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

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side dividers. Booths 300 sqft or less will receive one 7" x 44" one-line booth identification sign. Booths larger than 300 sqft may receive one 7" x 44" booth identification sign upon request.

EXHIBIT HALL CARPET
The exhibit hall is not carpeted, however the aisles will be carpeted in Tuxedo. Show Management requires all booths to have suitable flooring. Rental carpet is available through Freeman, please refer to the Flooring Brochure and order forms.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 16, 2022.

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN
Friday October 14, 2022 12:00 PM - 5:00 PM
Saturday October 15, 2022 8:00 AM - 5:00 PM
Sunday October 16, 2022 8:00 AM - 5:00 PM

EXHIBIT HOURS
Monday October 17, 2022 10:00 AM - 4:00 PM
Tuesday October 18, 2022 10:00 AM - 3:00 PM
Wednesday October 19, 2022 10:00 AM - 2:30 PM

EXHIBITOR MOVE-OUT
Wednesday October 19, 2022 2:30 PM - 8:00 PM
Thursday October 20, 2022 8:00 AM - 5:00 PM

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

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

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Thursday, October 20, 2022 at 5:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, October 20, 2022 at 10:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

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

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

Contact Us

**FREEMAN EXHIBIT TRANSPORTATION**

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

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at FreemanOnline by September 16, 2022. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect - before, during and after your show.

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

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

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # __________
CHEST Annual Meeting 2022
C/O Freeman
825 Visco Dr
Nashville, TN 37210
Freeman will accept crated, boxed or skidded materials beginning Wednesday, September 14, 2022, at the above address. Material arriving after October 07, 2022 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _________
CHEST Annual Meeting 2022
C/O Freeman
Music City Center
700 Korean Veterans Blvd
Nashville, TN 37203

Freeman will receive shipments at the exhibit facility beginning Friday, October 14, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

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

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

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

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 16, 2022.

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

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

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

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

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

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

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

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

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

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.
Interested in going green and saving money?

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

BEFORE THE SHOW

1. Booth Structure

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

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

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

2. Carpet

Option 1 Rent
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

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

3. Shipping

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

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

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

4. Graphics

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

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

5. Printing

Reduce printing and go digital with your booth literature.

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

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

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

7. **MOVE OUT**

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

8. **Shipping out**

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

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

9. **Leftover materials**

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

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

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**Typically Recyclable**
- **Cardboard:** Used for signs or shipping boxes
- **Glass:** Green, brown, clear
- **Plastics:** Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
- **Metal:** Aluminum cans/steel banding
- **Paper:** Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard
- **Wood:** Non-laminate wood

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

1. **Acceptance and Designation of Exhibit Space.** All applications are subject to review and acceptance by CHEST. CHEST reserves the right to reject any exhibitor application for any or no reason. Upon written acceptance of an Exhibit Space Application ("Application") by CHEST, CHEST will grant Exhibitor access to, and Exhibitor will occupy, the exhibit space identified in the confirmation email from CHEST (the “Exhibit Space”) during the designated time frame.

2. **PROHIBITED CONTENT.** CHEST does not accept exhibitors that display, promote, or sell cosmetics or beauty products, nerve stimulation and/or anti-aging equipment or devices including infrared, LED, TENS, and/or EMS units, as well as display for any other products or services contrary to the mission of CHEST. Any Exhibitor found to be selling or promoting these products in connection with the Meeting will have their booth closed and personnel banned from the Meeting, without refund.

3. **Description of Exhibited Content.** Exhibitor will use the Exhibit Space to exhibit the specific products, equipment, services, and/or facilities described in the Application unless otherwise approved in writing by CHEST.

4. **Payment.** Exhibitor shall pay 50% of the total Exhibit Space fees (the “Exhibitor Fee”) with submission of the Application. In the event that the Application is not accepted, CHEST will refund this payment within 30 days of notice of rejection. Exhibitor shall pay the balance of the Exhibitor Fee within 30 days of written notice of acceptance of the Application by CHEST. Beginning July 1, 2022, full payment is required at the time of application. If Exhibitor does not make payment(s) to CHEST when required, CHEST will have no further commitment to Exhibitor and will have the right to offer the Exhibit Space to others immediately.

5. **Compliance with CHEST Policies.** Exhibitor agrees to fully comply with the requirements listed in the CHEST Exhibitor Rules and Regulations—located at https://www.chestnet.org/Industry-Resources/Exhibits-and-Sponsorships—and any other written guidelines or rules provided to Exhibitor. In addition, Exhibitor, including its employees, contractors, agents, and other representatives, shall maintain the highest level of integrity and courtesy at the Meeting and in all interactions with Meeting attendees and CHEST staff. All Exhibitor staff attending the Meeting will be required to register in advance.

   *Failure by Exhibitor to comply with this agreement, CHEST’s Exhibitor Rules and Regulations, CHEST directives or other reasonable requests by CHEST may result in cancellation of Exhibitor’s space.*

6. **Cancellation; Downsizing.**

   (a) **By Exhibitor:**

   (i) Any cancellations or downsizing will result in a fee equal to 50% of the booth fee.

   (ii) Any booth not paid in full by July 1, 2022, is subject to cancellation and no refund given.

   (iii) No refunds will be given for cancellation or downsizing after July 1, 2022.

   (iv) CHEST retains the right to relocate an exhibitor after downsizing.
CHEST reserves the right to sell canceled or downsized space to another exhibitor without refund or permission.

Any cancellation by Exhibitor must be in writing.

By CHEST: In the event CHEST cancels the in-person portion of the Meeting, Exhibitor will have the following options:

(i) Apply the Exhibit Fee toward exhibition for the virtual portion of CHEST 2022 (and a refund of any difference in cost);
(ii) Apply the Exhibitor Fee as a deposit for CHEST 2023;
(iii) Request a refund of the Exhibitor Fee. Refunds will be payable within 90 days of the date of cancellation by CHEST.

These are Exhibitor’s exclusive remedies regarding cancellation of the Meeting by CHEST. CHEST will not be responsible for any other damages, such as direct, indirect, consequential, or incidental damages in connection with cancellation of the Meeting.

7. COVID-19 Safety. Exhibitor shall comply with all safety requirements, guidelines, and directives by CHEST or the facility related to COVID-19, including vaccination requirements. **PLEASE NOTE:** All Exhibitor employees, as well as all vendors, contractors, and agents who will be physically present during show hours and who will have face-to-face interaction with attendees, must have completed the complete course of an FDA-approved COVID-19 vaccination, including all boosters for which they are then-eligible, prior to the start of the Meeting. CHEST also strongly encourages Exhibitors to use vaccinated personnel to the maximum extent possible for all other purposes where such personnel will be physically present at the venue at any time before, during, or after the Meeting. CHEST will provide complete COVID safety rules and guidelines as soon as practical and reserves the right to amend such rules, including vaccine requirements, as it deems necessary. CHEST also reserves the right to require additional safety protocols for any individual present at the venue at any time including without limitation masking, social distancing, advance and ongoing testing, attestation regarding current health/symptoms, health checks and restriction from the venue or certain areas.

8. No Assignment or Sublet. Exhibitor shall not sublet or assign the Exhibit Space or its rights under this agreement, in whole or in part, without CHEST’s prior written consent.

9. Compliance With Local Ordinances. Exhibitor shall obtain, pay for, and comply with any required licenses or permits related to its exhibit space or activities. Exhibitor is responsible for compliance with all applicable local health, fire, and safety requirements. All products or services exhibited must comply with all laws and regulations, including without limitation those related to the marketing of medical devices or products or regarding the making of claims of medical efficacy or safety. CHEST is not responsible for notifying exhibitors of applicable rules, laws, or regulations.

10. Demonstrations. Demonstrations are permitted, provided any such demonstration stays within the Exhibit Space, does not extend to the aisle line of the Exhibit Space, and does not disrupt surrounding booths. Space must be left within the Exhibit Space to absorb anticipated spectators so
that they do not interfere with normal traffic flow or infringe on neighboring exhibits. Volume must be at a level that does not disrupt other exhibit booths.

11. Intellectual Property. Exhibitor warrants that it has the legal right to display and/or reproduce any music, videos, graphics, and other works of authorship used in conjunction with its Exhibit Space, including having obtained the necessary legal rights and paid all required royalties, as applicable.

12. Use of CHEST Logos/Name. Exhibitor shall not use CHEST’s name, logos, or trademarks, including the CHEST 2022 logo, without CHEST’s prior written consent. Exhibitor may use the phrase “CHEST 2022” in promotional materials and in booth design provided Exhibitor complies with any written branding and use standards provided by CHEST.

13. Distribution of Advertising Material. Exhibitor shall not canvas or distribute advertising materials outside the Exhibit Space. Canvassing or marketing of any products in any portion of the Meeting outside the Exhibit Space is strictly prohibited.

14. Exhibitor-Appointed Contractors. Exhibitor may employ the service of independent contractors to install and dismantle their display, provided Exhibitor and the exhibitor-appointed contractors comply with the requirements specified in the Exhibitor Services Kit. Exhibitor must complete the Notification of Intent to Use an Independent Contractor Form and return it to Josh Coe by August 16, 2022, in order to utilize any independent contractors related to its Exhibit Space. Exhibitor shall require and ensure that any Exhibitor-appointed contractor has filed a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, with Show Management, the Convention Center, and Freeman by August 16, 2022.

