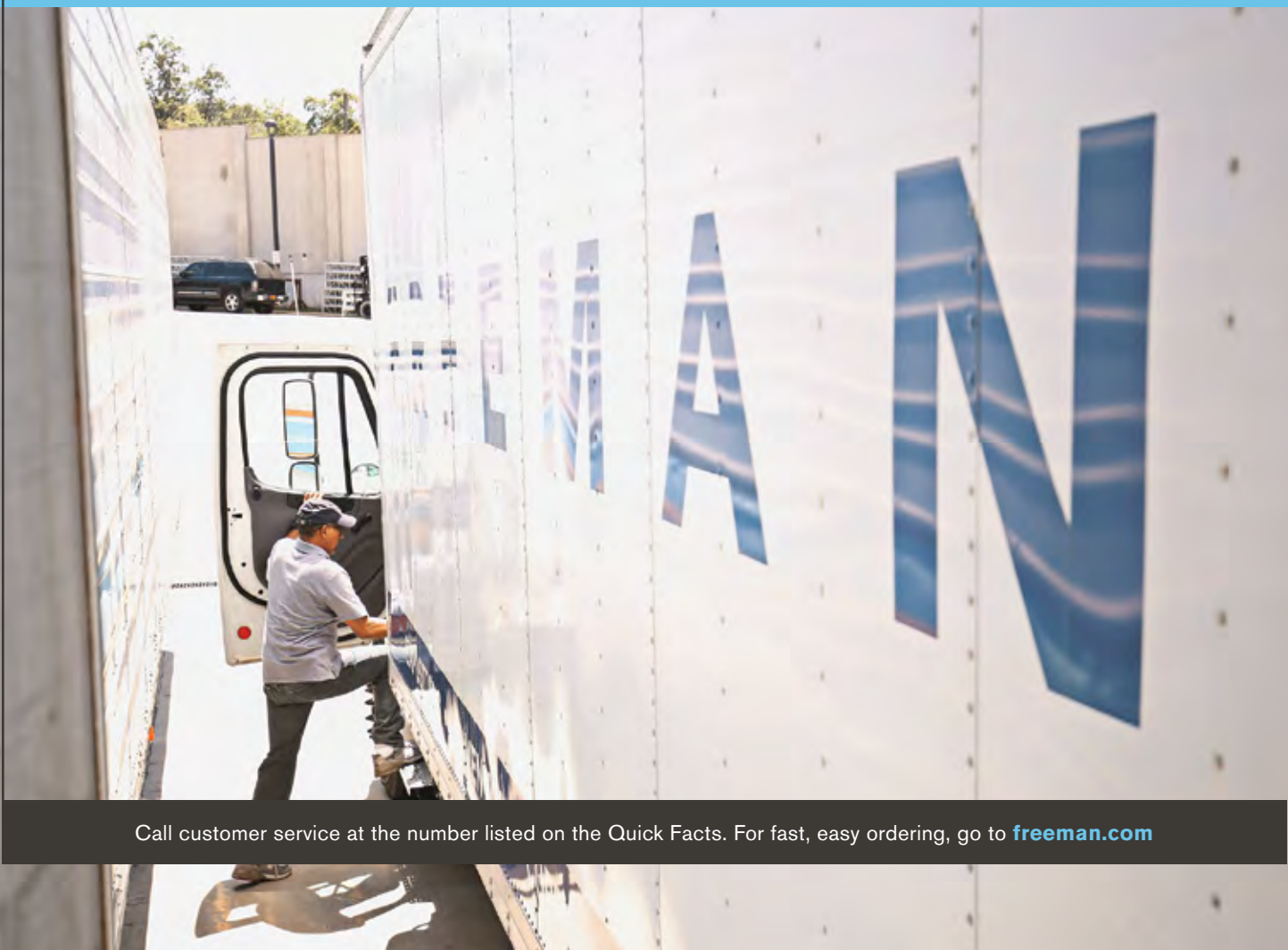


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

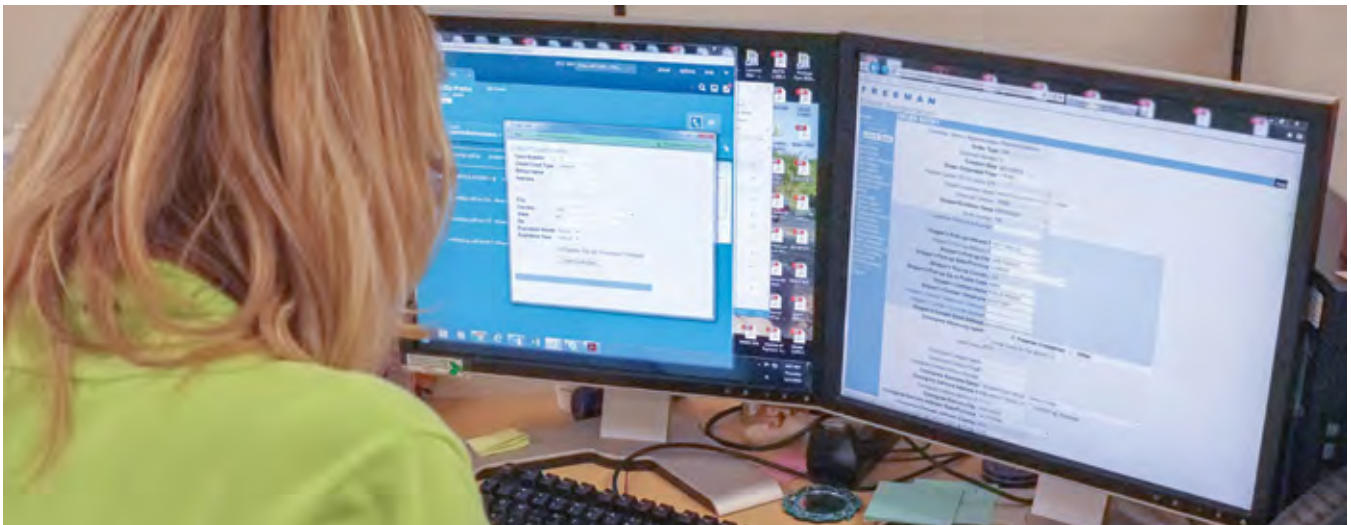
Questions?

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

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

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

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



NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X
 CONTACT NAME : _____ PHONE #: _____
 E-MAIL ADDRESS : _____

For Assistance, please call applicable number listed above to speak with one of our experts.

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____
 SHIPPER NAME _____
 SHIPPER ADDRESS _____

 (City) (State) (Zip Code)

DESTINATION

- I will be shipping to the **WAREHOUSE**
- FREEMAN / Exhibiting Company Name / Booth #**
PROGREEN EXPO 2020
 C/O: FREEMAN
 4493 FLORENCE ST.
 DENVER, CO 80238
 MUST BE DELIVERED BY JANUARY 28, 2020
- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
PROGREEN EXPO 2020
 C/O: FREEMAN
 COLORADO CONVENTION CENTER
 700 14TH ST., WELTON STREET DOCKS
 DENVER, CO 80202-3221
 CANNOT BE DELIVERED BEFORE FEBRUARY 04, 2020

TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM
 Second Day Air: Delivery second business day by 5:00 PM
 3-5 Day Service: Delivery within 3 - 5 business days
 Declared Value \$ _____
Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.
- Standard Ground: Dependent on distance
 Expedited Ground: Tailored to specific requirements
 Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber) (color _____)	_____
___ Skids/Pallets	_____
___ Carpet (color _____)	_____
___ Other (_____)	_____
___ Total	_____

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

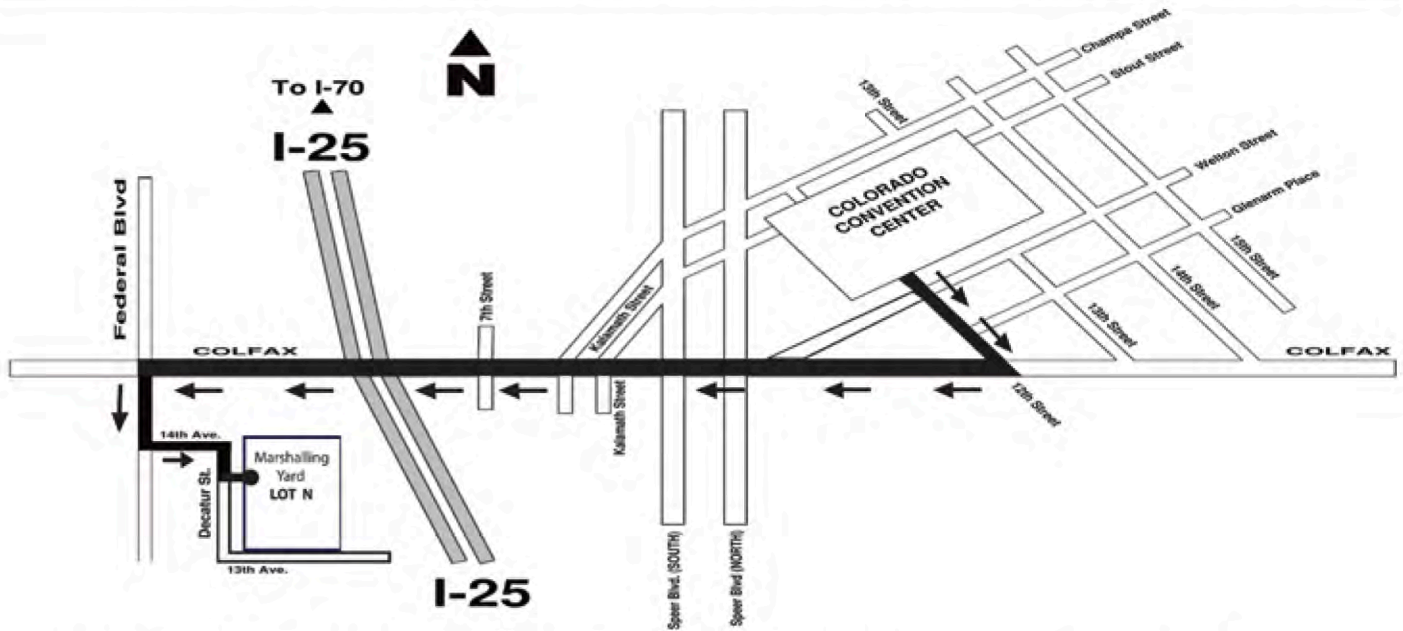
E-mail:
exhibit.transportation@freeman.com
 or
 Fax: (469) 621-5810

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

SHOW # (482811) _____

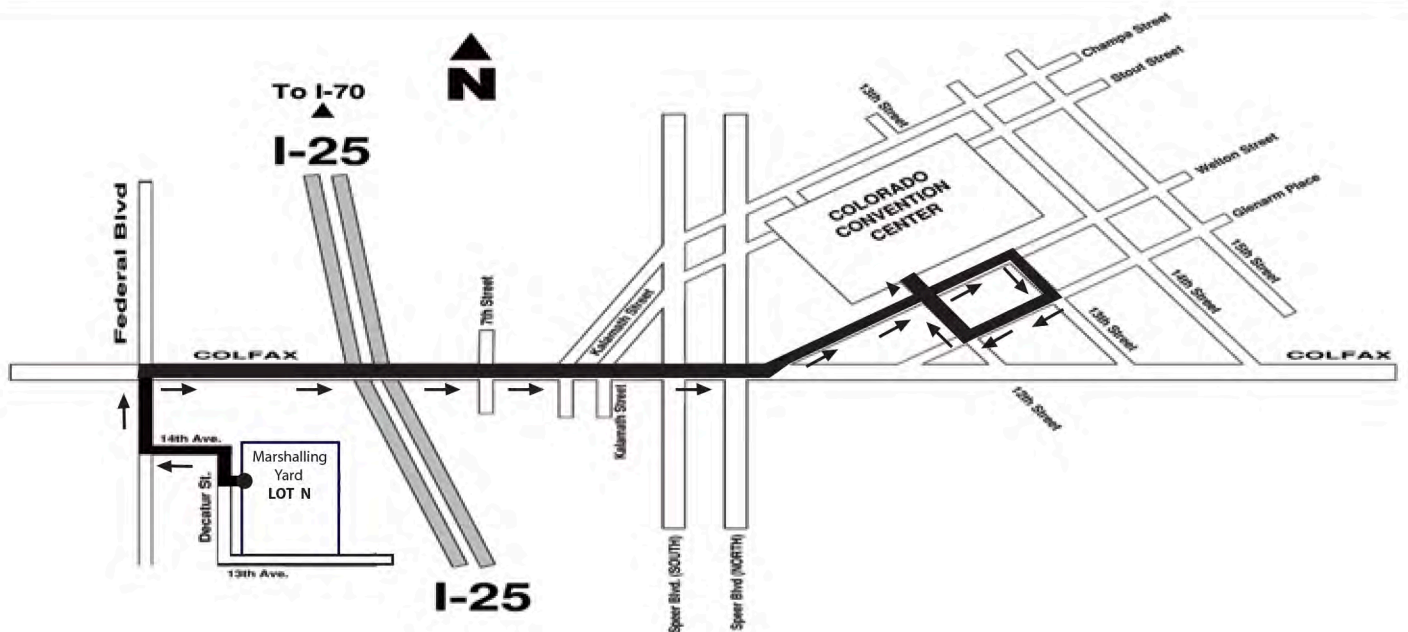
Colorado Convention Center Marshaling Yard Information

The Marshaling Yard is located on 13th Avenue, one-half block East of Decatur and is designated as LOT N of the Sports Complex



Truck Route from the Colorado Convention Center - 12th Street & Welton to Marshaling Yard

Take 12th Street to Colfax, turn right (West) onto Colfax, staying in the RIGHT lane. Go over the viaduct to the South Federal exit (same as Colorado 88 South). As you enter Federal, going South, move to the far LEFT lane and turn LEFT (East) at 1st signal light (W. 14th Avenue). Take W. 14th Ave to Decatur St., which is at the STOP sign turn RIGHT, (SOUTH) Take immediate left into into parking lot.



Truck Route from Lot N Marshaling Yard to Colorado Convention Center - Halls A, B, & C

From Lot N, turn RIGHT (West) onto 13th Avenue, go one-half block to Decatur and turn RIGHT (North) one block to 14th Avenue. Turn left (West) onto 14th Avenue to Federal, which is at top of hill. Turn RIGHT onto Federal and make an immediate RIGHT onto the Colfax on-ramp. Enter Colfax and move to the far LEFT LANE as soon as possible. Continue on Colfax (East) to Speer Blvd. where you will be able to move one additional lane to the left. This lane will take you one block to double 'MUST TURN' lanes at Welton Street. Use the FARTHEST LEFT LANE turn lane and turn onto Welton Street. Go one-half block to the stoplight at 12th Street, turn LEFT into the Colorado Convention Center.

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 and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will 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

F R E E M A N

4493 Florence Street
Denver, Colorado 80238-2479
Ph: (303) 320-5100 • Fax: (469) 621-5614
FreemanDenverES@freemanco.com



CART SERVICE / PRIVATELY OWNED VEHICLES ONLY

POV EXPRESS

(Maximum Weight 250 lbs.)

To help alleviate the problems and frustrations associated with exhibitors carrying their small exhibit materials during move-in, Freeman is pleased to provide a cartload for one (1) round trip from the dock to your booth and from your booth to the dock for a charge of **\$168.00**.

This service will be available during move-in and move-out.

A Cartload is defined as Privately Owned Vehicles (POV's) cars, small vans, 1/2 ton pick-ups, SUV's or company owned truck with a trailer length no greater than 12' in length.

Each cart will handle a load approximately 3' wide x 5' long and approximately 3' high. Due to safety reasons, it will be the judgement of the Freight Supervisor if the load can go higher than 3 feet. No individual cart will be more than 250 lbs. in freight weight.



If you arrive with truck/van or trailer filled with exhibit material you will not qualify for this service.

A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

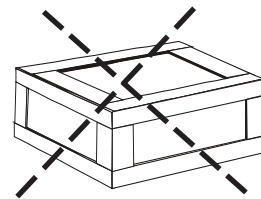
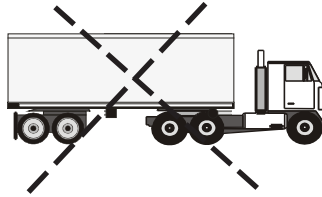
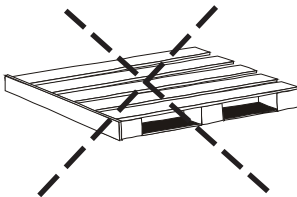
A cartload is eight (8) pieces or less (**weighing less than 250 lbs. total**) There is one cartload allowed per vehicle.

Freight that is too large or heavy must be handled by Freeman at their freight handling rates. No personal trucks (1 ton & over), no rental trucks, or bobtails will be unloaded through cart load service.

To receive this service, proceed directly to the POV lot and watch for the Cartload Service signage.

Freight will be unloaded from the specific POV dock location designated by Freeman.

NOT ACCEPTABLE



FREEMAN cartload material handling

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 303-320-5100 to speak with one of our experts.