15. Conformity to Code. Any electrical installation and all materials utilized by Exhibitor must conform to facility rules and to all applicable codes. Electrical order forms will be included in the Exhibitor Services Kit. Exhibitor shall comply with all applicable fire and building codes that apply to the facility.

16. Booths. Exhibitor shall comply with all of the following regarding the Exhibit Space.

(a) For island booths that are 20’x20’ or larger, exhibit fixtures must not exceed a maximum height of 20’ if space permits (does not apply to hanging signs. See section on hanging signs for more details). There must be access from all four sides of island booths with a see-through effect to prevent blocking views of adjacent exhibits. All exhibitors with an island booth must have their booth layouts approved by CHEST. Renderings of island booths must include all specifications and dimensions and must be submitted for approval to Josh Coe at jcoe@chestnet.org, no later than August 16, 2022. CHEST reserves the right to accept or reject any layout at its own discretion.

(b) If an island booth is planned to be multilevel, covered, or have a ceiling, Exhibitor shall discuss these plans with Josh Coe, +1 (224) 521-9582 or jcoe@chestnet.org, and the general contractor, no later than July 6, 2022. Sufficient time is needed for blueprints to be reviewed and approved. If plans are not provided on time, it may cause delays or disapproval of Exhibitor’s booth.
(c) Standard booths are 10’x10’ or multiples thereof and are arranged in a straight line. All standard booths consist of an 8’ high back wall of drape, 3’ high sidewall drape, and a standard 7”x44” booth identification sign displaying the exhibitor’s name and booth number. Exhibitor fixtures, components, and identification signs will be permitted to a maximum height of 8 feet. All display fixtures more than 4’ in height and placed within 10’ of an adjoining exhibit must be at least 4’ from the aisle to avoid blocking the sight line from the aisle to the adjoining booth. All booths must have flooring or carpet, and all associated costs are Exhibitor’s responsibility. The back wall or any construction of in-line and perimeter booths must not exceed 8’ in height, including signs or company name, logo, or product information. All display material is restricted to a maximum height of 4’ in the front half (the front 5’) of the booth and to a maximum height of 8’ in the rear half (the rear 5’) of the booth. Side dividers will be 36” high.

(d) CHEST reserves the right to relocate any Exhibitor in its reasonable discretion. In the event CHEST determines relocation is necessary, CHEST will work with the Exhibitor to find a mutually agreeable alternative space, failing which CHEST will have final authority to assign any relocation. No refunds will be given in the event of a booth relocation.

(e) All booths must be installed and dismantled by the designated times. CHEST may require, in its sole discretion, that any booth not set up by the designated time be closed for all or part of the duration of the Meeting with no refund issued. Any property remaining in the exhibit hall after the end of the Meeting may be disposed of or stored at the Exhibitor’s sole cost, as CHEST, its agent, or the facility deem appropriate. Exhibitor shall defend, indemnify, and reimburse CHEST from and against any fees or expenses that must be paid to the facility as a result of late removal of any Exhibitor’s materials or equipment.

17. Liability; Indemnification. Exhibitor shall be solely liable for, and shall indemnify and defend CHEST, CHEST Foundation, Freeman, the Music City Center, and their respective officers, directors, employees, contractors, and agents from and against all liability, claims, demands, causes of action, judgments, damages, fines, penalties, liens, and expenses (including legal costs) arising out of or related to (a) the acts or omissions of Exhibitor, including its employees, contractors, and agents; (b) any breach of this agreement, including representations or warranties, by Exhibitor; and (c) the transportation, placing, conducting, removal, or exhibiting of the Exhibit Space.

18. Insurance. Exhibitor shall maintain in effect for the duration of the installation, use, and removal of the Exhibit Space comprehensive general liability insurance coverage with a minimum limit of $1,000,000 per occurrence. Exhibitor shall provide CHEST with written evidence of such insurance coverage upon request.

19. Selling on the Floor. All business activities of Exhibitor are restricted to the confines of the Exhibit Space, and Exhibitor shall not sell merchandise for delivery on the exhibition hall floor. Exhibitor is solely responsible for collection and payment of applicable taxes as well as adherence to all laws related to business practices or sales conducted by Exhibitor, including its employees, contractors, and agents, in or outside the exhibition hall.
20. **Staffing.** Exhibitor shall maintain the Exhibit Space intact and staffed at all times during exhibition hours. Violations of this rule may result, at CHEST’s sole discretion, in closure and dismantling of the Exhibit Space at Exhibitor’s expense. Exhibitors vacating their booth before the closing of each day or prior to the final close of the show will incur a loss of priority points and may be prohibited from exhibiting at future CHEST meetings.

21. **Suitcasing Policy.** Any individual who is observed soliciting business in the aisles or other public spaces, in another company’s booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied at CHEST’s sole discretion. Please report any observed violation to show management. Show management recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, club, or any other public place of assembly. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. Show management must be informed of any hospitality suites, which may only be conducted with CHEST’s prior written consent.

22. **General Provisions.**

   (a) This agreement constitutes the entire understanding of the parties with respect to the subject matter of this agreement. No amendment of this agreement will be effective unless it is in writing and signed by the parties. No waiver under this agreement will be effective unless it is in writing and signed by the party granting the waiver. A waiver granted on one occasion will not operate as a waiver on other occasions.

   (b) Illinois law governs this agreement and all disputes related thereto. Any dispute arising out of this agreement must be venued in a court of competent jurisdiction in Cook County, Illinois.

   (c) These terms and conditions will not be superseded, and will be in addition to, any other agreement currently existing or subsequently entered into by CHEST and Exhibitor.
Exhibitor Schedule

EXHIBITOR INSTALLATION
Friday, October 14, 2022 12:00 PM – 5:00 PM
Saturday, October 15, 2022 8:00 AM – 5:00 PM
Sunday, October 16, 2022 8:00 AM – 5:00 PM

All exhibits must be fully operational by 5:00 PM on Sunday, October 16. After this time, no installation work will be permitted without permission from Show Management. Any booth not installed by 5:00 PM on Sunday, October 16, will be regarded as a no-show and removed from the Exhibit Hall without refund. All freight will be removed at the exhibitor’s expense. Children under the age of 18 will not be permitted in the Exhibit Hall during installation.

EXHIBITOR REGISTRATION HOURS
Friday, October 14, 2022 3:00 PM – 5:00 PM
Saturday, October 15, 2022 8:00 AM – 5:00 PM
Sunday, October 16, 2022 8:00 AM – 5:00 PM
Monday, October 17, 2022 8:00 AM – 4:00 PM
Tuesday, October 18, 2022 8:00 AM – 3:00 PM
Wednesday, October 19, 2022 8:00 AM – 2:00 PM

EXHIBIT HALL HOURS
Monday, October 17, 2022 10:00 AM – 4:00 PM
Tuesday, October 18, 2022 10:00 AM – 3:00 PM
Wednesday, October 19, 2022 10:00 AM – 2:30 PM

Exhibit personnel will be allowed in the Exhibit Hall 2 hours before it opens and may remain 1 hour after it closes on show days.

EXHIBITOR DISMANTLE
Wednesday, October 19, 2022 2:30 PM – 8:00 PM
Thursday, October 20, 2022 8:00 AM – 5:00 PM

Children under the age of 18 will not be permitted in the Exhibit Hall during dismantling.

REMOVAL OF EXHIBITS
On Thursday, October 20, drivers must be checked in by 10:00 AM, and all exhibits must be dismantled and removed from the facility by 5:00 PM. Shipments without paperwork will be returned to the Freeman Warehouse at the exhibitor’s expense.
Hanging Signs and Graphics

Hanging Signs & Graphics
Hanging signs and graphics are allowed in island booths of 20’ x 20’ or greater. The maximum height is 24 feet to the top of the sign. (Inline/linear booths or perimeter do not qualify for hanging signs and graphics.) The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Definition
An island booth is 400 square feet or larger with aisles on all four sides.

Use of Space
An island booth is separated by the width of an aisle from all neighboring exhibits, so full use of the booth space is permitted.

Height
All display fixtures and components, including graphics and identification signs, are allowed a maximum height of 20 feet. Some venues have low ceiling areas, so please check the service manual for any notices for booths in a low ceiling location as it may decrease the maximum height allowance.

Multilevel or Ceilings
Exhibitors installing a display with a ceiling or second level must meet all building, fire safety, and structural integrity regulations.

All booths must adhere to display regulations, including ADA, demonstrations, lighting, sound, structural integrity, and storage.
Request for Private Meeting Suite

Private Meeting Suites are available to companies that have confirmed exhibit space at CHEST 2022. These suites are private meeting rooms located in the Exhibit Hall and are available during exhibit hours.

**CHEST 2022 exhibitors will have access to Private Meeting Suites on:**

- **Monday, October 17** 8:00 AM – 5:00 PM
- **Tuesday, October 18** 8:00 AM – 4:00 PM
- **Wednesday, October 19** 8:00 AM – 2:30 PM

**Standard Meeting Suite includes:**

- 8-ft high system wall with lockable door (no graphics on outside panels)
- 22” x 28” Sign of company logo designating your suite

**Premium Meeting Suite includes:**

- Lockable door and 2 keys. Any fees for extra and lost keys or keys not returned at the end of the meeting will be at the exhibitor’s expense.
- 22” x 28” Sign of company logo designating your suite
- Lounge seating for four (4)
- 65” Cable television
- Carpeted floors
- View overlooking the exhibit hall

Companies are responsible for all additional costs of additional furniture, audiovisual, electrical, food and beverage, internet, phone, carpet, and security. Order forms are available in the Exhibitor Service Manual. The security of the Private Meeting Suite is the responsibility of the client. Private Meeting Suites may not be used as additional exhibit space. All rules and regulations published in the Exhibitor Manual must be followed, including the fact that no CME meetings may be held in the Private Meeting Suite. Registered CHEST 2022 attendees and exhibitors are the only people who will have access to the Private Meeting Suites.

**Please note—Meeting Suites are not secure, so the client should not leave prototypes or valuables unattended. Only exhibitor staff will have access to private meeting suites 2 hours prior to the Exhibit Hall opening and 1 hour after closing, excluding the last day when the rooms will be dismantled at 2:30. No attendees are allowed access before or after Exhibit Hall hours.**
Request for Private Meeting Suite

Private Meeting Suite Costs:

$6,000 per selection (room size 20’ x 20’)
$30,000 per premium selection (only four available)
(Payment is due with application. No cancellations or refunds. Prices are subject to change.)

Company Information

Company
Address City/State/Zip
Telephone Email
Contact Person

Credit Card Information

Credit Card Number Expiration
Name on Credit Card
The contractor listed below will install and dismantle our booth in accordance with all exhibitor rules and regulations as specified in the exhibitor prospectus, exhibitor application, and the service kit. Failure to do so may result in immediate removal from the exhibit hall. In addition, the exhibitor shall provide evidence that the exhibitor-appointed contractor has filed a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, with show management and Freeman on or before August 16, 2022. All request to use an independent contractor must be received by August 16, 2022. Requests received after August 16, 2022, will be subject to approval.

All personnel utilized by the vendors and contractors listed on this form that will be physically present during show hours and that will have regular face-to-face interaction with attendees must have completed the complete course of an FDA-approved COVID-19 vaccination prior to the start of the Meeting. CHEST strongly encourages all other contractor personnel to be vaccinated and encourages Exhibitors to use vaccinated labor to the maximum extent practical where such personnel will be physically present at the venue at any time before, during, or after the Meeting.

American College of Chest Physicians is committed to creating a meeting experience where you can safely and effectively conduct business. Therefore, CHEST requires all attendees, faculty, staff, and exhibitors working the show floor to have completed the complete course of an FDA-approved COVID-19 vaccination, including all boosters for which they are eligible, to participate in person at the CHEST 2022 annual meeting in Nashville, Tennessee.

- I attest that I either have completed or will have completed an FDA-approved vaccination for COVID-19, including any boosters for which I am eligible, by October 16, 2022.
- I understand that if I am unable to complete vaccination by that date, I will not be allowed to attend CHEST 2022.
- I will comply with all safety protocols enacted by CHEST or the venue.
- I understand that CHEST may revise all safety protocols based on the current conditions, legal requirements, and recommendations in place at the time of the annual meeting.
Notification of Intent to Use an Independent Contractor

Certificate of insurance must include a minimum of $1,000,000 liability coverage (including property damage) naming each of the following as Additional Insured:
- American College of Chest Physicians/CHEST Annual Meeting 2022
- Freeman Companies
- Music City Center

Company Name

Contact Name

Telephone  Email

Signature

This is official notification of our intent to use the following independent contractor at CHEST 2022.

Company Name

On-site Contact Name  Email

Office Phone  Cell Phone

Services Provided

This form and an original certificate of insurance must be submitted by August 16, 2022 to:

Jean Davis
jdavis@chestnet.org
American College of Chest Physicians
2595 Patriot Blvd.
Glenview, IL 60026
Hotel Information

The CHEST 2022 Housing Bureau is onPEAK
+1 (800) 793-4753 (toll-free)
+1 (312) 527-7300 (international)
Email: chesthotels@onpeak.com

Visit http://chestmeeting.chestnet.org/.

onPEAK is the only housing company associated with CHEST 2022. While other hotel resellers may contact you offering housing for your trip, they are not endorsed by or affiliated with CHEST. Be aware that entering into financial agreements with such companies can have costly consequences.

Official Hotels for CHEST 2022:

- Omni Nashville-HQ
- AC Hotel Downtown
- Cambria Hotel & Suites Nashville
- Embassy Suites by Hilton Nashville Downtown Convention Center
- Grand Hyatt Nashville
- Hilton Downtown Nashville
- Hyatt Place Downtown Nashville
- JW Marriott Nashville
- Renaissance Nashville Hotel
- Residence Inn Downtown
- Springhill Suites Downtown
- Westin Nashville

To book a block of 20 or more rooms, please submit your request using this LINK.
To book less than 20 rooms, please use this LINK and select Exhibitor (to come).
1. Omni Nashville - Headquarters Hotel  
   250 Rep. John Lewis Way S

2. AC Hotel Downtown  
   410 Rep. John Lewis Way S

3. Cambria Hotel & Suites Nashville  
   118 8th Avenue S

4. Embassy Suites by Hilton Nashville Downtown Convention Center  
   708 Demonbreun Street

5. Grand Hyatt Nashville  
   1000 Broadway

6. Hilton Nashville Downtown  
   121 4th Avenue S

7. Hyatt Place Downtown Nashville  
   301 3rd Avenue S

8. JW Marriott Nashville  
   201 8th Avenue S

9. Renaissance Nashville Hotel  
   611 Commerce Street

10. Residence Inn Downtown  
    410 Rep. John Lewis Way S

11. SpringHill Suites Downtown  
    410 Rep. John Lewis Way S

12. The Westin Nashville  
    807 Clark Place

All hotels are within walking distance. Shuttle transportation will not be provided for CHEST 2022.
CHEST 2022 Official Contractors

**BE CAUTIOUS OF ANY COMPANY CONTACTING YOU THAT IS NOT ON THIS LIST**

If you use an outside contractor not on this list – please complete the Exhibitor-Appointed Contractor (EAC) form.

OFFICIAL CONTRACTOR

FREEMAN
Exhibitor Support
+1 (888) 508-5054
exhibitorsupport@freeman.com

AUDIOVISUAL

Event Technology (Formerly Freeman AV)
eventtechservices@freeman.com

BOOTH CLEANING SERVICE/JANITORIAL SERVICES

FREEMAN
Exhibitor Support
+1 (888) 508-5054
exhibitorsupport@freeman.com

CATERING/FOOD & BEVERAGE

Music City Center
Renae Droege
Exhibit Catering Sales Manager
Renae.Droege@nashvillemcc.com

COMPUTER RENTAL

Event Technology (Formerly Freeman AV)
eventtechservices@freeman.com

DRAYAGE/MATERIAL HANDLING CONTRACTOR

FREEMAN
Exhibitor Support
+1 (888) 508-5054
exhibitorsupport@freeman.com

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ELECTRICAL SERVICE

Music City Center
Services | nashvillemusiccitycenter.com

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HOUSING

onPeak
Phone (Domestic): +1 (800) 793-4753  Phone (International) +1 (312) 527-7300
Email: chesthotels@onpeak.com

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Affiliate Space Request Link

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INTERNET/TELECOMMUNICATIONS SERVICES

Music City Center
Services | nashvillemusiccitycenter.com

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LEAD RETRIEVAL

CompuSystems Inc
Phone (Domestic): +1 (866) 600-5323  Phone (International): +1 (708) 786-5565
Email: exhibitor-support@csireg.com
ORDER ONLINE: compusystems.com/order

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SECURITY

Events TNT
Phone: +1 (214) 893-2616
Email: events@tntconventions.com

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DESTINATION MANAGEMENT COMPANY

Hosts Global
Serena Melancon
Vice President, Global Sales
(pdf link to come)
serena.melancon@hosts-global.com
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/512257

2. **Submit your order**
   Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount price deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
Shipping and Material Handling

Before Event:
- From your location or previous event
- Advance warehouse
- Venue dock
- Storage for empty containers

During the Event:
- Event venue
- Your exhibit
- Venue dock
- Material handling

After Event:
- To your location or next event
- Shipping

Advance Warehouse:
- Where exhibit materials are stored before an event

Shipping:
- Transport to the venue’s shipping dock
- Then from the shipping dock to the next event or customer location

Material Handling:
- Move items from the dock, to the exhibit, back to the dock after the show
THE WORLD WITHIN REACH

From pre-event planning to on-site execution, Freeman delivers. No matter where you’re showing next, Exhibit Transportation from Freeman offers hassle-free delivery options as a seamless extension of the services we provide in all stages of the exhibition process. For an exhibitor, there’s nothing quite like arriving at your show site with set-up ready to go. So pack your carry-on bags and leave the rest to us.

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

As the official service contractor, Freeman makes it easier for you to transport your exhibit to the show and on to its next destination, anywhere in the world. With reliable, flexible and cost-effective freight solutions that deliver your exhibit properties where they need to be, when they need to be there, logistical headaches are a thing of the past.

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.