Let Freeman Online® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
- UNCRADED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 97.50	195.00
Special Handling Shipment.....	\$126.75	253.50
Carpet and/or Pad Only Shipment.....	\$146.25	292.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 89.50	179.00
Special Handling Shipment.....	\$116.50	233.00
Uncrated or Pad Wrapped Shipment.....	\$134.25	268.50
Carpet and/or Pad Only Shipment.....	\$134.25	268.50
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 40.00	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Cart Service - Intended for "privately owned vehicles"*		
Per Trip.....	\$168.00	

*A "privately owned vehicle" is any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pick-up, passenger van, taxi and limousine.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline.....	\$ 24.50	49.00
Show Site Shipment after Deadline.....	\$ 22.50	45.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 22.50	45.00
Special Handling Shipment.....	\$ 29.25	58.50
Uncrated or Pad Wrapped Shipment.....	\$ 33.75	67.50
Carpet and/or Pad Only Shipment.....	\$ 33.75	67.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 22.50	45.00
Special Handling Shipment.....	\$ 29.25	58.50
Uncrated or Pad Wrapped Shipment.....	\$ 33.75	67.50
Carpet and/or Pad Only Shipment.....	\$ 33.75	67.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			8.31% Tax	N/A
			Total	

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

What about carpet only shipments?

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 06, 2020

RECEIVING DATE BEGINS: JANUARY 06, 2020

DEADLINE DATE IS: JANUARY 28, 2020

DEADLINE DATE IS: JANUARY 28, 2020

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
4493 FLORENCE ST.**

**C/O: FREEMAN
4493 FLORENCE ST.**

DENVER, CO 80238

DENVER, CO 80238

WAREHOUSE

WAREHOUSE

EVENT: PROGREEN EXPO 2020

EVENT: PROGREEN EXPO 2020

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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.

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE FEBRUARY 04, 2020

CANNOT DELIVER BEFORE FEBRUARY 04, 2020

TO:

EXHIBITOR NAME

TO:

EXHIBITOR NAME

C/O: FREEMAN

**COLORADO CONVENTION CENTER
700 14TH ST.
WELTON STREET DOCKS
DENVER, CO 80202-3221**

C/O: FREEMAN

**COLORADO CONVENTION CENTER
700 14TH ST.
WELTON STREET DOCKS
DENVER, CO 80202-3221**

SHOW SITE

SHOW SITE

EVENT: **PROGREEN EXPO 2020**

EVENT: **PROGREEN EXPO 2020**

BOOTH NO: **NO.** **OF** **PCS**

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.

F R E E M A N F R E E M A N

R U S H

R U S H

HANGING OVERHEAD SIGN

HANGING OVERHEAD SIGN

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

c/o FREEMAN
4493 FLORENCE STREET
DENVER, CO 80238-2479

c/o FREEMAN
4493 FLORENCE STREET
DENVER, CO 80238-2479

**MUST BE DELIVERED BY
JANUARY 28, 2020**

**MUST BE DELIVERED BY
JANUARY 28, 2020**

Event **PROGREEN EXPO 2020**

Event **PROGREEN EXPO 2020**

Booth No. _____ No. _____ of _____ pcs.

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

Carrier _____

F R E E M A N F R E E M A N

R U S H

R U S H

HANGING OVERHEAD SIGN

HANGING OVERHEAD SIGN

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

c/o FREEMAN
4493 FLORENCE STREET
DENVER, CO 80238-2479

c/o FREEMAN
4493 FLORENCE STREET
DENVER, CO 80238-2479

**MUST BE DELIVERED BY
JANUARY 28, 2020**

**MUST BE DELIVERED BY
JANUARY 28, 2020**

Event **PROGREEN EXPO 2020**

Event **PROGREEN EXPO 2020**

Booth No. _____ No. _____ of _____ pcs.

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

Carrier _____

FREEMAN



OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation Other Carrier

No need to schedule your outbound shipment. Carrier Name: _____
Charges will appear on your Freeman invoice. Carrier Phone: _____

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

Have loading dock Lift gate required
 Inside delivery Air ride required
 Pad wrap required Residential
 Do not stack

Select Desired Number of Labels: _____

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

FREEMAN

4493 Florence Street
Denver, Colorado 80238-2479
Ph: (303) 320-5100 • Fax: (469) 621-5614



**DISCOUNT PRICE
DEADLINE DATE
JANUARY 14, 2020**

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____

E-MAIL: _____

Furniture Package Order Form Click Here to Order OnLine

**PROGREEN EXPO 2020
February 5-7, 2020
Colorado Convention Center
Denver, CO**

For exhibitors wishing to take advantage of the Furniture Package, please return this form prior to January 14, 2020. Orders received after this date will be charged at regular prices. **NO DEVIATIONS ARE ALLOWED.** Payment must accompany this order form. Additional items or any changes in the order will be at prevailing rates (see enclosed price sheet).

Furniture Package

- One (1) 9' x 10' green carpet
- Two (2) Limerick® chairs
- One (1) corrugated wastebasket
- One (1) 6' x 30" skirted table - Please circle color:
black, blue, plum, dark green, gold, gray, red, flax, brown or white

The rental cost is \$338.00 per 10' x 10' booth space.

- TOTAL COST -

<input type="checkbox"/>		x \$338.00	=		+		=	\$	
	<small>Quantity</small>			<small>Subtotal</small>		<small>8.31% Tax</small>			<small>Total Cost</small>

METHOD OF PAYMENT: In order to ensure availability of equipment and process your order, payment in full for rental charges, including applicable tax, must accompany your order. All orders should be accompanied by the Method of Payment form provided in this service manual. Orders received without payment or placed after January 14, 2020 will be charged at standard rates.

EARLY BIRD ORDER FORM

FREEMAN®

furnishings 2019





EMPOWERING YOUR BUSINESS FROM THE GROUND UP

Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here. **To learn more about our exhibit solutions, go to freeman.com/exhibit-design**

**It's not about building a booth.
It's about designing a**

beacon

Fairfax Sofa & La Brea Chairs

10'x10' Booth



10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth


Power Up In Style.

Denotes Powered Products



ROMA 
81021 Chair, Powered
(white vinyl) 37" L 31" D 33" H

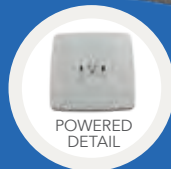


ROMA 
83017 Sofa, Powered
(white vinyl) 78" L 31" D 33" H

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



 **WIRELESS
CHARGING TABLE,
POWERED**
820710
(white, ac plug-in)
20" L 20" D 18" H



Powered Seating

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

Powered Seating



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

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

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

Powered Tables



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

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



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

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

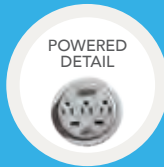
Powered Banquettes.

Denotes Powered Products



Modular System

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.



POWERED
DETAIL

Detail of Electrical
Charging Outlet



Full Banquette
w/ Electrical Charging Outlet
(white vinyl)
72" RND 51"H



8506 Center Cone
w/ Electrical Charging Outlet
(white vinyl)
38" RND 51"H



8507 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H




Ottoman Ring
(4 curve ottoman seats)
(white vinyl)
72" RND 18"H



815119 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H

Powered Pedestals

Denotes AC and USB charging outlets 



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

(Mobile devices must be compatible with Qi wireless charging pad.)

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

- Wireless Charging Table, Powered**
E) 820710
 (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.

Powered Tech Desk



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

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

810140, Chair

21"L 25"D 34"H

830150, Loveseat

48"L 25"D 34"H



HEDGE

85030

7' Boxwood Hedge

36.5"L 12"D 84"H



PEDESTAL

85063

Powered Locking

(white)

24"L 24"D 42"H



CAFÉ TABLE

8201223

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H



REGIS

82075 End Table

(brushed metal)

16"L 15.5"D 16.5"H



MARCHE

815159 Swivel Ottoman

(blue fabric)

17" RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power 



BAJA

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

B) 83019 Sofa
(white vinyl)
86"L 28"D 30"H

C) 83020 Loveseat
(white vinyl)
61"L 30.5"D 28"H

FAIRFAX

A) 830949 Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

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

NAPLES

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

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

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



Munich Collection

Denotes Powered Products



Modular Seating to Design Custom Exhibits

MUNICH

830201 Sectional 3pc.
(gray fabric)
93.5"L 27"D 28.5"H

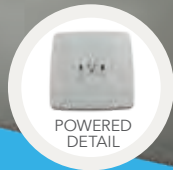
HEDGE

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



 **WIRELESS CHARGING TABLE, POWERED**

820710
(white, ac plug-in)
20"L 20"D 18"H



830200 Munich Armless Loveseat
(gray fabric)
45"L 27"D 28.5"H



810150 Munich Corner Chair
(gray fabric)
26"L 27"D 28.5"H



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

Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.



B.

ALLEGRO

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

TANGIERS

- A) 830118 Sofa**
(beige textured)
78"L 37"D 36"H
- B) 810118 Chair**
(beige textured)
34"L 37"D 36"H
- C) 830220 Loveseat**
(beige textured)
57.5"L 37"D 37"H

KEY LARGO

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

SOUTH BEACH

- (platinum suede)
- A) 8301 Sofa**
69"L 29"D 33"H
- B) 8151 Ottoman**
25"L 31"D 18"H

Accent Chairs



SWANSON

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

KEY WEST

8103 Chair
(black)
31"L 31"D 31"H



LA BREA

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



WENTWORTH

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



AURA

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



Accent Chair Styles



A.



B.



C.



D.



E.



F.

Madrid Chair
A) 81816
 (white vinyl)
 30"L 30"D 31"H
B) 8102
 (black vinyl)
 30"L 30"D 31"H

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

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

E) 810140
Hopi Chair
 (gray linen)
 21"L 25"D 34"H

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

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

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

Meeting Chair
 25.5"L 23.5"D 34"H
D) 810835 (espresso vinyl)
E) 810836 (taupe fabric)
F) 810948 (white vinyl)

Group Seating

ZENITH

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

**B) 820241
Madison Hydraulic
Café Table**
(chrome base, gray
acajou top)
30"RND 29"H



LAGUNA

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

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

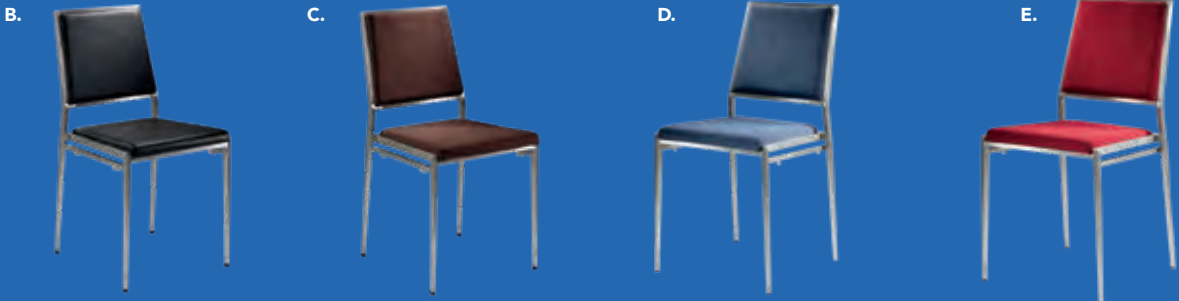


MALBA

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

MARINA

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



Styles & Shapes



**A) 810810
Berlin Chair**
(black, white)
18"L 22"D 32"H

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

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



**D) 81063
Altura Guest Chair**
(black crepe)
25"L 20"D 34"H

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

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



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

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

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

Mix & Match

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

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

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

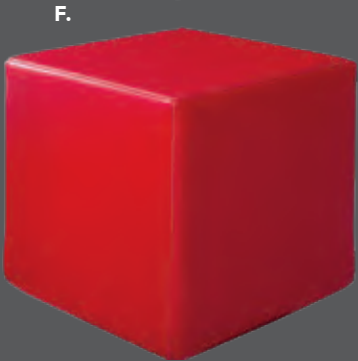
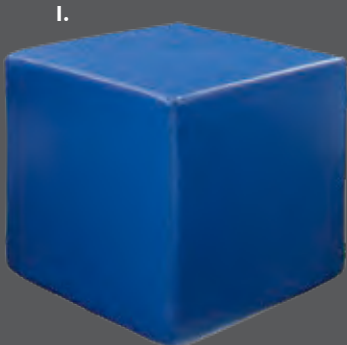
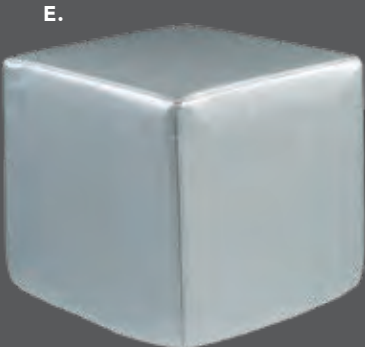


Ottomans

Vibe Cube

18"L 18"D 18"H

- A) 81531 (white vinyl)
- B) 81530 (black vinyl)
- C) 81532 (steel blue vinyl)
- D) 81534 (purple vinyl)
- E) 81533 (silver vinyl)
- F) 81519 (red vinyl)
- G) 81517 (yellow vinyl)
- H) 81520 (pink vinyl)
- I) 81518 (blue vinyl)
- J) 81525 (orange vinyl)



Styles & Shapes



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

H) 815119 Half Bench
 (white vinyl)
 39"L 22"D 18"H

ENDLESS Square
 34"L 34"D 15"H
I) 815123 (black)
J) 815122 (white)
ENDLESS Curved
 60.5"L 37.5"D 15"H
K) 815952 (black)
L) 815953 (white)

M) 8507 Quarter Curve
 (white vinyl)
 53"L 22"D 18"H
Ring (4 ottoman seats)
 (white vinyl)
 72"RND 18"H

N) 81526 Edge LED Cube
 (white plastic)
 19"L 19"D 19"H
 A/C power only

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

Marche Swivel



Marche Swivel Ottomans
 17"RND 18"H
A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815158
 (pear yellow fabric)
D) 815156 (plum fabric)
E) 815159 (blue fabric)
F) 815151 (gray fabric)
G) 815155
 (rose quartz fabric)
H) 815152 (linen fabric)
I) 815153
 (raspberry fabric)
J) 815157
 (meadow green fabric)
K) 815160
 (orange fabric)

Accent Tables

ALONDRA

Cocktail Table
47"L 24"D 16"H

- A) 820250 (glass, chrome)
- B) 820251 (wood, chrome)



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

- C) 820252 (glass, chrome)
- D) 820253 (wood, chrome)

GEO

Cocktail Table
50"L 22"D 16"H

- A) 82034 (glass, chrome)
- B) 82027 (wood, black)



C.



D.




GEO

End Table

26"L 26"D 20"H

- C) 82035 (glass, chrome)
- D) 82028 (wood, black)

Styles & Shapes

Available in Power 

Sydney Cocktail Tables

(brushed steel)
48"L 26"D 18"H

- A) 82053 (white)
- 82073 (Powered)
- B) 82052 (black)
- 82076 (Powered)
- C) 82077 (blue)
- D) 82078 (wood)

Sydney End Tables

27"L 23"D 22"H

- E) 82055 (white)
- F) 82054 (black)
- G) 82079 (blue)
- H) 82080 (wood)

Regis Tables

(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 Tables

(glass, chrome)

K) 82015 End Table

24" Round 22"H

L) 82014 Cocktail Table

36" Round 17"H

Oliver Tables

(walnut finish)

M) 82088 End Table

22" Round 22"H

N) 82087 Cocktail Table

47"L 27"D 19"H

Aura Round Table

O) 82084

(white metal)

15" Round 22"H

Edge LED Cube Table

P) 82057

(plexi top, white plastic)

20"L 20"D 20"H

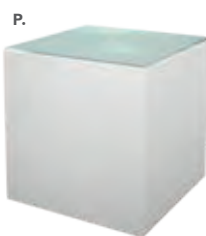
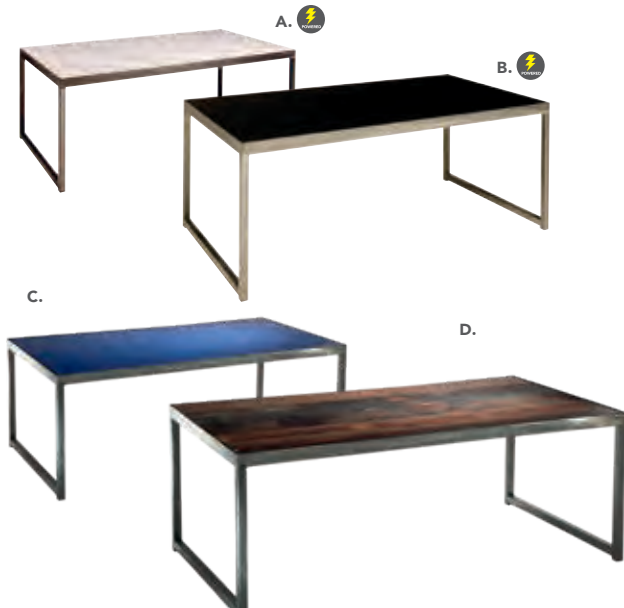
A/C power only

Wireless Charging Table, Powered

Q) 820710

(white, AC plug-In)

20"L 20"D 18"H



Café Tables

**A) 820940 Blue Hydraulic
Café Table**
(chrome base, blue top)
30" RND 29"H

B) 810131 Malba Chair
(gray)
20"L 20"D 32"H



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



30" Round Café Table
A) 820941
Standard Black Base
(blue top) 30" RND 29"H

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



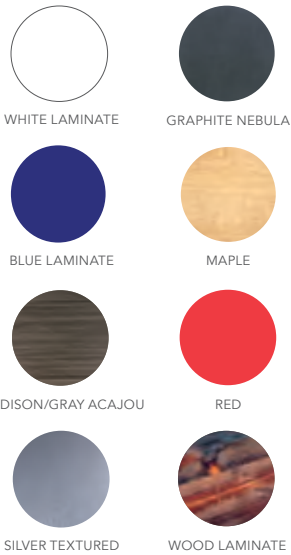
**A) 820241 Madison
Hydraulic Café Table**
(chrome base, gray acajou top)
30" RND 29"H

B) 810130 Malba Chair
(green)
20"L 20"D 32"H



Customize and Create

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



Café Tables Standard Black Base 30" RND 29"H

- A) 8201220 (white)
also available
- 820265 (Madison/gray
acajou)
- 820941 (blue)
- 820943 (wood)

Café Tables Hydraulic Chrome Base 30" RND 29"H

- B) 820923 (graphite nebula)
also available
- 8201208 (maple)
- 820921 (red)
- 820940 (blue)
- 820942 (wood)
- 820925 (silver)
- 8201223 (white)

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

Mix & Match

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



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

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

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

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



Bar Tables

A) 8201222
30" Round Bar Table
(white top, chrome
hydraulic base)
30"RND 45"H

B) 810952
Apex Barstool
(blue ultra suede)
21"L 21"D 33"H



C) 8201226
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

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



E) 820930
30" Round Bar Table
(blue top, chrome
hydraulic base)
30"RND 45"H

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



G) 820240 30"
Round Bar Table
w/ Hydraulic Chrome Base
(Madison/gray acajou)
30" RND 45"H

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



Customize and Create

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



Bar Tables

Standard Black Base
30" RND 42"H

- A) 8201221** (white)
also available
- 820264** (Madison/gray acajou)
- 820931** (blue)
- 820933** (wood)

Bar Tables

Hydraulic Chrome Base
30" RND 45"H

- E) 820922** (graphite nebula)
also available
- 8201207** (maple)
- 820920** (red)
- 820930** (blue)
- 820932** (wood)
- 802924** (silver)

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

Style & Design

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



C) 720163 Chelsea Butcher Block-Top Bistro Table

(oak) 30"RND 42"H
also available
720164 36"RND 42"H

D) 81092 Lucent Barstool

(frosted, acrylic) 22"L 22.5"D 45.5"H

E) 72070 Soho Black-Top Bistro Table

(black) 24"RND 42"H
also available
72068 36"RND 42"H

F) 810953 Apex Barstool

(red vinyl) 21"L 21"D 33"H



Barstools



B.

C.

D.

A.

LIFT Barstools

15" Round 23–33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black vinyl)

D) 810872 (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.



S.



T.

U.

Mix & Match

- T) 720163 Butcher Block-Top Bistro (oak) 30" L RND 42" H
also available 720164 36" RND 42" H
- U) 210109 LIMERICK® Stool BY HERMAN MILLER™ (white) 18" X 17.75" L X 44" H

- Apex Barstools**
21" L 21" D 33" H
- A) 810951 (black vinyl)
- B) 810953 (red vinyl)
- C) 810954 (white vinyl)
- D) 810952 (blue ultra suede)

- Zoey Barstools**
15" L 16" D 30-34.75" H
- E) 810840 (white, chrome)
- F) 810834 (black, chrome)

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

- I) 810201 Oslo Barstool (white)
17" L 20" D 45" H

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

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

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

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

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

- Blade Barstool 20.5" L 20.125" D 40.5" H
- O) 81080 (red)
- P) 81081 (sky blue)

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

- R) Gas Lift Stool w/ arms 24" W X 20" L X 46" H
- 71048 (gray, adjustable) also available
- 71047 w/o arms

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

Conference Tables

A.



B.



42" Round Conference Table
42" RND 29"H
A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)

D.



C.



MADISON

(Madison/gray acajou)

C) 820261 5' Table

60"L 48"D 29"H

D) 820262 8' Table

96"L 60"D 29"H

E) 820263 10' Table

120"L 48"D 29"H

E.



Styles & Shapes

A. | B.



C.



D.



E.



F.



I.



G.



H.



Atomic Round Tables

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

Geo Rounded Square Tables

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

Geo Rectangular Tables

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

G) 820707 Merlin Multi Use Table

(gray laminate, black)
 46"L 29"D 30"H

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

I) 820203

6' Conference Tables
 (graphite nebula)
 72"L 42"D 29"H

Mix & Match

J) 810946 Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable
K) 810945 Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable



Executive Seating

Pro Executive High Back Chair

25"L X 24"D X 48"H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
 Adjustable height



Task Stool

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



Pro Executive Guest Chair

24"L X 22"D X 36"H
810947 (black vinyl)



Gas Lift Chair

26" X 20"L X 38"H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool

24"W X 20"L X 46"H
B) 71048 (gray, adjustable)
71047 w/o arms




Pro Executive Mid Back Chair

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



Communal and Powered Tables

Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Denotes AC and USB charging outlets 



POWERED
DETAIL



BLACK WHITE MAPLE

Table Top Options

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

Bar Tables



A. 

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



B.



C.



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

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

Café Tables



A. 



C.



D.



E.



B.



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

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

Office Essentials

MADISON

A) 84075 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) 84077 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) 810135 Task Stool

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

D) 810844 Pro Executive


High Back Chair

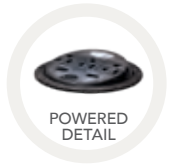
(white classic vinyl)

25"L 24"D 48"H Adjustable



Tech Powered Desk

Denotes AC and USB charging outlets 




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

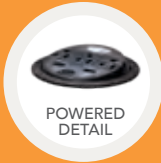
Lighting & Shelving



- ## ACCENT LAMPS
- Mason Lamps**
(brushed silver)
- A) 850708 Floor Lamp**
18" RND 55"H
 - B) 850707 Table Lamp**
16" RND 26"H
- ## SHELVING
- C) 85020 Posh Shelving**
(chrome, acrylic)
36"L 18"D 72"H
 - D) 84078 Madison Bookcase**
(gray acajou)
36"L 12"D 72"H

Show Essentials

Denotes AC and USB charging outlets 



Midtown Powered Counter

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



Midtown Powered Counter

60"L 18"D 42"H (pewter/glass)

850103 (unlighted)

850102 (lighted with plug-in)



(back)



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



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

Display Counter

A) 72056

Display Counter

(black)

24"W X 49"L X 42"H

B) 210109

limerick Stool

BY HERMAN MILLER™

(white)

18" X 17.75" L X 44" H

B.



A.



Midtown Bar

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



Midtown Bar

60"L 18"D 42"H

(pewter)

A) 850101

(unlighted)

B) 850100

(lighted with plug-in)

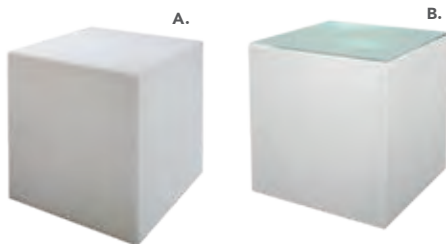
Apex Barstool

C) 810952

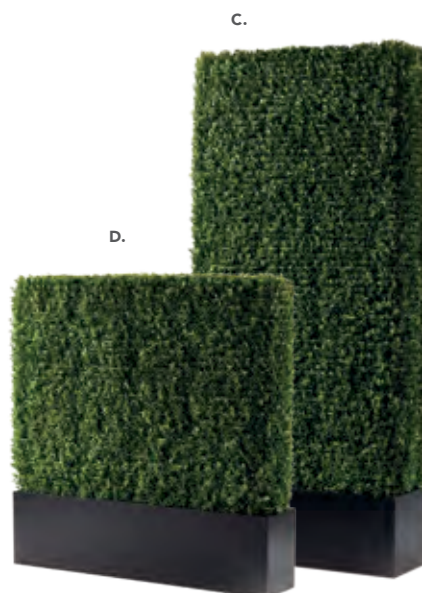
(blue ultra suede)

21"L 21"D 33"H

Lighted & Greenery Products



LED light available in white, red, green, blue and rolling color.



A) 81526 Edge

LED Cube Ottoman

(white plastic)

20"L 20"D 20"H

A/C power only

B) 82057 Edge LED

Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

C) 85030

7' Boxwood Hedge

36.5"L 12"D 84"H

D) 85035

4' Boxwood Hedge

46"L 9"D 47"H

Draped or Undraped Tables & Counters

Table-Drape Colors



Special Draping: Special drape is available in a variety of colors. Refer to the order form for details. Table-top risers are available in a variety of sizes. See order form for details.

Visit us at freeman.com for ordering and full product line



Sizing Chart*

*Table and counter widths are available in select cities

24"D X 30"H | Tables Draped

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

24"D X 30"H | Tables Undraped

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

30"D X 30"H | Tables Draped

130330	Tables Draped	3'L x 30"D x 30"H
130430	Tables Draped	4'L x 30"D x 30"H
130630	Tables Draped	6'L x 30"D x 30"H
130830	Tables Draped	8'L x 30"D x 30"H

30"D X 30"H | Tables Undraped

131330	Tables Undraped	3'L x 30"D x 30"H
131430	Tables Undraped	4'L x 30"D x 30"H
131630	Tables Undraped	6'L x 30"D x 30"H
131830	Tables Undraped	8'L x 30"D x 30"H

4th Side | Table Draped 30"

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

24"D X 42"H | Counter Draped

124342	Counter Draped	3'L x 24"D x 42"H
124442	Counter Draped	4'L x 24"D x 42"H
124642	Counter Draped	6'L x 24"D x 42"H
124842	Counter Draped	8'L x 24"D x 42"H

24"D X 42"H | Counter Undraped

125342	Counter Undraped	3'L x 24"D x 42"H
125442	Counter Undraped	4'L x 24"D x 42"H
125642	Counter Undraped	6'L x 24"D x 42"H
125842	Counter Undraped	8'L x 24"D x 42"H

30"D X 42"H | Counter Draped

130342	Counter Draped	3'L x 30"D x 42"H
130442	Counter Draped	4'L x 30"D x 42"H
130642	Counter Draped	6'L x 30"D x 42"H
130842	Counter Draped	8'L x 30"D x 42"H

30"D X 42"H | Counter Undraped

131342	Counter Undraped	3'L x 30"D x 42"H
131442	Counter Undraped	4'L x 30"D x 42"H
131642	Counter Undraped	6'L x 30"D x 42"H
131842	Counter Undraped	8'L x 30"D x 42"H

4th Side | Table Draped 42"

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

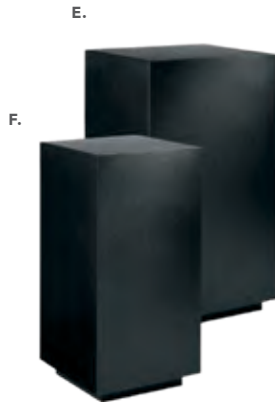
Product Display



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

B) 75079
Orion Computer Kiosk
 (black)
 28"L X 28"D X 40.5"H
 (computer not included)

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



D) 75032
Diplay Cube - Large
 (black)
 24"W X 24"L X 42"H

E) 75031
Diplay Cube - Medium
 (black)
 18"W X 18"L X 36"H

F) 75030
Diplay Cube - Small
 (black)
 12"W X 12"L X 42"H



G) 75022
Diplay Cylinder - High
 (black)
 24"W X 24"L X 36"H

H) 75021
Diplay Cylinder - Medium
 (black)
 18"W X 18"L X 20"H

I) 75020
Diplay Cylinder - Low
 (black)
 30"W X 12"L X 15"H
 available in rectangle sizes

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

Product Storage



RACKS

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

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

CABINETS

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

D) 74082
2 Drawer File Cabinet w/Lock
 (tan metal)
 15"W X 29"L X 28"H

E) 74081
4 Drawer File Cabinet w/Lock
 (tan metal)
 15"W X 29"L X 50"H

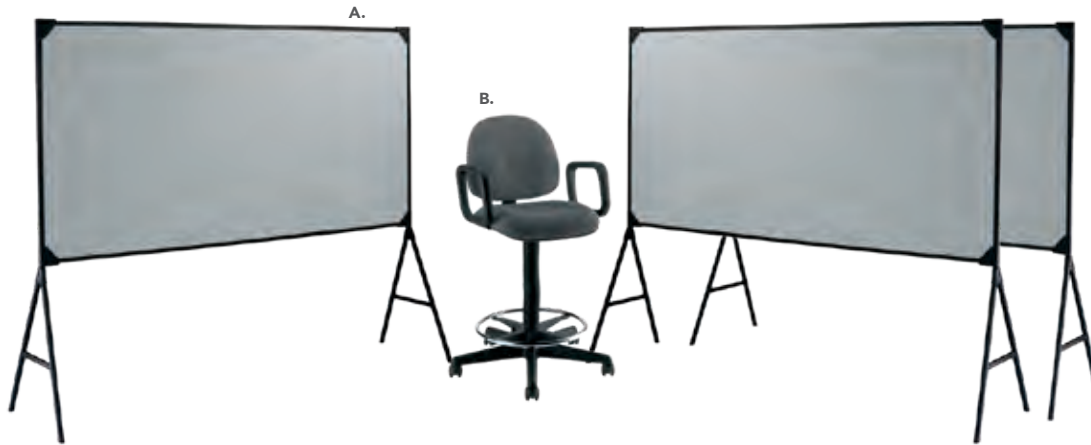


REFRIGERATORS

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

G) 75057
Small Refrigerator
 4.0 cu feet
 20"W X 22"L X 33"H

Show & Office Accessories



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

**B) 71048
Gas Lift Stool w/
arms**
(gray, adjustable)
24"W X 20"L X 46"H
also available
71047 w/o arms



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



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



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



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



**G) 220143
Brushed Aluminum Easel**
(open 5 1/4" W X 64 1/4" H)
26"W X 62"H



**H) 220106
Corrugated Wastebasket**
(black)



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DISCOUNT PRICE
DEADLINE DATE

JANUARY 14, 2020

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
_____	810119*	Chair.....	540.45	594.50	756.65	_____
_____	830120*	Loveseat.....	726.10	798.70	1,016.55	_____
_____	830119*	Sofa.....	807.90	888.70	1,131.05	_____
Munich Group - Gray Fabric						
_____	810150*	Corner Chair.....	567.25	624.00	794.15	_____
_____	810151*	Armless Chair.....	495.15	544.65	693.20	_____
_____	830200*	Armless Loveseat.....	831.60	914.75	1,164.25	_____
_____	830201*	Sectional - 3 Piece.....	1,893.95	2,083.35	2,651.55	_____
Baja Group - White Vinyl						
_____	81050*	Chair.....	564.80	621.30	790.70	_____
_____	83020*	Loveseat.....	600.85	660.95	841.20	_____
_____	83019*	Sofa.....	878.95	966.85	1,230.55	_____
South Beach Group - Platinum Suede						
_____	8301*	Sofa.....	721.35	793.50	1,009.90	_____
_____	8151*	Ottoman.....	314.90	346.40	440.85	_____
Key Largo Group - Black Fabric						
_____	830950*	Loveseat.....	540.65	594.70	756.90	_____
_____	830951*	Sofa.....	600.50	660.55	840.70	_____
_____	810950*	Chair.....	348.35	383.20	487.70	_____
Allegro Group - Blue Fabric						
_____	81019*	Chair.....	577.30	635.05	808.20	_____
_____	83015*	Sofa.....	921.40	1,013.55	1,289.95	_____
Fairfax Group - White Vinyl						
_____	810949*	Chair.....	348.35	383.20	487.70	_____
_____	830949*	Sofa.....	556.35	612.00	778.90	_____
Hopi Group - Gray Linen						
_____	810140*	Chair.....	231.35	254.50	323.90	_____
_____	830150*	Loveseat.....	231.35	254.50	323.90	_____
Tangiers Group - Beige Fabric						
_____	810118*	Chair.....	477.65	525.40	668.70	_____
_____	830220*	Loveseat.....	699.40	769.35	979.15	_____
_____	830118*	Sofa.....	674.20	741.60	943.90	_____
CASUAL SEATING						
Ottomans						
_____	815122*	Endless Square - White Vinyl.....	335.75	369.35	470.05	_____
_____	815123*	Endless Square - Black Vinyl.....	335.75	369.35	470.05	_____
_____	815953*	Endless Curve - White Vinyl.....	452.30	497.55	633.20	_____
_____	815952*	Endless Curve - Black Vinyl.....	452.30	497.55	633.20	_____
_____	815119*	Half-Bench - White Vinyl.....	366.50	403.15	513.10	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	162.15	178.35	227.00	_____
_____	81519*	Vibe Cube - Red Vinyl.....	162.15	178.35	227.00	_____