The Freeman Exhibit Transportation promise:

- 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

Freeman can help you with your exhibit material movement across the world. We are proud to offer the following services:

- Local pickup and delivery of exhibit materials
- Global transportation of exhibit goods/materials
- Import customs clearance
- ATA Carnet entries
- Food and Drug Administration clearances
- Federal Communications Commission clearances
- Storage
- Inbound domestic forwarding
- Outbound forwarding
- Outbound customs clearance

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

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

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

DON’T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.
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 U.S. must be cleared through customs. Please call for additional information: (817) 607-5183

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:
Requested Pick Up Date: ____________________________
Shipper Name: ____________________________________
Shipper Address: ___________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

(City)                            (Province/State)                            (Postal Code)
(Country)

TYPE OF SERVICE - Choose One
☐ AIR FREIGHT (Transportation & Customs Clearance)
☐ OCEAN FREIGHT (Transportation & Customs Clearance)

DESTINATION
☐ I will be shipping to the WAREHOUSE
  FREEMAN/Exhibiting Company Name
  Hold for: CHEST Annual Meeting 2022 - Booth # ____________
  825 Visco Dr
  Nashville, TN 37210

MUST BE DELIVERED BY October 7, 2022

☐ I will be shipping to SHOW SITE
  FREEMAN/Exhibiting Company Name
  CHEST Annual Meeting 2022 - Booth # ____________
  c/o Freeman
  Music City Center
  700 Korean Veterans Blvd
  Nashville, TN 37203

CANNOT BE DELIVERED BEFORE October 14, 2022

SHIPPING INFORMATION
Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>________</td>
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</tbody>
</table>

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

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

OUTBOUND SHIPPING
☐ I would like to schedule my international outbound shipping with Freeman Exhibit Transportation. Please provide me with a SLI/Commercial Invoice for my shipping instructions and signature. (If you secure your inbound and outbound shipping needs in advance through Freeman Exhibit Transportation, you will receive the SLI/Commercial Invoice for your completion prior to the show move-in date.) Please complete the following information if different from pick up address:

Ship to address:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Number of Labels: ____________

SEND COMPLETED FORM VIA:
Email: international.freight@freeman.com
or
Fax: (469) 621-5810

AN INTERNATIONAL TRANSPORTATION EXPERT WILL CONTACT YOU TO CONFIRM RECEIPT OF YOUR SHIPMENT REQUEST AND FINALIZE DETAILS

SHOW # ________________________
512257
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.
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
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

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:

□ I will be shipping to the WAREHOUSE
FREEMAN / Exhibiting Company Name / Booth #
CHEST Annual Meeting 2022
C/O: Freeman
825 Visco Dr
Nashville, TN 37210
MUST BE DELIVERED BY OCTOBER 07, 2022

□ I will be shipping to SHOW SITE
FREEMAN / Exhibiting Company Name / Booth #
CHEST Annual Meeting 2022
C/O: Freeman
Music City Center
700 Korean Veterans Blvd
Nashville, TN 37203
CANNOT BE DELIVERED BEFORE OCTOBER 14, 2022

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

01/21

COMPLETE THIS FORM ONLY IF YOU ARE SHIPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

NAME OF SHOW: CHEST Annual Meeting 2022 / October 17-19, 2022
COMPANY NAME:
CONTACT NAME:
E-MAIL ADDRESS:

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

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

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Ship to address:

□ I will be shipping to the WAREHOUSE
FREEMAN / Exhibiting Company Name / Booth #
CHEST Annual Meeting 2022
C/O: Freeman
825 Visco Dr
Nashville, TN 37210
MUST BE DELIVERED BY OCTOBER 07, 2022

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 □ 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

01/21
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, trunk/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

WHAT 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.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES
(may not be available in all locations)

• Cranes
• Accessible storage at show site
• Exhibit transportation services (see enclosed brochure)
• Security storage at show site
• Short-term and long-term warehouse storage
• Local pick-up and delivery
• Priority empty return
Our new straightforward pricing makes pre-show budgeting easier. Pay for your actual weight per-pound with no invoice surprises.

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

It's just easier!
MATERIAL HANDLING

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

RATES

<table>
<thead>
<tr>
<th>Material Handling</th>
<th>$ 1.23 per pound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate applies to shipments sent to either the warehouse or directly to show site.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Handling - After Deadline</th>
<th>$ 1.54 per pound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate applies to shipments arriving at the warehouse after October 7, 2022.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Handling - 10 lbs and under</th>
<th>Free of Charge</th>
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<tbody>
<tr>
<td>This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.</td>
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</tbody>
</table>

IMPORTANT SHIPPING INFORMATION

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

Warehouse:

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on September 14, 2022.
- Warehouse address: Exhibiting Company Name / Booth #
  CHEST Annual Meeting 2022
  C/O Freeman
  825 Visco Dr
  Nashville, TN 37210
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:

- Show site receiving begins on October 14, 2022.
- Show Site address: Exhibiting Company Name / Booth #
  CHEST Annual Meeting 2022
  Music City Center
  C/O Freeman
  700 Korean Veterans Blvd
  Nashville, TN 37203

Outbound:

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

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

Freeman will provide Cart Service for your event. Cart Service is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

DEFINITION OF PRIVATELY OWNED VEHICLE:
Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

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

RATES:
This service is available at a round trip rate of $190.50 per trip (from the dock to the booth and the booth to the dock).

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

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

<table>
<thead>
<tr>
<th>Move-In</th>
<th>Move-Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>October 14, 2022</td>
</tr>
<tr>
<td></td>
<td>12:00 p.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>October 15, 2022</td>
</tr>
<tr>
<td></td>
<td>8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>October 16, 2022</td>
</tr>
<tr>
<td></td>
<td>8:00 a.m. - 5:00 p.m.</td>
</tr>
</tbody>
</table>

* Please visit the Freeman Service Center to complete and/or submit an Outbound Material Handling Agreement.

VEHICLES THAT QUALIFY:

Sedan  
SUV  
Pickup  
Van

VEHICLES THAT DO NOT QUALIFY:

Trailer  
Commercial Van  
Rentals  
Bobtail  
Stakebed
Music City Center Marshalling Yard
825 Visco Drive, Nashville, TN 37210

Privately Owned Vehicle & Company Vehicle Route

To Marshalling Yard from MCC
- Head southwest (left) on Korean Veterans Blvd
- Turn right onto Hermitage Ave / 1st Ave
- Turn left onto Driftwood St
- Take 1st right onto Nestor St which turns into Visco Dr
- Marshalling Yard will be across the railroad tracks on the right

To MCC from Marshalling Yard
- Head west (left) onto Nestor St
- Turn left onto Driftwood St
- Take 1st right onto Hermitage Ave
- Turn left onto Korean Veterans Blvd
- MCC will be on the right just past 6th Ave

Tractor / Trailer Route

To Marshalling Yard from MCC
- Head southwest (left) on Korean Veterans Blvd
- Turn right onto 4th Ave South
- Turn left onto Lafayette St
- Turn left onto Fairfield Ave
- Turn left onto Hermitage Ave
- Turn right onto Driftwood St
- Take 1st right onto Nestor St
- Marshalling Yard will be across the railroad tracks on the right

To MCC from Marshalling Yard
- Head west (left) onto Visco Dr
- Turn left onto Driftwood St
- Take 1st left onto Hermitage Ave
- Turn right at 1st light onto Fairfield Ave
- Turn right at 1st light onto Murfreesboro Rd
- Turn right onto 6th Ave
- Turn left onto Korean Veterans Blvd
- MCC will be on the right

Interstate Routes (If you are using GPS, Stanley St is NOT a tractor / trailer route)

To Marshalling Yard from 40 West / 24 West / 65 North / 65 South
- Take 40 East to Exit 212 / Fesslers Lane and keep left
- Turn left onto Lebanon Pike
- Turn right at 1st light back onto Fesslers Lane
- Turn left onto Visco Dr
- Marshalling Yard will be on the left

To Marshalling Yard from 24 East / 40 East
- Take Exit 212 / Decatur St
- Turn left onto Hermitage Ave
- Turn right onto Driftwood St
  - If you go under the interstate, you have gone too far
- Turn right onto Nestor St which becomes Visco Dr
- Marshalling Yard will be across the railroad tracks on the right
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

Carrier Name: ____________________________

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

□ 2 Day: Delivery by 5:00 PM second business day

□ Deferred: Delivery within 3-5 business days

□ Standard Ground

□ Specialized: Pad wrapped, uncrated, or truckload

Select Shipment Options (if applicable)

□ Have loading dock

□ Lift gate required

□ Inside delivery

□ Air ride required

□ Pad wrap required

□ Residential

□ Do not stack

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. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.
RECEIVING DATE BEGINS: SEPTEMBER 14, 2022

DEADLINE DATE IS: OCTOBER 07, 2022

TO: ________________________________

EXHIBITOR NAME

C/O: Freeman
825 Visco Dr
Nashville, TN 37210

WAREHOUSE

EVENT: CHEST Annual Meeting 2022

BOOTH NO: ________ NO. _____ OF _____ PCS

(512257)

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.
RUSH
D O N O T   D E L A Y
CANNOT DELIVER BEFORE OCTOBER 14, 2022

TO: ____________________________________________

EXHIBITOR NAME

C/O: Freeman
Music City Center
700 Korean Veterans Blvd
Nashville, TN 37203

SHOW SITE

EVENT: ___________________CHEST Annual Meeting 2022________

BOOTH NO: _________ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
Exhibitor support
Visit us at freeman.com or call 1.888.508.5054 to speak to our award winning exhibitor support team.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Shown here with Zoey Barstools

The Gather 10’x10’ booth package turns your booth into a comfortable oasis from the bustle of the show floor. Ideal for comfortable one-on-one time with prospects.

Shown here with Baja Chairs and Sydney Power Cocktail Table

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

Shown here with Banana Barstools
Power Up In Style.

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

**Power Up In Style.**

**Powered Tables**

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

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

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

HEDGE
- 85035 4’ Boxwood Hedge
  48"L 9"D 47"H

NAPLES
- 830121 Naples Sofa, Powered
  87"L 30"D 33.25"H

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

**Powered Tables**

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

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
<th>Dimensions</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) 85061</td>
<td>24&quot;W 24&quot;D 36&quot;H (brushed steel)</td>
<td>24&quot;L 24&quot;D 42&quot;H</td>
<td>black</td>
</tr>
<tr>
<td>B) 85060</td>
<td>24&quot;W 24&quot;D 36&quot;H</td>
<td>24&quot;L 24&quot;D 42&quot;H</td>
<td>black</td>
</tr>
<tr>
<td>C) 85063</td>
<td>24&quot;W 24&quot;D 36&quot;H</td>
<td>24&quot;L 24&quot;D 42&quot;H</td>
<td>black</td>
</tr>
</tbody>
</table>

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

**Powered Pedestals**

Denotes Powered Products

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) 84083</td>
<td>Tech Desk, Powered w/ 3 Drawer File Cabinet (black metal, laminate)</td>
<td>60&quot;L 30&quot;D 30&quot;H</td>
</tr>
<tr>
<td>B) 84084</td>
<td>Tech Desk, Powered (black metal, laminate)</td>
<td>60&quot;L 30&quot;D 30&quot;H</td>
</tr>
<tr>
<td>C) 84080</td>
<td>3 Drawer File Cabinet on Castors (black metal, laminate)</td>
<td>18&quot;L 20&quot;D 28&quot;H</td>
</tr>
</tbody>
</table>

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

Powered Tech Tablet Chair

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

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

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

Powered Poducts

Wireless Charging Table

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

Village Charging Hub

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

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

Create Engaging Booth Environments

VALENCIA

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

MARCHE

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

HEDGE

81525 4’ Boxwood Hedge
46"L 3’9"D 4’7"H

VALENCIA

A) 810180 Chair (spice orange velvet)
28"L 30.5"D 31"H
B) 83045 Sofa (coffee brown velvet)
63"L 30.5"D 31"H

VALENCIA Sofa & Chair 10’x10’ Booth

VALENCIA

A) 810180 Chair (spice orange velvet)
28"L 30.5"D 31"H
B) 83045 Sofa (coffee brown velvet)
63"L 30.5"D 31"H

Soft Seating Collections

BAJA

A) 83019 Sofa (white vinyl)
86"L 38"D 30"H
B) 81050 Chair (white vinyl)
36"L 30.5"D 28"H
C) 83020 Loveseat (white vinyl)
61"L 30.5"D 28"H

STERLING

A) 830991 Sofa (black fabric)
70"L 37"D 34"H
B) 810950 Chair (black fabric)
35"L 30.5"D 34"H
C) 830950 Loveseat (black fabric)
57"L 35"D 34"H

KEY LARGO

A) 830951 Sofa (black fabric)
70"L 37"D 34"H
B) 810950 Chair (black fabric)
35"L 30.5"D 34"H
C) 830950 Loveseat (black fabric)
57"L 35"D 34"H

Valencia Sofa & Chair 10’x10’ Booth
Soft Seating

Create Engaging Booth Environments

HEDGE
85015
4' Boxwood Hedge
46" L, 9" D, 47" H

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

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

FAIRFAX
A) 830949 Sofa
(white vinyl, brushed metal)
62" L, 26" D, 30" H
B) 810949 Chair
(white vinyl, brushed metal)
27" L, 26" D, 30" H

NAPLES
A) 830119 Sofa
(black vinyl)
87" L, 30" D, 33.25" H
B) 830120 Loveseat
(black vinyl)
62" L, 30" D, 33.25" H

ALLEGRO
A) 81019 Chair
(blue fabric)
36" L, 30" D, 33.25" H
B) 83015 Sofa
(blue fabric)
73" L, 34" D, 30" H

Soft Seating Collections

Palm Beach Sofa & Swanson Chairs 10’x10’ Booth

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

A. A. A. A. A. A. A.
Accent Chairs

Create Space

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

- **Bowery Swivel Chair**
  - [ochre fabric, chrome]
  - 29.75"L, 27"D, 27.25"H

- **Swanson Swivel Chair**
  - [white vinyl]
  - 28"L, 25"D, 30.5"H

- **La Brea Chair**
  - [charcoal gray, fabric]
  - 29"L, 27"D, 40"H

- **Wentworth Chair**
  - [ochre fabric, chrome]
  - 29.75"L, 31"D, 27.25"H

- **Marina Chair**
  - [white vinyl]
  - 25.5"L, 23.5"D, 34"H
  - A) 810164
  - B) 810160
  - C) 810161

- **Meeting Chair**
  - [white vinyl]
  - 25.5"L, 23.5"D, 34"H

- **Wentworth Swivel Chair**
  - [white vinyl]
  - 28"L, 25"D, 30"H

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

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

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

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

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

810849
Fairfax Chair
[white vinyl, brushed metal]
27”L 26”D 30”H

810947
Pro Executive Guest Chair
[black vinyl]
24”L 26”D 36”H

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

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

C) 81034
Atherton Chair
[distressed brown leather, blackened steel]
27”L 31”D 30”H

D) 810947
Pro Executive Guest Chair
[black vinyl]
14”L 26”D 16”H

E) 81032
Pasadena Chair
[white molded plastic w/ chrome tower base]
27”L 25”D 26”H

F) 81037
Sterling Chair
[gray fabric]
33”L 31.5”D 32”H

Accent Tables | pg 28
Group Seating

Lounges

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

ZENITH
A) 810851 Chair
(white, chrome)
18.25"W 22"D 32"H
B) 820241 Madison Hydraulic Café Table
(jet/matte black, gray
acrylic top)
30"RND 29"H

LAGUNA
C) 810861 Chair
(brown, chrome)
18"L 19"D 34"H
D) 820322 Round Café Table
(white laminate top, chrome hydraulic base)
30"RND 29"H

MALBA
A) 810833 Chair
(white)
B) 810830 Chair
(white, chrome)
C) 8201223 Round Café Table
(white laminate top, chrome hydraulic base)
30"RND 29"H

MARINA
17.5"L 19.5"D 30"H
A) 810846 Chair
(white vinyl, chrome)
B) 810841 Rustique Chair w/arms
(white vinyl)
C) 81093 Lucent Chair
(frosted acrylic)
D) 71099 Diamond Side Chair
(gunmetal)
E) 71090 Diamond Arm Chair
(black)
F) 810837 Razor Armless Chair
(white)
G) 81082 Blade Chair
(red)
H) 81083 Blade Chair
(black)

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

I) 210108 LIMERICK® Chair by HERMAN MILLER®
(gray) 18"W X 17.75"L X 33"H
Ottomans

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

Beverly Bench Ottomans

Endless Square
34"L 34"D 15"H
A) 815123 (black)
B) 815122 (white)

Endless Curved
60.5"L 37.5"D 15"H
C) 815952 (black)
D) 815953 (white)

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

Beverly Small Bench Ottomans

30”L 20”D 18”H

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

Marche Swivel Ottomans

Marche Swivel Ottomans

17” RND 18”H

A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815159 (Ivory Faux Sheep Fur)
D) 815158 (pearl yellow fabric)
E) 815155 (plum fabric)
F) 815151 (gray fabric)
G) 815154 (rose quartz fabric)
H) 815152 (ivory fabric)
I) 815153 (gray fabric)
J) 815155 (black fabric)
K) 815157 (teal velvet)
L) 81542 (distressed brown vinyl)

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

A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815159 (Ivory Faux Sheep Fur)
D) 815158 (pearl yellow fabric)
E) 815155 (plum fabric)
F) 815151 (gray fabric)
G) 815154 (rose quartz fabric)
H) 815152 (ivory fabric)
I) 815153 (gray fabric)
J) 815155 (black fabric)
K) 815157 (teal velvet)
L) 81542 (distressed brown vinyl)
Accent Tables

Tables and Meeting Rooms

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

MESA

A) 820125 End Table
20.5"RND 21.25"H (wood top, bronze)
B) 820132 Cocktail Table
32.25"RND 17.25"H (wood top, bronze)
C) 820133 End Table
20.5"RND 21.25"H (black top, bronze)
D) 820131 Cocktail Table
36"RND 17.25"H (glass top, bronze)

E) 820134 End Table
24"RND 21.25"H (glass top, bronze)
F) 820133 Cocktail Table
32.25"RND 17.25"H (black top, bronze)

ALONDRA

Cocktail Table
47"L 24"D 16"H
A) 820250 (glass, chrome)
B) 820251 (wood, chrome)

End Table
20"L 20"D 20"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

GEO

Cocktail Table
50"L 22"D 16"H
A) 82034 (glass, chrome)
B) 82027 (wood, black)