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COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	162.15	178.35	227.00	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	162.15	178.35	227.00	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	162.15	178.35	227.00	_____
_____	81530*	Vibe Cube - Black Vinyl.....	162.15	178.35	227.00	_____
_____	81531*	Vibe Cube - White Vinyl.....	162.15	178.35	227.00	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	162.15	178.35	227.00	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	162.15	178.35	227.00	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	162.15	178.35	227.00	_____
_____	815151*	Marche Swivel - Gray Fabric.....	226.10	248.70	316.55	_____
_____	815154*	Marche Swivel - Red Fabric.....	226.10	248.70	316.55	_____
_____	815159*	Marche Swivel - Blue Fabric.....	226.10	248.70	316.55	_____
_____	815152*	Marche Swivel - Linen Fabric.....	226.10	248.70	316.55	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	226.10	248.70	316.55	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	226.10	248.70	316.55	_____
_____	815156*	Marche Swivel - Plum Fabric.....	226.10	248.70	316.55	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	226.10	248.70	316.55	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	226.10	248.70	316.55	_____
_____	815150*	Marche Swivel - White Vinyl.....	226.10	248.70	316.55	_____
_____	815160*	Marche Swivel - Orange Fabric.....	226.10	248.70	316.55	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	231.05	254.15	323.45	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	649.80	714.80	909.70	_____
_____	8507*	Quarter Curve Ottoman.....	431.45	474.60	604.05	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	420.65	462.70	588.90	_____
_____	81551*	Brown Fabric.....	420.65	462.70	588.90	_____
_____	81552*	Gray Fabric.....	420.65	462.70	588.90	_____
_____	81553*	Linen Fabric.....	420.65	462.70	588.90	_____
_____	81554*	Ocean Blue Fabric.....	420.65	462.70	588.90	_____
_____	81555*	Red Fabric.....	420.65	462.70	588.90	_____
_____	81556*	White Vinyl.....	420.65	462.70	588.90	_____
Accent Chairs						
_____	71089	Black Diamond Side Chair.....	113.20	124.50	158.50	_____
_____	71090	Black Diamond Arm Chair.....	173.50	190.85	242.90	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	133.65	147.00	187.10	_____
_____	210108	Limerick® Chair by Herman Miller.....	89.10	98.00	124.75	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	903.05	993.35	1,264.25	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	894.40	983.85	1,252.15	_____
_____	810948*	Meeting Chair - White Vinyl.....	301.55	331.70	422.15	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	244.15	268.55	341.80	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	320.30	352.35	448.40	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	452.80	498.10	633.90	_____
_____	810164*	Marina Chair - White Vinyl.....	153.35	168.70	214.70	_____
_____	810160*	Marina Chair - Black Vinyl.....	153.35	168.70	214.70	_____
_____	810161*	Marina Chair - Brown Fabric.....	153.35	168.70	214.70	_____
_____	810162*	Marina Chair - Ocean Blue Fabric.....	153.35	168.70	214.70	_____
_____	810163*	Marina Chair - Red Fabric.....	153.35	168.70	214.70	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	101.45	111.60	142.05	
	810130*	Malba Chair - Green Molded Plastic.....	98.80	108.70	138.30	
	810846*	Christopher Chair - White Vinyl/Chrome.....	141.95	156.15	198.75	
	810851*	Zenith Chair - White/Chrome.....	158.60	174.45	222.05	
	810841*	Rustique Chair - Gunmetal.....	141.95	156.15	198.75	
	810837*	Razor Armless Chair - White High Density Plastic....	65.65	72.20	91.90	
	810875*	Swanson Swivel Chair - White Vinyl.....	262.05	288.25	366.85	
	81083*	Blade Chair - Sky Blue.....	84.70	93.15	118.60	
	81082*	Blade Chair - Red.....	84.70	93.15	118.60	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	123.55	135.90	172.95	
	81093*	Lucent Chair - Frosted Acrylic.....	212.90	234.20	298.05	
	810145*	Wentworth Chair - Brown Vinyl.....	272.35	299.60	381.30	
Executive Seating						
	71046	Gray Gaslift Chair With Arms.....	271.10	298.20	379.55	
	71045	Gray Gaslift Chair Without Arms.....	262.20	288.40	367.10	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	349.40	384.35	489.15	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	362.65	398.90	507.70	
	810844*	Pro Executive High Back Chair - White Vinyl.....	323.50	355.85	452.90	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	301.55	331.70	422.15	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	356.15	391.75	498.60	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	356.15	391.75	498.60	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	369.20	406.10	516.90	
Barstools						
	71088	Black Diamond Stool.....	196.00	215.60	274.40	
	71048	Gray Gaslift Stool with Arms.....	288.70	317.55	404.20	
	71047	Gray Gaslift Stool without Arms.....	279.70	307.65	391.60	
	810860*	Laguna Barstool - Maple/Chrome.....	168.35	185.20	235.70	
	210109	Limerick® Stool by Herman Miller.....	117.20	128.90	164.10	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	182.90	201.20	256.05	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	182.90	201.20	256.05	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	182.90	201.20	256.05	
	810870*	Lift Barstool - White Vinyl/Chrome.....	182.90	201.20	256.05	
	810951*	Apex Barstool - Black Vinyl.....	241.00	265.10	337.40	
	810952*	Apex Barstool - Blue Ultra Suede.....	241.00	265.10	337.40	
	810953*	Apex Barstool - Red Vinyl.....	241.00	265.10	337.40	
	810954*	Apex Barstool - White Vinyl.....	241.00	265.10	337.40	
	810103*	Banana Barstool - White Vinyl/Chrome.....	216.45	238.10	303.05	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	216.45	238.10	303.05	
	810850*	Zenith Barstool - White/Chrome.....	158.60	174.45	222.05	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	349.05	383.95	488.65	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	349.05	383.95	488.65	
	810848*	Christopher Barstool - White Vinyl/Chrome.....	213.20	234.50	298.50	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	386.75	425.45	541.45	
	810839*	Rustique Barstool - Gunmetal.....	141.95	156.15	198.75	
	810201*	Oslo Barstool - White Plastic/Chrome.....	272.15	299.35	381.00	
	81080*	Blade Barstool - Red.....	169.05	185.95	236.65	
	81081*	Blade Barstool - Sky Blue.....	169.35	186.30	237.10	
	81092*	Lucent Barstool - Frosted Acrylic.....	226.60	249.25	317.25	
	810135*	Task Stool - Black Fabric.....	187.70	206.45	262.80	

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Draped Tables & Counters

Draped Tables - Tables are 24" wide					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

_____	124330	Draped Table 3'L x 30"H.....	122.10	134.30	170.95	_____
_____	124430	Draped Table 4'L x 30"H.....	139.70	153.65	195.60	_____
_____	124630	Draped Table 6'L x 30"H.....	167.30	184.05	234.20	_____
_____	124830	Draped Table 8'L x 30"H.....	184.10	202.50	257.75	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	49.95	54.95	69.95	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	49.95	54.95	69.95	_____
_____	124342	Draped Counter 3'L x 42"H.....	169.80	186.80	237.70	_____
_____	124442	Draped Counter 4'L x 42"H.....	188.80	207.70	264.30	_____
_____	124642	Draped Counter 6'L x 42"H.....	226.85	249.55	317.60	_____
_____	124842	Draped Counter 8'L x 42"H.....	266.20	292.80	372.70	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	57.90	63.70	81.05	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	57.90	63.70	81.05	_____

Undraped Tables & Counters

_____	125330	Undraped Table 3'L x 30"H.....	49.95	54.95	69.95	_____
_____	125430	Undraped Table 4'L x 30"H.....	65.35	71.90	91.50	_____
_____	125630	Undraped Table 6'L x 30"H.....	74.30	81.75	104.00	_____
_____	125830	Undraped Table 8'L x 30"H.....	85.50	94.05	119.70	_____
_____	125342	Undraped Counter 3'L x 42"H.....	85.50	94.05	119.70	_____
_____	125442	Undraped Counter 4'L x 42"H.....	93.80	103.20	131.30	_____
_____	125642	Undraped Counter 6'L x 42"H.....	104.50	114.95	146.30	_____
_____	125842	Undraped Counter 8'L x 42"H.....	116.35	128.00	162.90	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.25	33.30	42.35	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.25	33.30	42.35	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.25	38.80	49.35	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.25	38.80	49.35	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.75	44.85	57.05	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.75	44.85	57.05	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.00	50.60	64.40	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.00	50.60	64.40	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.75	73.45	93.45	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.75	73.45	93.45	_____

Pedestal Tables - Soho Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	166.25	182.90	232.75	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	188.80	207.70	264.30	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	165.95	182.55	232.35	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	189.25	208.20	264.95	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	210.35	231.40	294.50	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	189.25	208.20	264.95	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	189.25	208.20	264.95	_____

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NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	210.35	231.40	294.50	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	210.35	231.40	294.50	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	344.10	378.50	481.75	
	8201207*	Hydraulic Base Bar Table - Maple.....	361.45	397.60	506.05	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	386.20	424.80	540.70	
	8201211*	Hydraulic Base Bar Table - Graphite.....	396.05	435.65	554.45	
	8201206*	Hydraulic Base Cafe Table - Maple.....	383.70	422.05	537.20	
	8201205*	Hydraulic Base Bar Table - Maple.....	391.20	430.30	547.70	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	402.90	443.20	564.05	
	820125*	Hydraulic Base Bar Table - White Laminate.....	421.15	463.25	589.60	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	332.75	366.05	465.85	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	332.75	366.05	465.85	
	820265*	Madison Cafe Table - Gray Acajou.....	249.55	274.50	349.35	
	820264*	Madison Bar Table - Gray Acajou.....	272.95	300.25	382.15	
	8201220*	30" Cafe Table Black Base - White Laminate.....	245.10	269.60	343.15	
	8201221*	30" Bar Table Black Base - White Laminate.....	262.00	288.20	366.80	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	377.30	415.05	528.20	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	377.30	415.05	528.20	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	290.85	319.95	407.20	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	290.85	319.95	407.20	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite.....	290.85	319.95	407.20	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite....	290.85	319.95	407.20	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	355.75	391.35	498.05	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	355.75	391.35	498.05	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	313.60	344.95	439.05	
	820931*	30" Bar Table w/ Black Base - Blue.....	249.50	274.45	349.30	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	309.00	339.90	432.60	
	820933*	30" Bar Table w/ Black Base - Wood.....	265.55	292.10	371.75	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	313.60	344.95	439.05	
	820941*	30" Cafe Table w/ Black Base - Blue.....	224.35	246.80	314.10	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	382.25	420.50	535.15	
	820943*	30" Cafe Table w/ Black Base - Wood.....	242.65	266.90	339.70	
Accent Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	289.00	317.90	404.60	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	308.50	339.35	431.90	
	820252*	Alondra End Table - Glass/Chrome.....	231.35	254.50	323.90	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	319.75	351.75	447.65	
	820253*	Alondra End Table - Wood/Chrome.....	231.35	254.50	323.90	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	319.75	351.75	447.65	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	329.30	362.25	461.00	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	329.30	362.25	461.00	
	82028*	Geo End Table - Wood/Black Steel.....	272.95	300.25	382.15	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	278.15	305.95	389.40	
	82035*	Geo End Table - Glass/Chrome.....	261.10	287.20	365.55	

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Accent Tables (continued)						
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	289.00	317.90	404.60	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	271.10	298.20	379.55	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	271.10	298.20	379.55	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	326.75	359.45	457.45	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	326.75	359.45	457.45	_____
_____	82079*	Sydney End Table - Blue Laminate/Brushed Steel.....	244.90	269.40	342.85	_____
_____	82080*	Sydney End Table - Wood Laminate/Brushed Steel..	244.90	269.40	342.85	_____
_____	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	295.25	324.80	413.35	_____
_____	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	295.25	324.80	413.35	_____
_____	82075*	Regis End Table - Brushed Metal.....	241.75	265.95	338.45	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	340.55	374.60	476.75	_____
_____	820844*	Aura Round Table - White Metal.....	151.30	166.45	211.80	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	231.05	254.15	323.45	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	337.95	371.75	473.15	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	337.95	371.75	473.15	_____
_____	82088*	Oliver End Table - Walnut Finish.....	252.15	277.35	353.00	_____
_____	82087*	Oliver Table - Walnut Finish.....	285.90	314.50	400.25	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	288.45	317.30	403.85	_____
Conference Tables						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	424.75	467.25	594.65	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	424.75	467.25	594.65	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	426.30	468.95	596.80	_____
_____	820708*	42" Round Conference Table - White Laminate.....	434.00	477.40	607.60	_____
_____	820203*	6' Oval Conference Table - Graphite.....	603.05	663.35	844.25	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	517.25	569.00	724.15	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	1,031.95	1,135.15	1,444.75	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	1,031.95	1,135.15	1,444.75	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	713.80	785.20	999.30	_____
_____	820952*	Ventura Communal Bar Table - Black.....	699.40	769.35	979.15	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	713.80	785.20	999.30	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	713.80	785.20	999.30	_____
_____	820956*	Ventura Communal Bar Table - White.....	713.80	785.20	999.30	_____
_____	820963*	Ventura Communal Cafe Table - Maple.....	519.60	571.55	727.45	_____
_____	820960*	Ventura Cafe Table - Maple w/ Grommets.....	727.90	800.70	1,019.05	_____
_____	820961*	Ventura Cafe Table - White w/ Grommets.....	727.90	800.70	1,019.05	_____
_____	820966*	Ventura Communal Cafe Table - White.....	519.60	571.55	727.45	_____
_____	820962*	Ventura Communal Cafe Table - Black.....	519.60	571.55	727.45	_____
Office						
_____	84075*	Madison Desk - Gray Acajou.....	649.80	714.80	909.70	_____
_____	84077*	Madison Credenza - Gray Acajou.....	540.65	594.70	756.90	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	462.70	508.95	647.80	_____
Computer Desks/Tables						
_____	820706*	Work Desk - White Laminate.....	374.00	411.40	523.60	_____
_____	820707*	Merlin Table - Gray Laminate.....	387.65	426.40	542.70	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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POWERED

Powered Seating

_____	810120*	Naples Chair, Powered - Black Vinyl.....	704.20	774.60	985.90	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	945.40	1,039.95	1,323.55	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,088.35	1,197.20	1,523.70	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	704.20	774.60	985.90	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,088.35	1,197.20	1,523.70	_____

Powered Tables

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	865.25	951.80	1,211.35	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	785.95	864.55	1,100.35	_____
_____	820964*	Ventura Communal Cafe Table, Powered - Black.....	645.50	710.05	903.70	_____
_____	820965*	Ventura Communal Cafe Table, Powered - White.....	645.50	710.05	903.70	_____
_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	626.45	689.10	877.05	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	551.10	606.20	771.55	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	426.35	469.00	596.90	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	426.35	469.00	596.90	_____

Powered Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	513.25	564.60	718.55	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	513.25	564.60	718.55	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	613.30	674.65	858.60	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	613.30	674.65	858.60	_____
_____	820710*	Wireless Charging Table, Powered.....	515.05	566.55	721.05	_____

Midtown Counters & Bars

_____	850103*	Midtown Powered Counter Unlighted - Pewter.....	1,648.10	1,812.90	2,307.35	_____
_____	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,918.20	2,110.00	2,685.50	_____
_____	850101*	Midtown Bar Unlighted - Pewter.....	1,476.40	1,624.05	2,066.95	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,753.40	1,928.75	2,454.75	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	180.45	198.50	252.65	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	153.60	168.95	215.05	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	203.95	224.35	285.55	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	526.30	578.95	736.80	_____

Refrigerator

_____	75057	Small Refrigerator.....	468.30	515.15	655.60	_____
_____	8503001*	Refrigerator - White.....	893.35	982.70	1,250.70	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	181.95	200.15	254.75	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	267.30	294.05	374.20	_____

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DISPLAY & ACCESSORIES						

Display

_____	75020	Display Cylinder - Black - Low.....	285.45	314.00	399.65	_____
_____	75021	Display Cylinder - Black - Medium.....	305.55	336.10	427.75	_____
_____	75022	Display Cylinder - Black - High.....	346.85	381.55	485.60	_____
_____	75030	Display Cube - Black - 12" Small.....	285.45	314.00	399.65	_____
_____	75031	Display Cube - Black - 18" Medium.....	305.55	336.10	427.75	_____
_____	75032	Display Cube - Black - 24" Large.....	346.85	381.55	485.60	_____
_____	75079	Orion Computer Kiosk - Black.....	425.20	467.70	595.30	_____
_____	72056	Display Counter - Black.....	415.10	456.60	581.15	_____

Boxwood Hedges

_____	85030*	7' Boxwood Hedge.....	732.50	805.75	1,025.50	_____
_____	85035*	4' Boxwood Hedge.....	400.60	440.65	560.85	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	118.60	130.45	166.05	_____
_____	220118	Chrome Sign Holder.....	105.60	116.15	147.85	_____
_____	750135	Round Literature Rack.....	265.35	291.90	371.50	_____
_____	750136	Flat Literature Rack.....	235.95	259.55	330.35	_____
_____	220109	Chrome Coat Tree.....	70.40	77.45	98.55	_____
_____	220134	Aluminum Easel.....	66.80	73.50	93.50	_____
_____	220110	Chrome Bag Rack.....	88.35	97.20	123.70	_____
_____	10201484	Floor Standing Bulletin Board.....	189.55	208.50	265.35	_____
_____	220106	Corrugated Wastebasket.....	19.45	21.40	27.25	_____

Special Drape

- Black Blue Brown Green Flax
 Gold Gray Plum Red White

_____	12103	Special Drape 3'H (per ft.).....	23.35	25.70	32.70	_____
_____	12108	Special Drape 8'H (per ft.).....	27.60	30.35	38.65	_____

TOTAL COST		
_____	+	_____
Sub-Total	8.31% Tax	Total Cost

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

*Asterisk indicates item is a Freeman Select furnishing

FREEMAN furnishings

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FROM THE GROUND UP

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

Sustainability Tip:

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

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



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

PRESTIGE CARPET

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


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

Custom Options

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



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

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

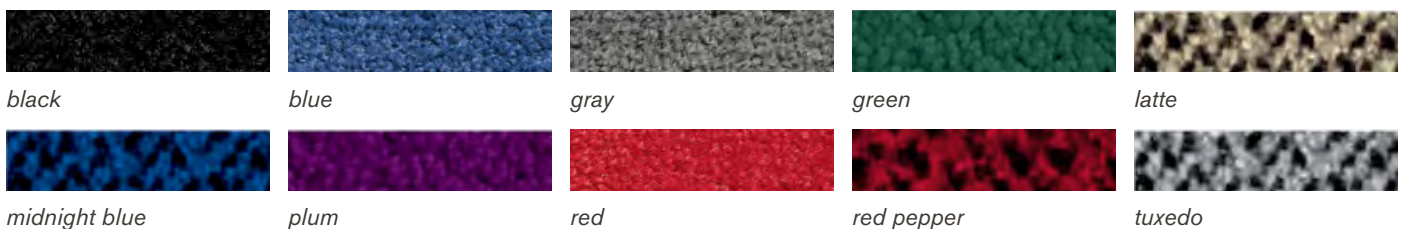
CLASSIC CARPET

Custom Cut

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

Standard Cut

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



Actual colors may vary slightly

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (303) 320-5100 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- 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.