End Table
26"L 26"D 20"H
C) 82035 (glass, chrome)
D) 82028 (wood, black)

Styles & Shapes
Accent Tables

Tables and Meeting Rooms

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

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

**SYDNEY**
Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) 82053
   (white)
B) 82052
   (black)
C) 82076
   (powered)

End Tables
27"L 23"D 22"H
D) 82055
   (white)
E) 82054
   (black)
F) 82077
   (blue)
G) 82078
   (wood)

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

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

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

**AURA**
Round Table
N) 820844
   (white metal)
   15" Round 22"H
Café Tables

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

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

Customize and Create

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

Style & Design

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

Bar Tables

Bar Tables

Standard Black Base

A) 8201232 30” Round Bar Table
(white top, chrome hydraulic base) 30” RND 45”H
B) 810880 Blade Barstool (red) 20.5”L 20.125”D 40.5”H
C) 8201236 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

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

Bar Tables

Hydraulic Chrome Base

A) 8201221 (white)
B) 820616 (brushed yellow)
also available
820164 (Madison/gray acajou)
820930 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820933 (blue)
820932 (wood)
C) 30” RND 42”H
8201241 (black)

Bar Tables

Standard Black Base

A) 8201221 (white)
B) 820616 (brushed yellow)
also available
820164 (Madison/gray acajou)
820930 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820933 (blue)
820932 (wood)
C) 30” RND 42”H
8201241 (black)

Bar Tables

A) 820930 30” Round Bar Table
(black top, chrome hydraulic base) 30” RND 45”H
B) 820860 Laguna Barstool (maple, chrome) 18”L 20”D 47”H
C) 820240 30” Round Bar Table w/ Hydraulic Chrome Base
(Madison/gray acajou) 30” RND 45”H
D) 810860 Lagune Barstool (maple, chrome) 18”L 20”D 47”H

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

Bar Tables

Hydraulic Chrome Base

A) 820920 (red)
also available
8201207 (maple)
820922 (graphite nebula)
820930 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820914 (brushed yellow)
820930 (blue)
820933 (wood)
820932 (black)
C) 30” RND 45”H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)
8201240 (black)

Bar Tables

Hydraulic Chrome Base

A) 720083 Chelsea Butcher Block-Top Bistro Table
(red) 30” RND 42”H
also available
720964 30” RND 42”H
D) 810952 Lucent Barstool
(frosted, acrylic) 22”L 22.5”D 45.5”H

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

Bar Tables

Hydraulic Chrome Base

A) 720083 Chelsea Butcher Block-Top Bistro Table
(red) 30” RND 42”H
also available
720964 30” RND 42”H
D) 810952 Lucent Barstool
(frosted, acrylic) 22”L 22.5”D 45.5”H

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

**LIFT Barstools**

15” RND 23–33.5”H

- A) 810870 (white vinyl)
- B) 810873 (red vinyl)
- C) 810871 (black vinyl)
- D) 810872 (gray vinyl)

**Marina Barstools**

21”L17.5” D41.5”H

- A) 81026 (ocean blue fabric)
- B) 81028 (brown fabric)
- C) 81029 (red fabric)
- D) 81030 (white vinyl)
- E) 81027 (black vinyl)

All frames brushed metal.
Barstools

Mix & Match

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

Banana Barstools
21"L 22"D 48.75"H
B) 810104
(Black, chrome)
C) 810103
(white, chrome)

D) 810848
Christopher Barstool
(white vinyl, chrome)
19"L 15.5"D 42"H

E) 810852
Zenith Barstool
(white, chrome)
22"L 15.5"D 44.5"H

F) 810850
Butcher Block-Top Bistro
(oak) 30" L RND 42"H

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

210109 LIMERICK™ Barstool
(white) 18" X 17.75"L X 44"H

720163
Butcher Block-Top Bistro
(oak) 30" RND 42"H
disable availability
720164
30" RND 42"H

Barstools Styles & Shapes

H) 810860
Laguna Barstool
(maple, chrome)
18"L 20"D 42"H

Blade Barstool
20.5"L 20.125"D 45.5"H

I) 81080
(Blue)

J) 81081
(sky blue)

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

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

42” Round Conference Table

A) 820706 (white laminate)
B) 820260 (blacktop, black)
C) 8201244 (black top, black)

Geo Tables

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

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

Atomic Round Tables
(gläss, chrom)
8201225 42” RND 30”H
8201224 36” RND 30”H

Work Space

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

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

#### Madison

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#### Black Rectangular Conference Table

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<td>120&quot;</td>
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#### Genesis Chair

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#### Cupertino Mid Back Chair

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<td>Cupertino Mid Back Chair</td>
<td>Black</td>
<td>27&quot;L, 30.5&quot;D, 40-43&quot;H Adjustable</td>
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</table>
Executive Seating

Pro Executive High Back Chair
29"L 29"D 48"H
A) 810944 (white vinyl)
B) 810945 (black vinyl)
Adjustable height

Cupertino Mid Back Chair
A) 810170 (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
B) 810175 (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Pro Executive Mid Back Chair
24"L 22"D 40"H
A) 810946 (white vinyl)
B) 810947 (black vinyl)
Adjustable height

Task Stool
810980
27.5"L 27.5"D 32.75"-40.25"H Adjustable height

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

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

Table Top Options

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

Bar Tables

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

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

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

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

Café Tables

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

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

Tech Powered Desk

A) 84083 Tech Desk, Powered, w/ 3 Drawer File Cabinet (black metal, laminate) 60"L 30"D 30"H

B) 84084 Tech Desk, Powered (black metal, laminate) 60"L 30"D 30"H

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

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

Lighting & Shelving

MADISON

A) 84075 Madison Executive Desk (gray acajou) 60"L 30"D 29"H

B) 810864 Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable

A) 850708 Floor Lamp (chrome, acrylic) 36"L 18"D 72"H

B) 850707 Table Lamp (chrome, acrylic) 18"H

C) 85020 Posh Shelving (chrome, acrylic) 36"L 12"D 72"H

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

Denotes AC and USB charging outlets.
Show Essentials

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

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

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

Product Display Counter

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


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

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

A.
B.
C.
D.
E.
F.

Miramar Dividers

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

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

B) 85040 (harvest yellow)
Vertical: 63”L x 23”D x 83”H
Horizontal: 83”L x 23”D x 63”H

C) 85042 (burgundy)
Vertical: 63”L x 23”D x 83”H
Horizontal: 83”L x 23”D x 63”H

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

E) 85040 (white)
Vertical: 63”L x 23”D x 83”H
Horizontal: 83”L x 23”D x 63”H

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

Product Kiosk & Display

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

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

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

Draped or Undraped Tables & Counters

Table Drape Colors
- Black
- Gray
- Blue
- Red
- White

Draped or Undraped Tables & Counters

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

Stanchions & Signage

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

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

Sizing Chart*

24”D X 30”H | Tables Draped
124330 Tables Draped 3’L x 24”D x 30”H
124430 Tables Draped 4’L x 24”D x 30”H
124530 Tables Draped 5’L x 24”D x 30”H
124830 Tables Draped 8’L x 24”D x 30”H

24”D X 42”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
125530 Tables Undraped 5’L x 24”D x 30”H
125830 Tables Undraped 8’L x 24”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”

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

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Show Essentials

Storage

750125
Round Literature Rack
(black)
17"W X 17"L X 57"H

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

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

Office Accessories

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

B) 84050
Mobile White Board
(white laminate, white)
48"L 24"D 30"H

C) 220110
Chrome Bag Rack
(3" at center)
1"W X 42"H X 28"W

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

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

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

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

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

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

Click to learn more detailed, interactive, printable checklist.

Freeman® top five health & safety Recommendations include:

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

Safety Dividers

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

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

85050 Freestanding Divider
(silver, clear) 39’L 9’D 72’H
Also available in opaque and personalization available.
85056 Divider Single-Sided Graphic
85057 Divider Single-Sided Graphic
85058 Divider Double-Sided Graphic

85064 Flag Pole Divider
(silver, clear) 34’L 11’H 47-74’H
Also available in opaque and personalization available.

85051 Freestanding Divider
(silver, clear) 39’L 9’D 72’H
Also available in opaque and personalization available.
85052 Divider Single-Sided Graphic
85053 Divider Single-Sided Graphic
85059 Divider Double-Sided Graphic

85065 Freestanding Wall Plus
(silver, clear) 40’L 9’D 72’H
Also available in opaque and personalization available.
85066 Panel Single-Sided Graphic
85067 Panel Single-Sided Graphic
85068 Panel Double-Sided Graphic

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

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

85055 Freestanding Wall Plus
(silver, clear) 40’L 9’D 72’H

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

A) Atomic Round Tables
(glass, chrome)
8201122 42” RND 30”H
8201124 36” RND 30”H

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

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Health & Safety

Greenery and Dividers

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

20’x20’ Midtown, Greenery Booth

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

85030 7’ Boxwood Hedge
36.5”L 21”D 84”H

85035 4’ Boxwood Hedge
36”L 21”D 47”H

85050 Clear Divider Bar Counter
(silver, clear) 48-70”L 12”W 31.5”H

Also available in opaque and personalization available.