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

- Black Blue Gray Green Latte Midnight Blue Plum Red Red Pepper Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 351.75	\$ 386.95	\$ 492.45	_____
_____	10' x 20' Classic Carpet	\$ 703.50	\$ 773.85	\$ 984.90	_____
_____	10' x 30' Classic Carpet	\$ 1,055.25	\$ 1,160.80	\$ 1,477.35	_____
_____	10' x 40' Classic Carpet	\$ 1,407.00	\$ 1,547.70	\$ 1,969.80	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 102.25	\$ 112.50	\$ 143.15	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 204.50	\$ 224.95	\$ 286.30	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 306.75	\$ 337.45	\$ 429.45	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 409.00	\$ 449.90	\$ 572.60	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 204.50	\$ 224.95	\$ 286.30	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 409.00	\$ 449.90	\$ 572.60	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 613.50	\$ 674.85	\$ 858.90	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 818.00	\$ 899.80	\$ 1,145.20	_____
_____	Plastic Covering (price per sq. ft.).....	\$.41	\$.45	\$.55	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

- Black Blue Gray Green Latte Midnight Blue Plum Red Red Pepper Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 188.55	\$ 207.40	\$ 263.95	_____
_____	9' x 20' Classic Carpet	\$ 377.10	\$ 414.80	\$ 527.95	_____
_____	9' x 30' Classic Carpet	\$ 565.65	\$ 622.20	\$ 791.90	_____
_____	9' x 40' Classic Carpet	\$ 754.20	\$ 829.60	\$ 1,055.90	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 92.05	\$ 101.25	\$ 128.85	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 184.10	\$ 202.50	\$ 257.75	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 276.15	\$ 303.75	\$ 386.60	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 368.20	\$ 405.00	\$ 515.50	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 184.10	\$ 202.50	\$ 257.75	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 368.20	\$ 405.00	\$ 515.50	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 552.30	\$ 607.55	\$ 773.20	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 736.40	\$ 810.05	\$ 1,030.95	_____
_____	Plastic Covering (price per sq. ft.).....	\$.41	\$.45	\$.55	_____

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

TOTAL COST			
_____	+	_____	= _____
Sub- Total		8.31% Tax	Total Cost

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JANUARY 14, 2020

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (303) 320-5100 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **3.70**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

- Black Blue Gray Green Latte Midnight Blue Plum Red Red Pepper Tuxedo

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.70	\$ 4.05	\$ 5.20	_____

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Black Cardinal Charcoal Cream Gray Pearl Navy Toast Wedgewood White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 4.85	\$ 5.35	\$ 6.80	_____
Over 700 sq. ft.		\$ 4.24	\$ 4.65	\$ 5.95	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.51	\$ 6.05	\$ 7.70	_____
Over 700 sq. ft.		\$ 5.02	\$ 5.50	\$ 7.05	_____

CARPET PADDING - includes delivery, material handling, installation and removal

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **1.08**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.08	\$ 1.20	\$ 1.50	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$.78	\$.85	\$ 1.10	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.16	\$ 2.40	\$ 3.00	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 1.56	\$ 1.70	\$ 2.20	_____

TOTAL COST

_____	+	_____	=	_____
Sub- Total		8.31% Tax		Total Cost

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

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 sq. ft. - 100 sq. ft. minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time62	.85	_____
_____	610200	Booth Vacuuming - 2 Days	1.09	1.55	_____
_____	610300	Booth Vacuuming - 3 Days	1.71	2.40	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.01	1.40	_____
_____	630200	Shampoo Carpet - 2 Days	1.81	2.55	_____
_____	630300	Shampoo Carpet - 3 Days	2.81	3.95	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	95.55	133.75	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	111.40	155.95	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	127.40	178.35	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost

FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.



* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.

SMARTFABRIC® RENTAL EXHIBITS



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

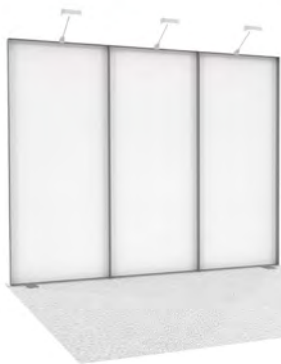
233.5"W 92.5"H

RENTAL EXHIBITS INCLUDE:

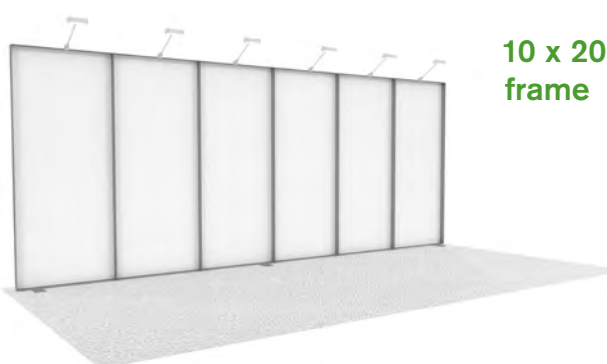
- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

FRAME ONLY UNIT

If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.**



10 x 10 ft. frame



10 x 20 ft. frame

RENTAL EXHIBITS INCLUDE:

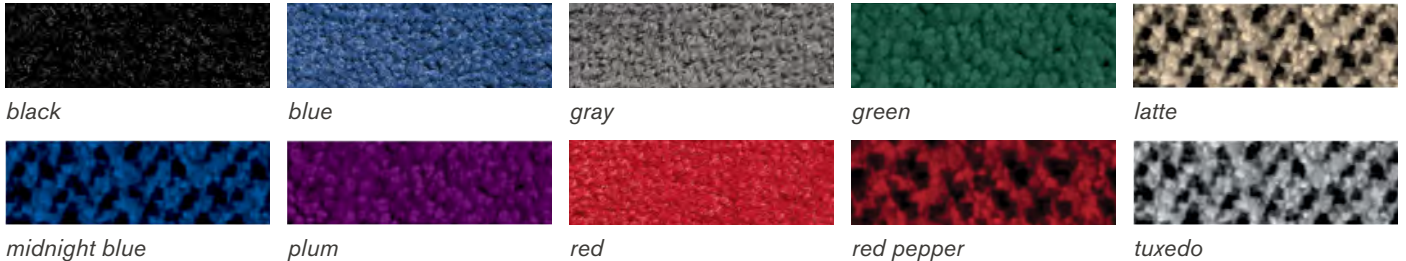
- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. **Only Freeman SmartFabric will be installed on the frame.

CLASSIC CARPET

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

9' x 10' or 9' x 20' (16 oz.) – Color Options Included with Rental Package Options

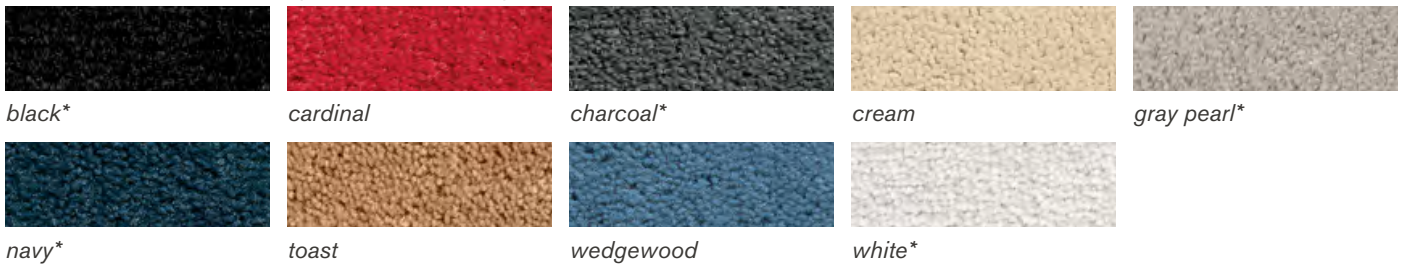


9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(28 oz.) – Available Upgrade Color Options



**Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.*

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W | 8"H | 16"D

One SmartFabric zipper bag is included with purchase.



CLEAR ACRYLIC SHELF

36"W | .25"H | 12"D


(holds up to 15 lbs each)



CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

FREEMAN SUSTAINABILITY FOCUS

 This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614



DISCOUNT PRICE
DEADLINE DATE
JANUARY 14, 2020

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.



SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

Classic Carpet: Black Blue Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 2,155.00	\$ 3,017.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 4,155.00	\$ 5,817.00	_____

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

Classic Carpet: Black Blue Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,410.00	\$ 1,974.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 2,350.00	\$ 3,290.00	_____

ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 150.00	\$ 210.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 28.00	_____

QUICK TIPS

• Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.

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

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

TOTAL COST			
_____	+	_____	= _____
Sub-Total		8.31 % Tax	Total Cost

FREEMAN smartfabric

RENTAL EXHIBITS THAT IMPRESS

When it comes to designing your exhibit, effective solutions don't require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Freeman. With quality rental options that meet your budget requirements, we'll have you exhibit ready at a moment's notice, without the hassle of ownership.

PACKAGE 1



10 X 20



10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 2



10 X 20



10 X 10

PACKAGE 3



10 X 20



10 X 10

PACKAGE 4



10 X 20



10 X 10

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 5



10 X 20



10 X 10

PACKAGE 6



10 X 20



10 X 10

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

There are upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



10 X 10

SLATWALL



10 X 10

COLORED PANELS



10 X 10

SHELVES



10 X 10

BLACK METAL

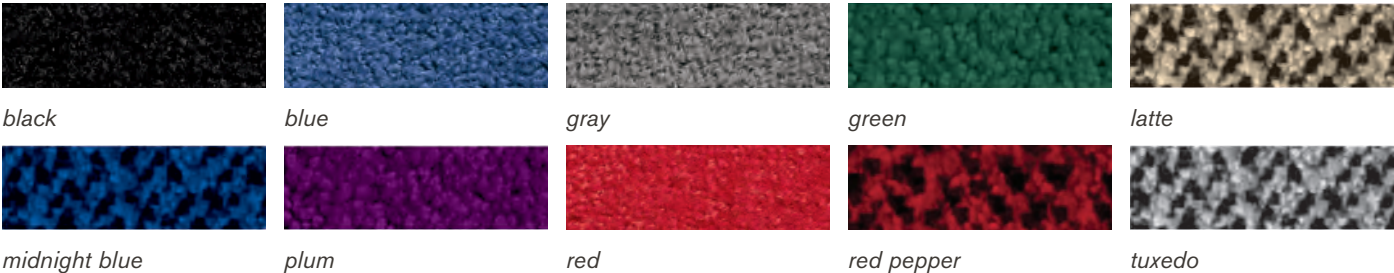


CABINETS

Booth Panel Options – Color Options Included with Rental Package

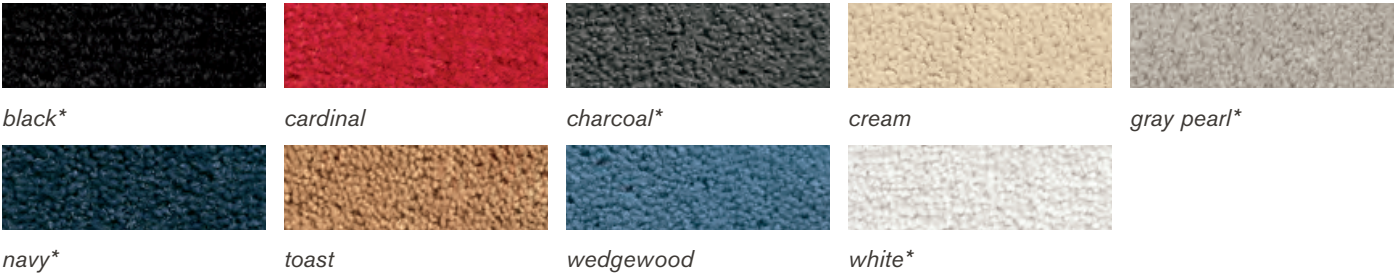


Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

Prestige Carpet (28 oz.) – Available Upgrade Color Options



*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10' Booth
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.



“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, converd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	3,492.10	4,888.95	<input type="checkbox"/> 10' x 20'	6,570.25	9,198.35	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,171.80	3,040.50	<input type="checkbox"/> 10' x 20'	3,929.70	5,501.60	_____
Package 3	<input type="checkbox"/> 10' x 10'	3,134.80	4,388.70	<input type="checkbox"/> 10' x 20'	5,855.70	8,198.00	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,809.15	3,932.80	<input type="checkbox"/> 10' x 20'	5,204.50	7,286.30	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,538.55	3,553.95	<input type="checkbox"/> 10' x 20'	4,670.95	6,539.35	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,631.45	3,684.05	<input type="checkbox"/> 10' x 20'	4,892.00	6,848.80	_____

CHOOSE YOUR PANEL

- Black Fabric Blue Fabric Gray Fabric White Hardwall White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

- Black Blue Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

- Black Blue Brown Burgundy PMS Color _____
 Red Teal White Green Font Type _____

Indicate exactly how you want your company name to appear:

*Unless font type is indicated, Helvetica will be used.

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

- Slatwall & Shelves Cabinets & Counters Specialty Colored Metal Recyclable Graphics
 Colored Panels Creating a Custom Exhibit Graphics & Custom Logo White Eco-Board

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

TOTAL COST		
_____	+	_____ = _____
Sub-Total		8.31 % Tax Total Cost

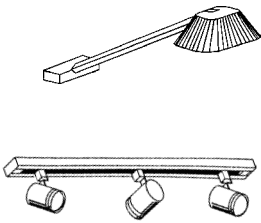
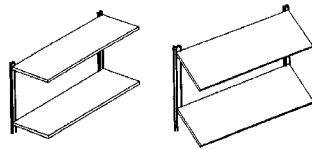
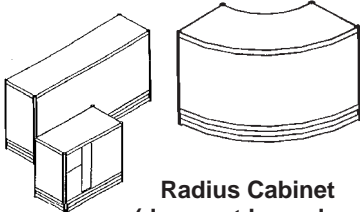
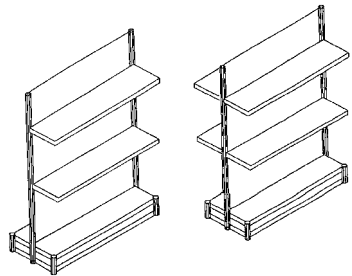
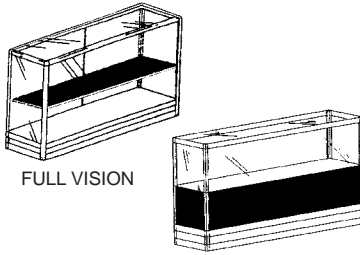
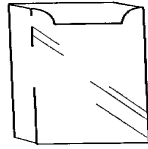
**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

ACCESSORIES FOR RENTAL UNITS		
LIGHTS (use only on rentals) 	SHELVES (use only on rentals) 	CABINETS  Radius Cabinet (does not have doors)
GONDOLAS 	SHOW CASES  FULL VISION HALF VISION	LITERATURE POCKETS 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES (Electrical Service Not Included)					
(For Rental Units Only)					
___	172512	Arm Light (200w).....	85.50	119.70	_____
___	172514	4' Tracklight (3 lights).....	320.30	448.40	_____
___	17252	Halogen Lights	116.35	162.90	_____
SHELVES					
___	17201	1M Straight (37" x 12")	97.65	136.70	_____
___	17206	1M Angled (37" x 12").....	107.00	149.80	_____
CABINETS					
(Circle Color) Black Fabric, Blue Fabric, Gray Fabric, White PVC					
___	17305	1M x 1/2M x 36" High.....	444.25	621.95	_____
___	17306	1M x 1/2M x 42" High.....	444.25	621.95	_____
___	17308	2M x 1/2M x 36" High.....	623.00	872.20	_____
___	17309	2M x 1/2M x 42" High.....	623.00	872.20	_____
___	173010	1M Radius x 1/2M x 36" High.....	623.00	872.20	_____
___	173011	1M Radius x 1/2M x 42" High.....	623.00	872.20	_____
(Radius Cabinets do not have doors)					
Inside Shelves Available..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
(Circle Color) Black Fabric, Blue Fabric, Gray Fabric, White PVC					
___	174541	Single Sided 1M x 4' High	338.50	473.90	_____
___	174581	Single Sided 1M x 8' High	473.05	662.25	_____
___	174542	Double Sided 1M x 4' High.....	465.10	651.15	_____
___	174582	Double Sided 1M x 8' High.....	599.60	839.45	_____
SHOWCASES (White PVC Only) -Lighting & Electrical not included					
___	17551200	Full Vision 1M x 1/2M x 36" H	665.40	931.55	_____
___	17551202	Full Vision 1M x 1/2M x 42" H	665.40	931.55	_____
___	17551201	Full Vision 2M x 1/2M x 36" H....	754.50	1056.30	_____
___	17551203	Full Vision 2M x 1/2M x 42" H....	754.50	1056.30	_____
___	17552035	Half Vision 1M x 1/2M x 36" H....	665.40	931.55	_____
___	17552037	Half Vision 1M x 1/2M x 42" H....	665.40	931.55	_____
___	17552036	Half Vision 2M x 1/2M x 36" H....	754.50	1056.30	_____
___	17552038	Half Vision 2M x 1/2M x 42" H....	754.50	1056.30	_____
All showcases are MRE and made of plexiglass and pvc.					
Other options & sizes are available. Please call for pricing.					

Sub-Total _____ + Tax 8.31% _____ = TOTAL _____

FREEMAN exhibit accessories

COLORADO LABOR CONDITIONS CONVENTION, DISPLAY, TRADE SHOW

All decorating, display and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

DISPLAY AND EXHIBIT WORK - INSTALLATION, DISMANTLING AND DECORATING:
Full-time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than sixty minutes without the use of mechanized tools. Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by the Official Service Contractor or by any other party signatory to the IATSE, Local 7 under the guidelines established by the International Association for Exposition Management.

MATERIALS DELIVERED TO OR PICKED UP FROM SHOW/JOB SITE:

All materials received, other than those in exhibitor owned vehicles as described below, will be handled by the Official Service Contractor. Please refer to the enclosed shipping instructions and material handling information.

EXHIBITOR OWNED VEHICLES:

Exhibitors, show organizers and other clients may handle their own materials which can be carried by hand by one person. Exhibitors may not bring or use carts, pallet jacks or other material handling equipment which would interfere with the operations of the Official Service Contractor. The above will be strictly followed.

All materials, other than exhibitor handled materials as described above, are chargeable as material handling will be handled through the Official Service Contractor. There are no storage facilities available for materials handled by exhibitors.

Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of the Official Service Contractor. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

Any questions should be addressed to the Official Service Contractor or show management.

To arrange for display labor or material handling, complete the enclosed order forms.

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.freemanco.com

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

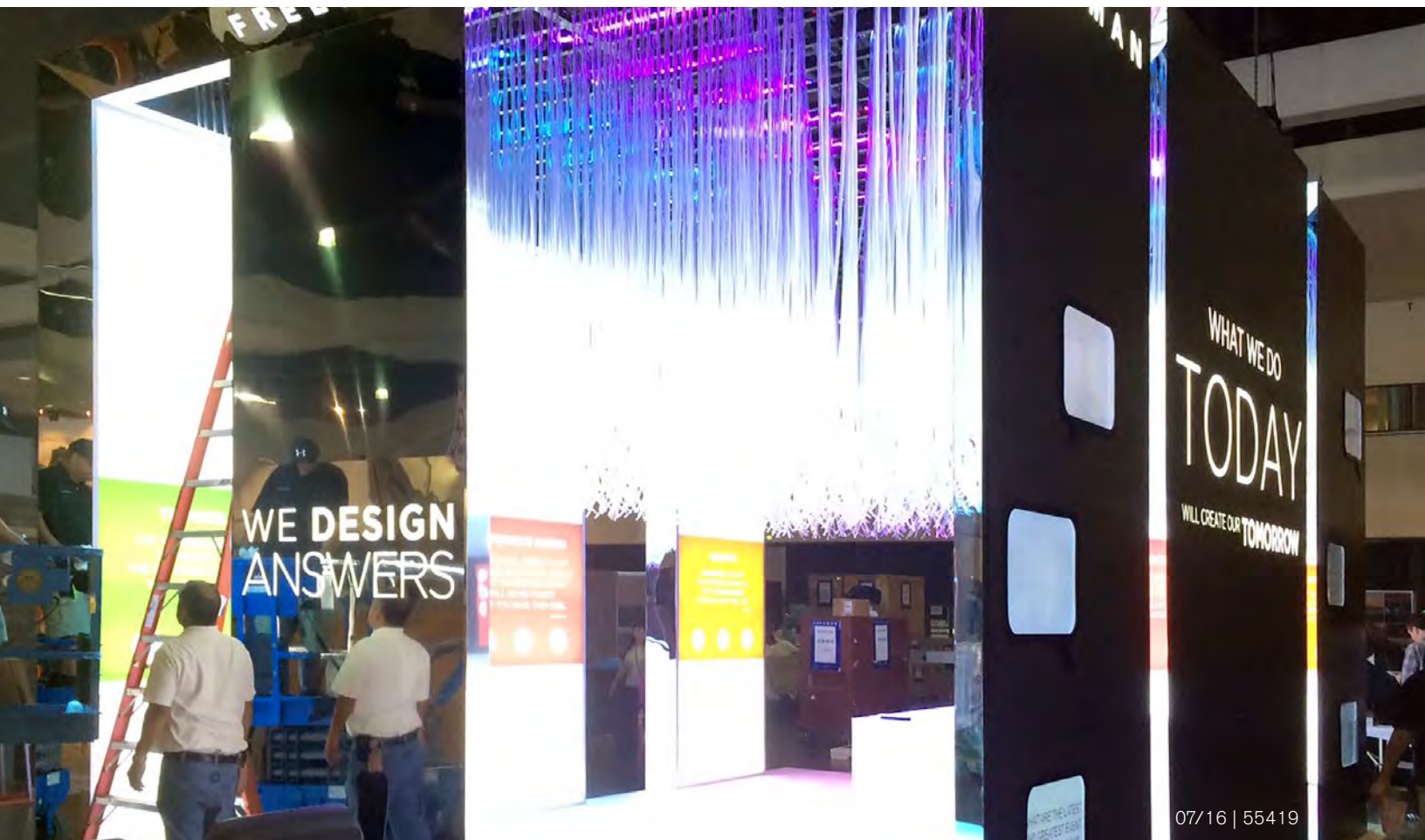
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations 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.



07/16 | 55419



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (303) 320-5100 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 106.75	\$ 149.50
Overtime- 7:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday 7:00 A.M. to 12:00 Midnight Saturday and Sunday	\$ 160.25	\$ 224.50
Double Time- 12:00 Midnight to 7:00 A.M. and recognized holidays.....	\$ 213.50	\$ 299.00

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

INSTALLATION LABOR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax 8.31%						= \$ (N/A)
Total Installation						= \$ _____

DISMANTLE LABOR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax 8.31%						= \$ (N/A)
Total Dismantle						= \$ _____

Freeman installation & dismantle

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total No. of: _____ 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: _____

METHOD OF SHIPMENT

- Freeman Exhibit Transportation:**
 - Common Carrier
 - Air Freight Next Day 2nd Day Deferred Expedited
- Other (list carrier name & phone number):**
 - Other Common Carrier: _____
 - Other Air Freight: _____
 - Van Line: _____

FREIGHT CHARGES

- Prepaid Collect
- Bill To: _____
- _____
- _____

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

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (303) 320-5100 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 7:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
 7:00 A.M. to 12:00 Midnight Saturday and Sunday

Double Time - 12:00 Midnight to 7:00 A.M. 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 Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 199.25	\$ 279.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 252.75	\$ 354.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 271.25	\$ 379.75
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 324.75	\$ 454.75
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 294.25	\$ 412.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 347.75	\$ 487.00
304040	Forklift w/operator - 4-Stage - ST.....	\$ 217.50	\$ 304.50
304041	Forklift w/operator - 4-Stage - OT.....	\$ 271.00	\$ 379.50
3090600	Man cage for Forklift	\$ 36.25	\$ 36.25
3090700	Boom for Forklift	\$ 36.25	\$ 36.25
RIGGING LABOR			
3020100	Rigger - ST.....	\$ 106.75	\$ 149.50
3020101	Rigger - OT.....	\$ 160.25	\$ 224.50
3020102	Rigger - DT.....	\$ 213.50	\$ 299.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax 8.31%	
_____							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax 8.31%	
_____							Total	

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (303) 520-5100 to speak with one of our experts.

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

HANGING SIGN LABOR

EQUIPMENT AND LABOR RATES TO HANG SIGNS

- Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
- Overtime - 7:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
7:00 A.M. to 12:00 Midnight Saturday and Sunday
- Double Time - 12:00 Midnight to 7:00 A.M. and recognized holidays

EQUIPMENT WITH CREW

- Standard prices will apply to all hanging sign orders placed at show site.
- Crew Size - **MINIMUM** of three people.
- **Materials - Cable, clamps, etc... are additional and charged accordingly.**
- Rates are per lift and crew per hour.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.

SIGN HANGS ONLY

Boom/Condor Lift with Crew per hour

	<u>Straight Time</u>	<u>Over Time</u>	<u>Double Time</u>
Advanced Price.....	\$ 596.25	\$ 756.75	\$ 916.50
Standard Price.....	\$ 834.75	\$ 1059.50	\$ 1283.25

ASSEMBLY CREW/ADDITIONAL LABOR

Assembly Crew or Ground Supervisor - Per Person, Per Hour

Advanced Price.....	\$ 106.75	\$ 160.25	\$ 213.50
Standard Price.....	\$ 149.50	\$ 224.50	\$ 299.00

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

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

- OK to proceed without Exhibitor Supervision**
- Wait for Exhibitor Personnel**
- Display House to supervise**

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

INBOUND SHIPPING

- Shipping to Advance Warehouse
- Deadline for Receipt: **JANUARY 28, 2020**
- Shipping to Show Site* (Standard Prices Apply)
- Date of Arrival: _____

***Standard prices will apply for all Hanging Signs shipped direct to show site.**

ASSEMBLY ESTIMATE

Approx. Hours Hourly Rate Estimated Cost

_____ @ _____ = _____

***REQUESTED INSTALL DATE: _____ TIME: _____**

Approx. Hours Hourly Rate Estimated Cost

_____ @ _____ = _____

***REQUESTED DISMANTLE DATE: _____ TIME: _____**

Approx. Hours Hourly Rate Estimated Cost

_____ @ _____ = _____

Tax 8.31% : _____

TOTAL ESTIMATED COST: _____

***REQUESTED DATES & TIMES ARE NOT GUARANTEED.**

FREEMAN hanging sign labor

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 303-320-5100 to speak with one of our experts.

HANGING SIGN DETAILS & PLACEMENT DIAGRAM

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type Cloth Banner Metal Wood Other _____

Shape: Square Circle Rectangle Triangle Other _____

Is Electrical Required? Yes No Is Assembly Required? Yes No

Size: Height _____ Length _____ Width _____ Weight* _____

No. of feet from the floor to the top of the hanging structure _____

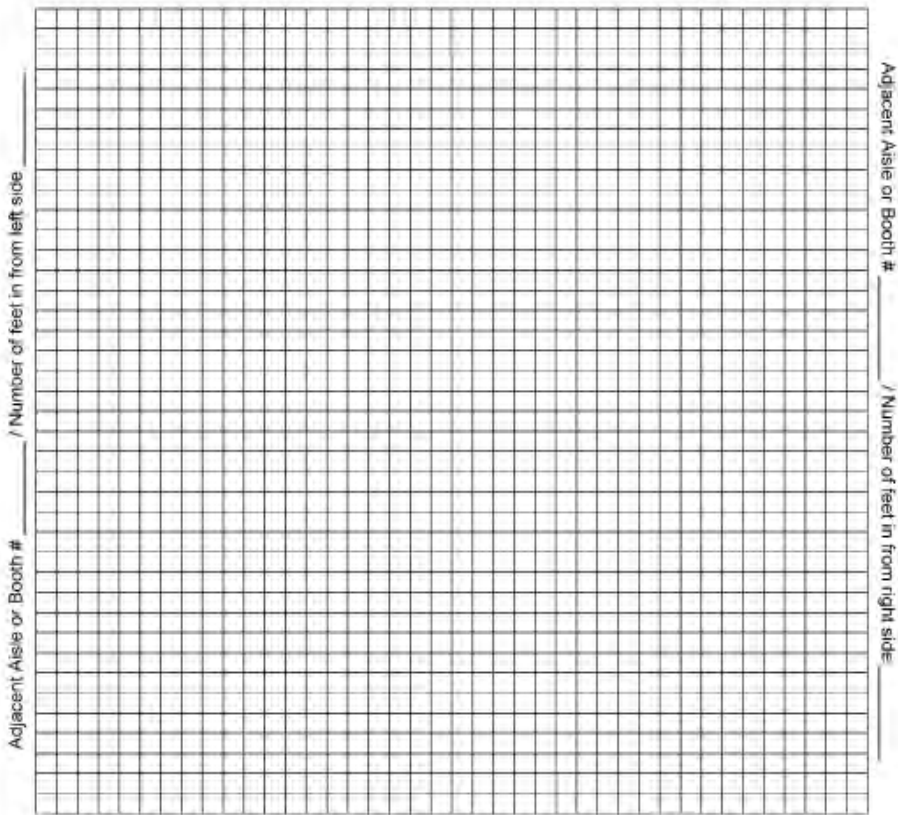
***Any hanging structure that weighs in excess of 100 pounds will require the employment of chain motors. Additional crews may be dispatched at the Exhibitor's expense if deemed necessary by Freeman.**

Are you using chain motor(s)? _____ Quantity: _____ <input type="checkbox"/> Exhibitor Provided* <input type="checkbox"/> Freeman Provided**	Is your sign designed to rotate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exhibitor Provided <input type="checkbox"/> Freeman Provided**
---	--

Does your sign require Truss? Yes No Exhibitor Provided Freeman Provided**

** Any non-Freeman supplied chain hoists will require current yearly maintenance records.
 ** Refer to the Motor & Truss Order Form.*

Adjacent Aisle or Booth# _____ / Number of feet in from TOP of exhibit space _____



Adjacent Aisle or Booth # _____ / Number of feet in from BOTTOM of exhibit space _____

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

- 10' x 10' use 1 square = 1/4ft 20'x20' use 1 square = 1/2ft 30ft x 30ft use 1 square = 3/4 ft
- 40' x 40' use 1 square = 1ft Customize your grid ____ ft x ____ ft use 1 square = ____ foot

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

MOTORS AND TRUSS

- For custom quotes on truss or lighting, please email Denver Exhibitor Service Department at: FreemanDenverES@freeman.com or call at 303-320-5100.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the ELECTRICAL SERVICES ORDER FORM.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered in advance on the appropriate order form.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with *. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

FREEMAN REQUIRES AN ENGINEER PRINT OF TRUSS AND LIGHTING RIGGING. PLEASE PROVIDE A DWG FILE OF THE RIGGING PLOT WITH LOAD REQUIRED INFORMATION 3 WEEKS PRIOR TO MOVE IN. INCOMPLETE INFORMATION MAY PROHIBIT YOUR TRUSS RIG FROM BEING HUNG.

For pre rigging please contact Freeman for availability.

Lighting Designer Information:

Name: _____ Phone: _____

Company Name: _____ Email: _____

Description	Standard Price	Total
EQUIPMENT		
_____ Quarter Ton Hoist	400.00	\$ _____
_____ Half Ton Hoist	550.00	\$ _____
_____ One Ton Hoist.....	650.00	\$ _____
_____ Rotating Motor	350.00	\$ _____
_____ 12" Box Truss (per foot)*	20.00	\$ _____
_____ 12" Corner Blocks*	100.00	\$ _____
_____ Par Can Lights.....	100.00	\$ _____
_____ Lekos Lights	100.00	\$ _____

Tax 8.31% : _____

TOTAL ESTIMATED COST: _____

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

**STRUCTURAL INTEGRITY STATEMENT
MUST ACCOMPANY ORDER**

F R E E M A N

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614



PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

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

_____, the contracted exhibitor at the **PROGREEN EXPO 2020 / FEBRUARY 5-7, 2020** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement



EXHIBITOR SERVICES ORDER FORM

For Electrical, Telephone, Cable TV, Air, Water and Drain.

RECEIVE 20% OFF BY PLACING YOUR ORDER ONLINE!!!

Order must be placed no later than two weeks prior to
first show move-in date at:

www.denverconvention.com/exhibit-at-an-event



In this kit, you will find orders for:

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Internet services, Audio Visual services, Business Center services and Catering services.

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered on-line, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders —NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: www.denverconvention.com.
5. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
6. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
7. The CCC reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

To save time and even more money, order on-line at www.denverconvention.com. These rates are available only on the web and will save you 20% off the listed rates in this kit.

Checklist Requirements/Reminders:

- Individual orders are required for each booth you will occupy.
- If you have any questions, call us direct at 303.228.8027 before you order.
- All 10X10 and in-line booth services will be installed in the center back of the space.

Please submit a properly oriented booth floor plan for booth exhibits in which services **are not to be** installed in the center back of the space. Please include adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location. Floor plans that include multiple service drop locations must identify exact placement for each individual drop which must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Orders with multiple service drops submitted without a floor plan, will be installed on-site, on a first come first serve basis and labor charges will be assessed if the service drop must be relocated.

We look forward to seeing you in Denver!

PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
 - All on-line orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
 - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
 - The date received by the **CCC** will determine the applicable rate.
 - All charges incurred during the show must be rendered in full at the time of service.
 - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
 - If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **SMG/CCC** in connection therewith.
 - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **SMG/Colorado Convention Center**, will be accepted for advanced payments.
3. Colorado Convention Center requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
4. Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of services.
5. There is a \$25.00 service charge for all returned payments.
6. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
7. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the SMG/CCC employees at the close of the show.
8. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
9. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.

CANCELLATION POLICIES

1. Notification of cancellation must be received in writing a minimum of fifteen (15) days prior to scheduled opening date. **There will be a \$50.00 processing fee for all refunds requested.**
2. Credit will not be given for service or equipment installed and not used.
3. Claims will not be considered unless filed in writing by exhibitor prior to close of show. Refunds will not be considered unless filed in writing, by the exhibitor, prior to the close of the show. Please allow thirty days for processing.