85080 Divider with Header Graphic
85083 Divider with Front Panel Graphic
85081 Divider with Side Panel Graphic
85082 Divider with Header and Side Panel Graphic
85084 Divider with Front and Side Graphics

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

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

Miramar Dividers (molded plastic)
A) 85043 (white)
Also available in the following colors.
See page 47.
85043 (harvest yellow)
85042 (burgundy)
85041 (gray)

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

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

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

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

Stanchions & Booth Design

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

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

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

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

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

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

Safety & Directional Signage

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

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

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

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

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

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

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

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

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

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

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

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

Sanitization Product & Services

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

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

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

Personalize here
NAME OF SHOW: CHEST Annual Meeting 2022 / October 17-19, 2022

COMPANY NAME: 

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS: 

Place your order online at www.freeman.com/store by SEPTEMBER 16, 2022.

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Draped Tables & Counters

Barstools

Draped Counter 3'L x 42"H

Draped Counter 4'L x 42"H

Draped Counter 6'L x 42"H

Draped Counter 8'L x 42"H

Online Price

Discount Price

Standard Price

### Pedestal Tables - Soho Series

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### Pedestal Tables - Chelsea Series

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### Pedestal Tables

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NAME OF SHOW: CHEST Annual Meeting 2022 / October 17-19, 2022

COMPANY NAME:  

CONTACT NAME:  

PHONE #:  

E-MAIL ADDRESS:  


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<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>13.05</td>
<td>14.35</td>
<td>18.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12108</td>
<td>Special Drape 8'H (per ft.)</td>
<td>19.75</td>
<td>21.75</td>
<td>27.65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

Total Cost = $

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

Stand out in style.
Your exhibit’s flooring should complement your brand

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

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

<table>
<thead>
<tr>
<th>Collection</th>
<th>Weight</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classic Collection</td>
<td>16oz</td>
<td>carpet</td>
</tr>
<tr>
<td>Designer Plus Collection</td>
<td>30oz</td>
<td>carpet</td>
</tr>
<tr>
<td>Supreme Collection</td>
<td>45oz</td>
<td>carpet</td>
</tr>
<tr>
<td>Expo Flex Collection</td>
<td>10ft</td>
<td>vinyl</td>
</tr>
<tr>
<td>Event Flex Collection</td>
<td>12ft</td>
<td>vinyl</td>
</tr>
<tr>
<td>Riviera + Parkside Collections</td>
<td>Turf</td>
<td></td>
</tr>
</tbody>
</table>

Be sure to order before the discount deadline!
Ordering early gives you access to a wider selection of products at discounted prices, saving you time and money so you can rest at ease.

= Available only before the discount deadline

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

© 2021 Freeman. All Rights Reserved.
Classic Collection
16oz

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

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

\(=\) Available only before the discount deadline
Custom Cut
Classic Collection
16oz

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

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

Grayscale Available only before the discount deadline
Designer Plus Collection
30oz

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

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

- Available only before the discount deadline
Supreme Collection
45oz

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

For fast, easy ordering, visit us at freeman.com/find-show
Ordering after the discount deadline? Don’t fret.

You can select from these options.

For fast, easy ordering, visit us at freeman.com/find-show
Now offering vinyl and turf flooring solutions.

Want to try something other than carpet? We have it!

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

© 2021 Freeman. All Rights Reserved.
Expo Vinyl Collection

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

Birch
Light Maple
Dark Maple
Ash
Smoke

NEW

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

= Available only before the discount deadline
Event Flex Collection

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

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

NEW = Available only before the discount deadline

Whitewood
Silverwood
Dark Maple
Blackwood
Barnwood
Turf

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

NEW

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

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

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

" = Available only before the discount deadline
Want to take your flooring to the next level?

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

Contact solutions@freeman.com
Order before the discount deadline.

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

freeman.com/find-show

**FLOORING**

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

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

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’ Classic Carpet</td>
<td>$ 235.00</td>
<td>$ 258.50</td>
<td>$ 329.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ Classic Carpet</td>
<td>$ 470.00</td>
<td>$ 517.00</td>
<td>$ 658.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 30’ Classic Carpet</td>
<td>$ 705.00</td>
<td>$ 775.50</td>
<td>$ 987.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 10’ Carpet Padding - Single Layer</td>
<td>$ 145.00</td>
<td>$ 159.50</td>
<td>$ 203.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ Carpet Padding - Single Layer</td>
<td>$ 290.00</td>
<td>$ 319.00</td>
<td>$ 406.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 30’ Carpet Padding - Single Layer</td>
<td>$ 435.00</td>
<td>$ 478.50</td>
<td>$ 609.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 10’ Carpet Padding - Double Layer</td>
<td>$ 290.00</td>
<td>$ 319.00</td>
<td>$ 406.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ Carpet Padding - Double Layer</td>
<td>$ 580.00</td>
<td>$ 638.00</td>
<td>$ 812.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 30’ Carpet Padding - Double Layer</td>
<td>$ 870.00</td>
<td>$ 957.00</td>
<td>$ 1,218.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sqft)</td>
<td>$ .80</td>
<td>$.90</td>
<td>$ 1.10</td>
<td></td>
</tr>
</tbody>
</table>

**Custom Cut Classic Carpet**

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

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16 oz. Carpet Rental - Price per sqft (100 sqft minimum)</td>
<td>$ 4.70</td>
<td>$ 5.15</td>
<td>$ 6.60</td>
<td></td>
</tr>
</tbody>
</table>

**Vinyl**

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

**10 ft wide Vinyl** - Price per sqft (100 sqft minimum)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Booth Size: _____ x _____ = _____ sqft</td>
<td>$ 7.10</td>
<td>$ 7.80</td>
<td>$ 9.95</td>
<td></td>
</tr>
</tbody>
</table>

**12 ft Event Flex Vinyl, choose your flooring color:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Booth Size: _____ x _____ = _____ sqft</td>
<td>$ 8.90</td>
<td>$ 9.80</td>
<td>$ 12.45</td>
<td></td>
</tr>
</tbody>
</table>
## Upgraded Carpet

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

### 30 oz Designer Plus Carpet, choose your carpet color:

<table>
<thead>
<tr>
<th>Color</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>1.60</td>
<td>1.30</td>
<td>1.80</td>
<td>2.05</td>
</tr>
<tr>
<td>graphite</td>
<td>1.65</td>
<td>1.45</td>
<td>1.90</td>
<td>2.20</td>
</tr>
<tr>
<td>gray pearl</td>
<td>1.50</td>
<td>1.30</td>
<td>1.90</td>
<td>2.15</td>
</tr>
<tr>
<td>ivory</td>
<td>1.60</td>
<td>1.40</td>
<td>1.90</td>
<td>2.20</td>
</tr>
<tr>
<td>lava rock</td>
<td>1.65</td>
<td>1.45</td>
<td>1.90</td>
<td>2.20</td>
</tr>
<tr>
<td>navy</td>
<td>1.60</td>
<td>1.30</td>
<td>1.80</td>
<td>2.05</td>
</tr>
<tr>
<td>paprika</td>
<td>1.65</td>
<td>1.45</td>
<td>1.90</td>
<td>2.20</td>
</tr>
<tr>
<td>red</td>
<td>1.60</td>
<td>1.30</td>
<td>1.80</td>
<td>2.05</td>
</tr>
<tr>
<td>royal blue</td>
<td>1.65</td>
<td>1.45</td>
<td>1.90</td>
<td>2.20</td>
</tr>
<tr>
<td>silky beige</td>
<td>1.60</td>
<td>1.30</td>
<td>1.80</td>
<td>2.05</td>
</tr>
<tr>
<td>silver cloud</td>
<td>1.65</td>
<td>1.45</td>
<td>1.90</td>
<td>2.20</td>
</tr>
<tr>
<td>smoke</td>
<td>1.60</td>
<td>1.30</td>
<td>1.80</td>
<td>2.05</td>
</tr>
<tr>
<td>sword</td>
<td>1.65</td>
<td>1.45</td>
<td>1.90</td>
<td>2.20</td>
</tr>
<tr>
<td>white</td>
<td>1.60</td>
<td>1.30</td>
<td>1.80</td>
<td>2.05</td>
</tr>
</tbody>
</table>

### 45 oz Supreme Carpet, choose your carpet color:

<table>
<thead>
<tr>
<th>Color</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>2.90</td>
<td>2.60</td>
<td>3.20</td>
<td>3.45</td>
</tr>
<tr>
<td>charcoal</td>
<td>2.85</td>
<td>2.60</td>
<td>3.10</td>
<td>3.35</td>
</tr>
<tr>
<td>cream</td>
<td>3.10</td>
<td>2.80</td>
<td>3.40</td>
<td>3.65</td>
</tr>
<tr>
<td>navy</td>
<td>2.90</td>
<td>2.60</td>
<td>3.20</td>
<td>3.45</td>
</tr>
<tr>
<td>red</td>
<td>2.85</td>
<td>2.60</td>
<td>3.10</td>
<td>3.35</td>
</tr>
<tr>
<td>reflex blue</td>
<td>3.10</td>
<td>2.80</td>
<td>3.40</td>
<td>3.65</td>
</tr>
<tr>
<td>silver cloud</td>
<td>2.90</td>
<td>2.60</td>
<td>3.20</td>
<td>3.45</td>
</tr>
<tr>
<td>silver mist</td>
<td>2.85</td>
<td>2.60</td>
<td>3.10</td>
<td>3.35</td>
</tr>
<tr>
<td>smoke</td>
<td>3.10</td>
<td>2.80</td>
<td>3.40</td>
<td>3.65</td>
</tr>
<tr>
<td>white</td>
<td>2.90</td>
<td>2.60</td>
<td>3.20</td>
<td>3.45</td>
</tr>
</tbody>
</table>

## Carpet Padding

- Pricing includes delivery, material handling, installation and removal.
- Order padding by the sqft if your size is not listed on the standard size order form.