SUBMITTING YOUR PAYMENT/ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO : COLORADO CONVENTION CENTER/SMG

1. Online at www.denverconvention.com
2. US Mail/ First Class Mail/Couriers or Overnight Express:
Colorado Convention Center
Attn: Exhibitor Services
700 14ths Street, Denver CO 80202
3. Fax To: 303.228.8101
You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:
1st Bank of Denver • Denver, CO 80202-1370 • ABA# 502-550-9955 • Routing# 107005047
Attn: Exhibitor Services
All wire transfers must include the following information:
 - Your Company Name • Event/Show Name • Your Booth/Space Number
5. Federal Tax ID Number : 23-2511871

CONDITIONS AND REGULATIONS

GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$100 will be added to individual orders for each occurrence.**
4. **SMG/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by SMG/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **SMG/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

ELECTRICAL

1. **SMG/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **SMG/CCC** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **SMG/CCC** electricians will compute a rating for the minimum electrical service required.
4. **SMG/CCC** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

CONDITIONS AND REGULATIONS

TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. *A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.*
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **SMG/CCC** staff will complete all installations inside the facility.
4. **SMG/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.
5. All telephones are to be returned to avoid being charged a telephone replacement fee.
6. Once Installed, telephone services is active 24 hours a day for the entire length of the event.
7. Analog/Digital phone lines must dial a 9 before accessing an outside line unless no dial 9 option is ordered.
8. 5 digit internal extension to extension dialing.

DESCRIPTION OF TELEPHONE SERVICES

1. **Standard Phone Service:** Single VOIP phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument
Standard Phone Optional phone services:
 - No Dial 9 to access outside line.
 - Call Hunt/Roll to another ordered extension if line is busy or no answer (can only hunt/roll twice)
 - Hot-Line: place a call to predetermined destination by simply lifting the handset.
 - Call Forward
 - Call Pick-Up group: an incoming call to any extension in the pick-up group can be answered by any of the phones in the specified group by picking up their handset and entering a code on the phones keypad.
2. **Fax, Modem, Credit Card Line:** Touch-tone analog phone line.
3. **Advanced Phone Service:** VOIP phone line that includes the installation of one digital multi-button telephone. This comes with fixed features such as hand's free call, hold, conference, and transfer.
Advanced Phone Optional phone services:
 - No Dial 9 to access outside line.
 - Call Appearance: Any ordered extension number can ring on labeled key on digital set.
 - Call Forward
 - Last Number Redial
4. **Extension:** Standard or Advanced Phone Service is an extension's of the Ordered Phone Service. This would be ordered if you need one telephone number shared by two telephone instruments. (only if you have ordered Standard or Advanced Phone Service)
5. **Voicemail Box:** Voicemail box added to Standard Phone Service or Advanced Phone Service.
6. **Polycomm Speaker Phone:** Speaker phone hooked to an VOIP phone line used for small to medium conference room sets.
7. **POTS/ISDN/T1 Extension:** Any services delivered by an outside vendor to the Demarcation room at the CCC.

WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

GENERAL BUILDING POLICIES

1. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
2. Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
 - A. If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
 - B. Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
3. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
4. The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
5. The **CCC** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

SMOKING POLICY

1. The **CCC** is a non-smoking facility.
2. If the function is open to the **general public**, there will be no designated smoking area within the facility.
3. Smoking is not permitted on the exhibit hall floor during move-in or move-out.
4. The Denver Fire Department will issue citations for violations of this rule.

FOOD AND BEVERAGE

1. Centerplate Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Centerplate can be reached 303.228.8050 for in booth catering.
2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Centerplate Catering representative at 303.228.8050 for more detailed information.

SECURITY

1. The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
2. Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

DELIVERY PROCEDURES

1. The **CCC** does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period.
2. Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

PARKING

1. The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303.228.8070 for information and to request a parking map if needed.
2. Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



RIGGING/SUSPENSION OF LOADS

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **CCC** two copies of your rigging plot to Exhibitor Services two months prior to move in for the **CCC** approval. Part of this requirement is due to possible shared or compounded loading between booths or different shows and even between levels of the convention center which can also be a concern. This is even more important on larger shows where several booths are rigging within proximity to each other.
3. All submittals will need to be overlaid in the correct location and orientation onto the Reflected Ceiling Plan (RCP) for the relevant area for proper review to take place (these drawings can be provided in .DWG or . PDF format if they are not on file already and/or upon request).
4. The rigging plot should conform to the following:
 - A. Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
 - B. Rigging plots must be drawn in 1/16"=1' scale.
 - C. Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
 - D. Rigging plots must include facility column locations and roof steel locations.
5. The first point of contact for this should be your event manager, however or more specific information, requirements, and limitations regarding rigging/suspension of loads at the **CCC** or for any inquiries that have not been assigned a specific point person please contact:

Jason Hiester
Technical Services Manager
303.228.8126
jhiester@denverconvention.com

Joe McCullough
Director of Operations
303.228.8026
JMccullough@denverconvention.com

6. If submittals do not meet/or exceed the outlined acceptable criteria the building provides, the rigging plan may need to be sent to the Structural Engineer of Record (SER) for approval at an additional cost. This SER review process can take a bit of time which is part of why we ask for the information in advance. I
7. If not received in a timely fashion, rigging oversight charges may also apply and any rigging work may not be performed until a submittal is made and the plan has been approved by the building/Operations.
8. Without all the information being submitted with ample time to review it limits options.

BASIC FIRE CODE REGULATIONS

1. Exits in all areas of the facility should not be blocked or covered for any reason.
2. Exterior and loading dock doors and fire doors may not be propped open.
3. All aisles should be kept clear, clean and free of obstructions.
4. Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
5. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **SMG/CCC** management for compliance.
6. Vehicles with gasoline engines that are to be displayed should conform to the following:
 - A. Battery cables must be disconnected.
 - B. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
 - C. Must have protective covering under motors, drive trains and tires on any carpeted area.
7. Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



BASIC FIRE CODE REGULATIONS continued

8. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the **CCC** should have written authorization by the **CCC** management and the Fire Prevention Bureau. Permits may be required.
9. All empty crates and boxes should be stored in areas approved and assigned by the **CCC** management and the Fire Prevention Bureau.
10. All electrical equipment should be U.L. (Underwriters Laboratories) approved.
11. Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
12. All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
13. Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
 - A. Any exhibit that has a covered area greater than 300 sq. ft. must submit the following information to the Mark Brisse, Operations Manager at mbrisse@denverconvention.com, for approval prior to move in:
 - Diagram of the booth layout with dimensions.
 - Detail of the covered area including materials used.
 - Flame retardant certificate is required if soft goods are used as the covering.
 - B. Once all the information has been received by Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.
14. Storage in meeting room and ballroom corridors is not permitted.
15. Multi-level exhibits and enclosed rooms have special requirements in order to obtain approval from the Fire Prevention Bureau.
 - A. Exhibits with a double deck structure and/or enclosed room must submit the following information to Mark Brisse, Operations Manager at mbrisse@denverconvention.com, for approval a minimum of 15 days prior to move in:
 - Engineer stamped drawings of the double deck structure and/or enclosed room.
 - Diagram of the booth layout with dimensions.
 - Elevation drawing of the double deck structure and/or enclosed room.
 - B. Contact **CCC** Operations Manager at 303.228.8013 for further clarification and specifics if necessary.
 - C. Once all the information has been received by the Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

**FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC
EVENT PLANNER'S RESOURCE BROCHURE.**

Questions should be directed to:
Exhibitor Services Department
700 14th Street
Denver, Colorado 80202
Phone: 303.228.8027 Fax: 303.228.8101
Email: eorders@denverconvention.com

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE.

CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.

denverconvention.com/exhibit-at-an-event

STANDARD 120V ELECTRICAL ORDER FORM



Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services
700 14th Street
Denver, CO 80202

303.228.8027 Ph
303.228.8101 Fx
www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

Onsite Contact _____

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$100.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$115.00	
20 AMPS OR 2000 WATTS (Quad box)		\$155.00	
TOTAL PAYMENT			

See Special 120V order form for 24-hour power and overhead drop pricing and ordering.

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
LABOR (Special placement, changes, or repairs are charged in 1 hour increments.)		\$75.00	
TOTAL PAYMENT			

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY. THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.*

CREDIT CARD NUMBER:	AMEX	MC	VISA	EXPIRATION DATE:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRINT CARDHOLDERS NAME:			CARDHOLDERS SIGNATURE:	
<input type="text"/>			<input type="text"/>	
<small>SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS</small>				

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with your order form.
- **Services are provided in the most convenient manner for center electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027.**

INTERNAL USE ONLY
CHECK NO. _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE.
 CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.
denverconvention.com/exhibit-at-an-event

SPECIAL 120V ELECTRICAL ORDER FORM



Order Online, Fax, or Mail at:

Colorado Convention Center
 Attn: Exhibitor Services
 700 14th Street
 Denver, CO 80202

303.228.8027 Ph
 303.228.8101 Fx
www.denverconvention.com

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

ELECTRICAL SERVICES	QTY	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$150.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$175.00	
20 AMPS OR 2000 WATTS (Quad box)		\$230.00	
ELECTRICAL SERVICES	QTY	OVERHEAD POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$200.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$230.00	
20 AMPS OR 2000 WATTS (Quad box)		\$310.00	
ELECTRICAL SERVICES	QTY	24-HOUR OVERHEAD	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$250.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$290.00	
20 AMPS OR 2000 WATTS (Quad box)		\$385.00	
TOTAL PAYMENT			

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY. THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.*

CREDIT CARD NUMBER: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> VISA			EXPIRATION DATE:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRINT CARDHOLDERS NAME:			CARDHOLDERS SIGNATURE:	
			SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS	

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- **Services are provided in the most convenient manner for center electricians** UNLESS booth floor plan is submitted prior to first show move-in date. Services must be ordered and individually identified on a booth floor plan.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **Overhead power** is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.
- **FOR 120V SERVICE LARGER THAN 20A** or special needs PLEASE CALL 303.228.8027.

INTERNAL USE ONLY
 CHECK NO. _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST **SHOW** MOVE- IN DATE.
 CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.
denverconvention.com/exhibit-at-an-event

INDUSTRIAL 208V ELECTRICAL ORDER FORM

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

Onsite Contact _____



Order Online, Fax, or Mail at:

Colorado Convention Center
 Attn: Exhibitor Services
 700 14th Street
 Denver, CO 80202

303.228.8027 Ph
 303.228.8101 Fx
www.denverconvention.com

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$280.00	
30 AMPS OR 4,900 WATTS		\$325.00	
40 AMPS OR 6,500 WATTS		\$575.00	
50 AMPS OR 8,300 WATTS		\$755.00	
60 AMPS OR 10,000 WATTS		\$890.00	
100 AMPS OR 16,600 WATTS		\$1,370.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$375.00	
30 AMPS OR 8,600 WATTS		\$435.00	
40 AMPS OR 11,500 WATTS		\$710.00	
50 AMPS OR 14,400 WATTS		\$900.00	
60 AMPS OR 17,200 WATTS		\$1,100.00	
100 AMPS OR 28,800 WATTS		\$1,615.00	
See Special 120V order form for 24-hour power and overhead drop pricing and ordering.			
LABOR (Special placement, changes, or repairs are charged in 1 hour increments.)		\$75.00	
TOTAL PAYMENT			

**ON-SITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
 A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST **SHOW** MOVE-IN DAY.
 THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.***

CREDIT CARD NUMBER:	AMEX	MC	VISA	EXPIRATION DATE:														
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PRINT CARDHOLDERS NAME:			CARDHOLDERS SIGNATURE:															
			SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS															

- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- For higher voltage call Exhibitor Services at 303.228.8027 for quoted power, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner. All changes made after services are placed will be charged time and materials.
- Services are provided in the most convenient manner for center electricians UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

INTERNAL USE ONLY
CHECK NO. _____

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 CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.

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 700 14th Street
 Denver, CO 80202

303.228.8027 Ph
 303.228.8101 Fx
www.denverconvention.com

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		\$420.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027		
30 AMPS OR 4,900 WATTS		\$490.00			
40 AMPS OR 6,500 WATTS		\$865.00			
50 AMPS OR 8,300 WATTS		\$1,135.00			
60 AMPS OR 10,000 WATTS		\$1,335.00			
100 AMPS OR 16,600 WATTS		\$2,055.00			
THREE-PHASE SERVICES	QTY	24-Hour Power			TOTAL
20 AMPS OR 5,700 WATTS		\$560.00			
30 AMPS OR 8,600 WATTS		\$655.00			
40 AMPS OR 11,500 WATTS		\$1,065.00			
50 AMPS OR 14,400 WATTS		\$1,350.00			
60 AMPS OR 17,200 WATTS		\$1,650.00			
100 AMPS OR 28,800 WATTS		\$2,425.00			
TOTAL PAYMENT					

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.
THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.*

CREDIT CARD NUMBER:	AMEX	C	VISA	EXPIRATION DATE:																																	
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PRINT CARDHOLDERS NAME:				CARDHOLDERS SIGNATURE:																																	
<small>SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS</small>																																					

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.
- **Services are provided in the most convenient manner for center electricians UNLESS** booth floor plan is submitted prior to first show move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- For higher voltage call **Exhibitor Services at 303.228.8027 for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment.

INTERNAL USE ONLY
 CHECK NO. _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services.

Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)

O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Other scale: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE.
CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.

denverconvention.com/exhibit-at-an-event

COMPRESSED AIR, WATER, & DRAIN ORDER FORM



Order Online, Fax, or Mail at:

Colorado Convention Center
 Attn: Exhibitor Services
 700 14th Street
 Denver, CO 80202

303.228.8027 Ph
 303.228.8101 Fx
www.denverconvention.com

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

COMPRESSED AIR SERVICES — 1/2" NPT Fitting	QTY	STANDARD RATE	TOTAL
Single Outlet —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. No guarantees can be made of min./max. pressure. If pressure is critical, the exhibitor must arrange to have a pressure regulator valve or pump installed.		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — 1/2" NPT Fitting	QTY	STANDARD RATE	TOTAL
Single Outlet —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. Building pressure is MIN 45 P.S.I. MAX 60 P.S.I.		\$300.00	
Branch to additional locations		\$200.00	
Fill—per 500 gal. (Pump out included if water contains no additives)		\$170.00	
DRAIN SERVICES — Gravity Flow—1 1/2" Max outlet	QTY	STANDARD RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
JACUZZI/HOT TUBS (Includes (1) 50A electrical service)	QTY	STANDARD RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	
**Other Fill and Drain Services call 303.228.8027 for quote and requirements. **			
LABOR (Connections, changes and repairs are charged in 1 hour increments.)		\$75.00	
ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <u>SHOW</u> MOVE-IN DAY. TOTAL PAYMENT			
CREDIT CARD NUMBER:	AMEX	MC	VISA
PRINT CARDHOLDERS NAME:			EXPIRATION DATE:
PRINT CARDHOLDERS NAME:			CARDHOLDERS SIGNATURE:
<small>SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS</small>			

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- **Services are provided in the most convenient manner for center electricians** UNLESS booth floor plan is submitted prior to first show move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Natural Gas Service available in Exhibit Halls ABC only. PLEASE CALL 303.228.8027 with any questions.
- **ALL CONNECTIONS TO TAP WILL REQUIRE A LICENSED CONTRACTOR WITH A BUILDING PERMIT.**
- Water features that require more than one fill & drain will require the purchase of two separate services.

Rates effective through 12/31/18

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

INTERNAL USE ONLY

CHECK NO. _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

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Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

Telephone Services:

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

****Please also indicate overhead or hanging utilities and all height information pertinent to each.****

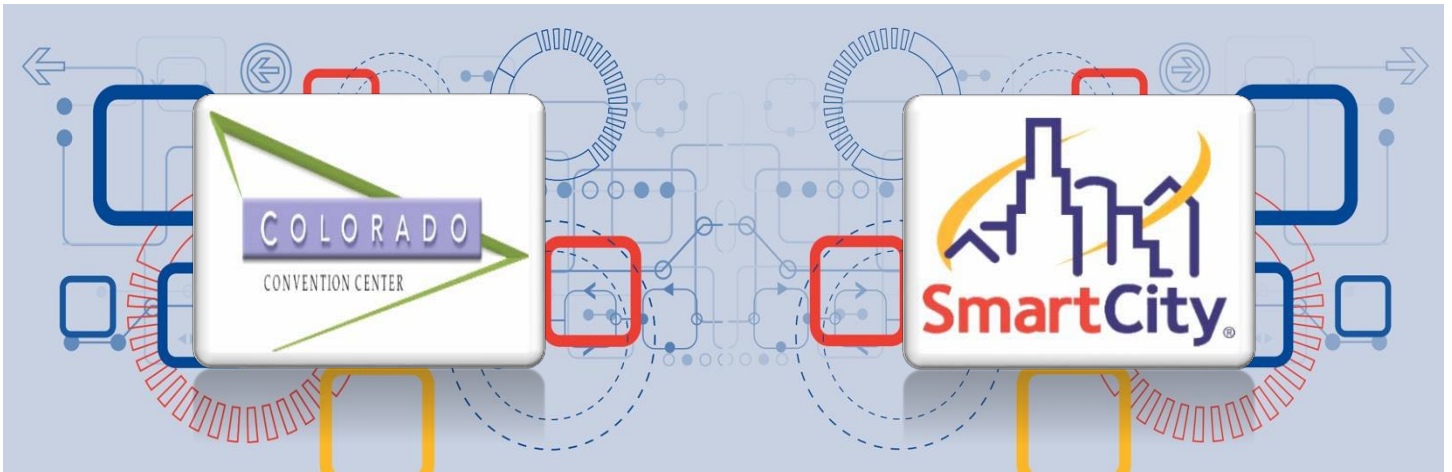
Please indicate scale: 1 square = _____ Feet. Other scale: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

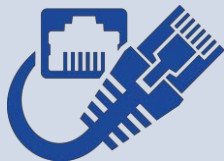
Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth



Order 14 days prior to the 1st day of the show move-in for incentive rate.

Smart City is the exclusive Internet service provider for the Colorado Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



To review and order our services visit <https://orders.smartcitynetworks.com>



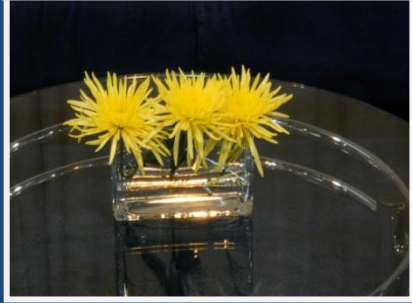
Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.



EXHIBITOR BOOTH SERVICES MENU





Centerplate

EXHIBITOR BOOTH SERVICES MENU 2020

Welcome to the Colorado Convention Center and Centerplate Catering.
 On this menu you'll find just a sampling of some of our most popular items,
 available at your booth or for your hospitality suite.
 Contact Catering Sales at 303.228.8050

BEVERAGES

Freshly Brewed Starbucks Coffee	\$67.00 per gallon
Freshly Brewed House Blend Coffee,	\$57.00 per gallon
Decaffeinated Coffee and Herbal Tea	
Gourmet Coffee Station	\$77.00 per gallon
<i>Starbucks Coffee featuring these specialty items: Three Varieties of Flavored Syrups, Sugar Cubes, Orange & Lemon Slices, Whipped Cream, Cinnamon Sticks and Chocolate Shavings</i>	
Lemonade or Iced tea	\$40.00 per gallon
Orange, Cranberry, & Grapefruit Juice	\$45.00 per gallon
Individual Bottled Juices	\$4.50 each
Bottled Water	\$4.00 each
Assorted Soft Drinks	\$3.25 each
Water Cooler (Cold)	\$95.00 each
Water Replenishments	\$35.00 each
CQ Infused Spa Water <i>3-gallons per unit</i>	\$165 per unit
<i>Assorted Flavors to include: Citrus, Tropical or Berry Infused and Garnished with Seasonal Fresh Fruit</i>	

ACAI BOWLS

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

Organic Acai Bowl	\$15.00 each
<i>Choice of the following: (Minimum of 36 per order)</i>	

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

BOX LUNCH SELECTIONS

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

Box Lunch Sandwich	\$20.00 each
<i>Choice of the following: (Minimum of 6 per type)</i>	
~Smoked Turkey & Swiss	
~Roast Beef & Cheddar	
~Sliced Deli Ham & Cheddar	
~Grilled Vegetables & Provolone	

BAKE SHOP SPECIALTIES

Baked Bavarian Pretzel Rods	\$ 36.00 per dozen
<i>Served with Mustard and Hot Cheese Dip</i>	
Assorted Bagels with Cream Cheese	\$ 40.00 per dozen
Assorted Local Freshly Baked Danish	\$ 45.00 per dozen
Assorted Local Freshly Made Donuts	\$ 45.00 per dozen
Local Freshly Baked Muffins	\$ 45.00 per dozen
Homemade Brownies or Blondies	\$ 36.00 per dozen
Assorted Freshly Baked Cookies	\$ 35.00 per dozen
<i>Chocolate Chip, Oatmeal Raisin, and Sugar</i>	
Assorted Homemade Cupcakes	\$ 45.00 per dozen

SNACKS

Whole Fresh Fruit	\$ 2.75 each
Granola Bars	\$ 3.00 each
Assorted Candy Bars	\$ 3.50 each
Assorted Lays Potato Chips	\$ 3.00 each
Snack Mix	\$ 16.00 pound
Trail Mix	\$ 18.00 pound
Fancy Mixed Nuts	\$ 40.00 pound
Mixed Nuts with Peanuts	\$ 27.00 pound
Potato Chips & French Onion Dip	\$ 5.50 per person
Pretzel Twists	\$ 8.00 pound
Tortilla Chips & Salsa	\$ 4.00 per person
Freshly Made Guacamole	\$ 3.00 per person
Sliced Seasonal Fresh Fruit Platter	\$ 6.00 per person
Imported and Domestic Cheese Display	\$ 8.00 per person
Signature Homemade Granola Bar	\$ 40.00 per dozen

More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050

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

KEURIG MACHINE COFFEE KIT

\$ 150.00

- One time set up fee of \$150.00 includes 26 K-Cups (16 regular, 5 decaf and 5 green tea)
- Disposable coffee cups, creamers, assorted sugar packets, stir sticks and paper napkins
- Additional beverages used will be charged on consumption at \$3.00++ per K-Cup (*Please contact Catering Sales for additional flavors*)

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following:*

- (1) 115 volt, 20amps
- Approximate cost for power will be an additional \$ 155.00

ANTIQUE POPCORN CART

\$ 350.00

- Include (250) Individual Servings
- Additional Servings @ 225.00 a case (200-250 Additional Servings)
- Dimensions: 42" x 68"
- (1) Booth Attendants required at \$ 25.00++ per hour/(4) hour minimum per Attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following*

- (1) 120 volt, 20amps
- Direct power source required (*no extension cords or power strips allowed*)
- Approximate cost for power will be an additional \$ 155.00

HOT PRETZEL WARMER

\$ 400.00

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
- Additional Servings @ \$ 48.00 per dozen
- Dimensions: 31 1/2" x 20" x 20"
- (1) Booth Attendants required @ \$ 25.00++ per hour/(4) hour minimum per Attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following*

- (1) 120 volt, 20 amps
- Approximate cost for power will be an additional \$ 155.00

ICE CREAM NOVELTIES

\$ 500.00

- Includes (100) Ice Cream Bars and Freezer:
Varieties to include: Snickers, Ice Cream Sandwiches, Strawberry Fruit Bar & Drumsticks
- Additional Servings @ \$ 5.00++ each
- Dimensions: 31" x 45" cart
- (1) Booth Attendants required at \$ 25.00++ per hour/(4) hour minimum per attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following:*

- (1) 120 volt, 10 amps
- Approximate cost for power will be an additional \$ 115.00

**More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050**

Rev 9.27.19

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

EXPRESS KAFEH COFFEE BAR ESSENTIAL PACKAGE

\$1195.00

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

EXPRESS KAFEH COFFEE BAR DELUXE PACKAGE

\$2195.00

- Full Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Caramel Macchiato, Americano, Cappuccino, Café Latte, Café Mocha, Chai Latte, Cortado, Hot Chocolate, Tea
 - Includes unlimited 8oz beverages for 8 hours with 1 trained/professional barista
 - Includes Regular and Decaf Espresso
 - Includes Whole, Skim, Almond & Soy Milk
 - Includes 4 flavored syrups (Vanilla, Caramel, Hazelnut & Sugar Free)
 - Includes custom logo/branded coffee sleeves (logo is required 14 days prior to service; rush orders are subject to a \$75 fee)
 - Additional Beverages @ \$4.95++ea
 - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Josh Meyer at (303) 228-8172 and request the following Power Needs: 110v-20 AMP

EXPRESS KAFEH COFFEE BAR ADD-ONS

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

“MAD BERRY’S” SMOOTHIES TIKI BAR

\$500.00

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

SIMPLY NUTS

\$500.00

- Gourmet Flavored Nut Machine creating on site the following treats: Cinnamon Roasted Walnuts, Almonds, and Cashews, Chocolate Almonds, Salted Mixed Nuts and Assorted Trail Mix.
 - Includes (100) Individual Servings
 - Additional Servings @ \$5.00++ each
 - (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following
- (1) 120 volt, 20amps
 - Approximate cost for power will be an additional \$155.00

More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050

Rev 9.27.19

ARTISAN GELATO BY AMORE GELATO

\$625.00

- A full service Artisan Gelato Cart providing freshly made Italian style Ice Cream Customer's choice of 4 flavors
 - Includes (120) 5oz Servings
 - A second refrigerated cart with 120 additional 5oz. servings can be provided for \$425.00.
 - Dimensions: 10'x10'
 - (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant
- *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following*
- (1) 120 volt, 30amps L5-30
 - *Approximate cost for power will be an additional \$185.00*

ACAI SUPER BOWLS

\$975.00

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

**More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050**

Rev 9.27.19

HOSTED BAR SERVICES

DELUXE LIQUORS:

\$7.50 PER DRINK

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

PREMIUM LIQUORS:

\$8.50 PER DRINK

Tin Cup Whiskey, Absolute Vodka, Captain Morgan White Rum,
Tanqueray Gin, Altos Reposado Tequila

ULTRA-PREMIUM LIQUORS:

\$9.00 PER DRINK

Stranahan's Rye Whiskey, Grey Goose Vodka, Captain Morgan Spiced Rum,
Bombay Sapphire Gin, Crown Royal, Johnnie Walker Black Scotch, Altos Anejo Tequila

DELUXE WINE:

\$7.50 PER GLASS

Tunnel of Elms: Chardonnay, Cabernet Sauvignon, Merlot
Gabbiano Pinot Grigio

PREMIUM WINE:

\$8.50 PER GLASS

Dark Horse- Chardonnay, Cabernet Sauvignon, Merlot
BV Coastal Sauvignon Blanc, Pinot Noir
Campanile Pinot Grigio, Alamos Malbec

ULTRA-PREMIUM WINE:

\$9.50 PER GLASS

Sterling Vineyards Vintners Collection Pinot Grigio, Chateau St. Jean Beaux Rose,
A by Acacia Pinot Noir, Sterling West Coast Red Blend

DOMESTIC BEER (16 oz)

\$6.50 PER BOTTLE

Coors Banquet, Coors Light, Coors N/A

IMPORTED/CRAFT BEER (12 oz)

\$6.50 PER BOTTLE

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

HOUSE COCKTAILS:

House Mimosa

\$ 8.50 CASH
\$ 8.00 HOSTED

House Bloody Mary

Celery Stick, Lime and Olive
\$ 8.50 CASH
\$ 8.00 HOSTED

House Margarita

\$ 8.00 CASH
\$ 7.50 HOSTED

Moscow Mule

(minimum order of 50)
\$ 10.50 CASH
\$ 10.00 HOSTED

DRAFT BEER – KEG

**DOMESTIC
LOCAL CRAFT
IMPORT**

**STARTING AT \$450.00 PER KEG
STARTING AT \$550.00 PER KEG
STARTING AT \$650.00 PER KEG**

Customization of all liquor, beer and wine available upon request.

A bartender is provided free of charge for each individual bar that posts sales of \$400 or more per 4-hour period. A \$100.00 Bartender Labor Fee will be applied to each bar failing to meet the \$400 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$25 per bartender, per hour, applies regardless of the sales achieved. **Centerplate Catering recommends one bartender per 100 guests.**

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

**More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050**

Rev 9.27.19



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

Call Catering Sales at 303.228.8050

or

Fill Out the Order Form Below and Fax Your Order to
303.228.8212

Event Name: _____

Booth Number: _____

Organization (Bill To): _____

Booth Name: _____

Contact Name: _____

Contact Phone Number: _____

On-site Contact Name: _____

On-site Contact Cell Number: _____

Street Address: _____

Fax Number: _____

City, State, Zip: _____

Email Address: _____

Order: *Minimum labor charges associated with booth delivery or catering services apply.*
++ All items subject to a 22% service charge and 8% tax.

<i>Date of Service</i>	<i>Start Time</i>	<i>End Time</i>	<i>Quantity</i>	<i>Item</i>

Full payment is required in advance of any service rendered. In order to insure that products are ordered and staff is scheduled, help us to complete this contract, with payment, a minimum of one week in advance.

Please note: Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 per four (4) hour period. Otherwise, a fee will be applied for the period or event of which the minimum is not met. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Colorado Convention Center • 700 14th St. Denver, CO. 80202 • 303-228-8050 (phone) • 303-228-8212 (fax)

More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050

Rev 9.27.19



AUDIO VISUALS RENTAL FORM

COLORADO CONVENTION CENTER
700 14th Street, Denver, CO 80202

Office: 303.228.8047 Email: IAVCC@ImageAV.com



February 5-7, 2020

Company Name	Booth # / Meeting Room	Delivery Date & Time	Pick Up Date & Time
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Show Name: ProGreen Expo

AUDIO				
Qty	Item	Rate	Days	Total
_____	PA w/ 1 Speaker & 4 Ch. Mixer	\$ 175	x _____ =	_____
_____	PA w/ 2 Speakers & 4 Ch. Mixer	\$ 275	x _____ =	_____
_____	Wireless Handheld Microphone	\$ 175	x _____ =	_____
_____	Wireless Lavalier Microphone	\$ 175	x _____ =	_____
_____	Wired Handheld Microphone	\$ 50	x _____ =	_____
_____	Wireless Headset Microphone	\$ 175	x _____ =	_____
_____	Laptop Audio Interface	\$ 50	x _____ =	_____

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

BOOTH LIGHTING				
Qty	Item	Rate	Days	Total
_____	PAR Can 1,000 Watt w/ I-Beam Clamp	\$ 50	x _____ =	_____
_____	Leko Light 750 Watt w/ I-Beam Clamp	\$ 75	x _____ =	_____
_____	LED Lighting Package (4 up-lights)	\$ 300	x _____ =	_____
_____	LED Lighting Package (8 up-lights)	\$ 500	x _____ =	_____

Comprehensive Lighting Services are available. Please contact ImageAV for details.

Exhibitors will need to make arrangements for rigging and electrical services through Show Management.

*Please email completed form to IAVCC@ImageAV.com
Confirmation will be sent within three (3) business days via email.*

VIDEO MONITORS				
Qty	Item	Rate	Days	Total
_____	40" Video Monitor	\$ 300	x _____ =	_____
_____	55" Video Monitor	\$ 450	x _____ =	_____
_____	70" Video Monitor	\$ 600	x _____ =	_____
_____	80" Video Monitor	\$ 800	x _____ =	_____
_____	Wall or Floor Mount	\$ 75	x _____ =	_____
_____	Digital Media Player	\$ 50	x _____ =	_____

Please call for Screens / Projectors

Digital LED Signage \$ 500 show = _____



Please call for content creation info.
303.228.8047

LABOR SERVICES		
SETUP & TEARDOWN		
_____	Weekday 7a - 8p AV Setup / Strike	\$ 175
_____	Weekday 7a-8p Lighting Del./Pick Up	\$ 100
_____	Weekend AV Setup/ Strike	\$ 275
_____	Weekend Lighting Delivery/ Pick Up	\$ 200

Please Call for Specialty Labor

Overtime Rates from 12:00am-6:59am

*A 3% Administration Fee will be added to each order

*All applicable Denver and Colorado Sales Taxes will apply

* Prices subject to change without notice for orders received within 5 days of event

*Additional labor may be required

*Payment must be received 48Hrs prior to event

Total Rentals*:

Sales Tax @ 8.31%

Labor*

Administration Fee @ 3%

Total Rental Charges*

Billing Name	Billing Contact Number
--------------	------------------------

Billing Address

City, State, Country, Zip	Email
---------------------------	-------

Onsite Contact	Onsite Contact #	Fax #
----------------	------------------	-------

Credit Card Number	Expiration Date (MM/YY)	Security Code
--------------------	-------------------------	---------------

Print Card Holder Name	Card Holder Signature
------------------------	-----------------------

LEAD RETRIEVAL

Don't Miss a Single Lead



EASY AND POWERFUL

Rent a device or Download the app to start collecting qualified leads. The system allows the user to take notes, photos, and enter qualifiers for each lead. Each device synchronizes in real time and leads are available 24/7 within the company portal. Access to the portal is provided from each device and to the person listed at the time of purchase.

PRICE

Download app on your device

First app download	\$195
Each additional app download	\$25

Rent Device/Hardware and Software

Rent device/hardware	\$295 per device
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ORDERING IS SIMPLE

<https://scan.eventpower.com/20KINS-PG>

HELP

Questions using this app, contact lead_retrieval@eventPower.com any time. While on-site, visit the Registration desk.



Name of Show: _____

Dates: _____

Location: _____

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:				

TROPICAL PLANT AND BLOOMING FOLIAGE

MUM PLANTS: Yellow ____ White ____ Lavender ____	30.00		
AZALEAS: Pink ____ Red ____	35.00		
BROMELIAD	35.00		
SMALL Ivy ____ Pothos ____	30.00		
LARGE BOSTON FERN	40.00		
3 FOOT TROPICAL PLANT	49.50		
4 FOOT TROPICAL PLANT	59.50		
5 FOOT TROPICAL PLANT	69.50		

CUSTOM TROPICAL PLANTS

5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING	125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
8 FOOT - 16 FOOT TROPICAL PLANT	Price on Request		

CONTAINERS:

WHITE BLACK

SUB-TOTAL

DELIVERY, PICK UP & MAINTENANCE 10%

GRAND TOTAL

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.
 We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: _____

PAYMENT: VISA MASTERCARD AMEX CHECK

CREDIT CARD #: _____

EXP DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

CREDIT CARD BILLING ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE #: _____

COMPANY NAME: _____

BOOTH CONTACT: _____

PHONE#: (_____) _____

EMAIL: _____

EMAIL CONFIRMATION COPY EMAIL STATEMENT COPY

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
 exhibitorservice@nationalplantfloral.com