### Carpet Padding:

<table>
<thead>
<tr>
<th>Size</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td>$1.45</td>
<td>$1.60</td>
<td>$2.05</td>
<td></td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>$1.30</td>
<td>$1.45</td>
<td>$1.80</td>
<td></td>
</tr>
</tbody>
</table>

### Double Carpet Padding:

<table>
<thead>
<tr>
<th>Size</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td>$2.90</td>
<td>$3.20</td>
<td>$4.05</td>
<td></td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>$2.60</td>
<td>$2.85</td>
<td>$3.65</td>
<td></td>
</tr>
</tbody>
</table>

### Vinyl Flooring Padding:

<table>
<thead>
<tr>
<th>Size</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td>$4.25</td>
<td>$4.70</td>
<td>$5.95</td>
<td></td>
</tr>
</tbody>
</table>

## Turf

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

### Riviera Turf, choose your color:

- Black
- Ivy Green

### Riviera Turf:

<table>
<thead>
<tr>
<th>Size</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td>$5.15</td>
<td>$5.65</td>
<td>$7.20</td>
<td></td>
</tr>
</tbody>
</table>

### Parkside Turf, choose your color:

- Green

### Parkside Landscape Turf:

<table>
<thead>
<tr>
<th>Size</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td>$10.70</td>
<td>$11.75</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

## TOTAL COST

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

<table>
<thead>
<tr>
<th>VACUUMING</th>
<th>(per sqft - 100 sqft minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (sqft)</td>
<td>Part #</td>
</tr>
<tr>
<td>1</td>
<td>610100</td>
</tr>
<tr>
<td>2</td>
<td>610200</td>
</tr>
<tr>
<td>3</td>
<td>610300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHAMPOOING</th>
<th>(per sqft - 100 sqft minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (sqft)</td>
<td>Part #</td>
</tr>
<tr>
<td>1</td>
<td>630100</td>
</tr>
<tr>
<td>2</td>
<td>630200</td>
</tr>
<tr>
<td>3</td>
<td>630300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FLOOR SURFACE CLEANING</th>
<th>(per sqft - 100 sqft minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (sqft)</td>
<td>Part #</td>
</tr>
<tr>
<td>1</td>
<td>690100</td>
</tr>
<tr>
<td>2</td>
<td>690200</td>
</tr>
<tr>
<td>3</td>
<td>690300</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PORTER SERVICE</th>
<th>(per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (# days)</td>
<td>Part #</td>
</tr>
<tr>
<td>1</td>
<td>620500</td>
</tr>
<tr>
<td>1</td>
<td>6201500</td>
</tr>
<tr>
<td>1</td>
<td>6202500</td>
</tr>
</tbody>
</table>

**TOTAL COST**

Total Cost = $__________

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

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

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

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
NAME OF SHOW: CHEST Annual Meeting 2022 / October 17-19, 2022

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

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

- Minimum order per graphic 9 sqft (1296 sqin)
- Double sqft for double-sided graphics
- Round sqft to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges.
  (See reverse side for graphic guidelines.)

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

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

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

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

STANDARD SIZES

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td>72.80</td>
<td>109.20</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td>75.20</td>
<td>112.80</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td>80.95</td>
<td>121.45</td>
<td></td>
</tr>
<tr>
<td>9&quot; x 44&quot;</td>
<td>91.60</td>
<td>137.40</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>93.20</td>
<td>139.80</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td>105.55</td>
<td>158.35</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td>134.00</td>
<td>201.00</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td>139.00</td>
<td>208.50</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td>212.55</td>
<td>318.85</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>229.00</td>
<td>343.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Background Color:

Lettering Color:

TOTAL COST

Total Cost = $

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

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

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

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

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

PRINT FILES:
- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

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

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

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

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

EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center.

MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner’s expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.
LET US DO THE HEAVY LIFTING

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

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

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

**ON-SITE SUPERVISION**

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

If You Use Freeman Staff

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
INSTALLATION & DISMANTLE LABOR

**Straight Time:**
- 8:00 AM to 5:00 PM Monday through Friday
  - Price: $110.00
  - Show Site Price: $154.00

**Overtime:**
- 6:00 AM to 8:00 AM and 5:00 PM to 12:00 AM Monday through Friday
  - Price: $165.00
  - Show Site Price: $231.00
- 8:00 AM to 5:00 PM Saturday and Sunday
  - Price: $220.00
  - Show Site Price: $308.00

**Double Time:**
- 12:00 AM to 6:00 AM Monday through Friday
  - Price: $220.00
  - Show Site Price: $308.00
- 5:00 PM to 8:00 AM Saturday and Sunday, and recognized holidays

- **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.
  - When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
  - Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/photo, special instructions & inbound shipping information with this order.

### INSTALLATION LABOR

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

  Emergency contact: ________________ Phone Number: ________________

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

  Supervisor will be: ________________ Phone Number: ________________

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

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

### DISMANTLE LABOR

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

  Emergency contact: ________________ Phone Number: ________________

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

  Supervisor will be: ________________ Phone Number: ________________

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

Freeman Supervision (30%/$45.00) = $
Total Dismantle = $

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

(888) 508-5054  Fax: (469) 621-5615

Place your order online at www.freeman.com/store
Submit order forms here.

For fast, easy ordering, go to www.freeman.com/store.
**NAME OF SHOW:** CHEST Annual Meeting 2022 / October 17-19, 2022

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

**FREEMAN SUPERVISED LABOR**

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

### INBOUND SHIPPING & SET-UP INFORMATION

Freight will be shipped to: Warehouse _________ Show Site _________ Date Shipped _________

Total No. of Pieces: Crates _________ Cartons _________ Fiber Cases _________

Setup Plan/Photo: Attached _________ To Be Sent With Exhibit _________ In Crate No. _________

Carpet: With Exhibit _________ Rented From Freeman _________ Color _________ Size _________

Electrical Placement: Drawing Attached _________ Drawing With Exhibit _________ Electrical Under Carpet _________

Comments: __________________________________________

Graphics: With Exhibit _________ Shipped Separately _________

Comments: __________________________________________

Special Tools/Hardware Required: _________________________

### OUTBOUND SHIPPING INFORMATION

**SHIP TO:**

________________________________________

________________________________________

________________________________________

Select a Carrier:

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

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

Select Level of Service:

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

Freight Charges:

- [ ] Same as ship to
- [ ] Bill To: __________________________________________

Select Shipment Options (if applicable)

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

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

In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.
FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 5:00 PM Monday through Friday
Overtime: 6:00 AM to 8:00 AM and 5:00 PM to 12:00 AM Monday through Friday, 8:00 AM to 5:00 PM Saturday and Sunday
Double Time: 12:00 AM to 6:00 AM Monday through Friday, 5:00 PM to 8:00 AM Saturday and Sunday, and recognized holidays

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

### Forklift Labor

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$189.75</td>
<td>$265.75</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$244.75</td>
<td>$342.75</td>
</tr>
<tr>
<td>304052</td>
<td>Forklift w/operator - up to 5,000 lbs - DT</td>
<td>$299.75</td>
<td>$419.75</td>
</tr>
</tbody>
</table>

### Equipment

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3090600</td>
<td>Forklift Cage</td>
<td>$59.75</td>
</tr>
<tr>
<td>3090700</td>
<td>Forklift Boom</td>
<td>$71.75</td>
</tr>
<tr>
<td>3090800</td>
<td>Pallet Jack</td>
<td>$59.75</td>
</tr>
</tbody>
</table>

### Installation

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

Describe work to be done: ____________________________________________________________  
Total Installation $_______

### Dismantle

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

Describe work to be done: ____________________________________________________________  
Total Dismantle $_______

---

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

(512257) FY23 MCC
### Electrical Order Form

**Name of Event:**

**Company Name:**

**Address:**

**City, State, Zip:**

**Phone:** ____________________________  **Fax** ______________________

**Email:** _______________________________________________________

**Phone 615-401-1440 Fax 615-401-1439**

**120V Standard Electrical Supplies**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Standard Electrical Outlets</th>
<th>120V</th>
<th>QTY</th>
<th>Advance</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-500 Watts (5 amps, single outlet)</td>
<td>$87</td>
<td>0-500 Watts (5 amps, single outlet)</td>
<td>$120</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>501-1000 Watts (10 amps, single outlet)</td>
<td>$100</td>
<td>501-1000 Watts (10 amps, single outlet)</td>
<td>$145</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1001-1500 Watts (15 amps, single outlet)</td>
<td>$110</td>
<td>1001-1500 Watts (15 amps, single outlet)</td>
<td>$160</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1501-2000 Watts (20 amps, single outlet)</td>
<td>$120</td>
<td>1501-2000 Watts (20 amps, single outlet)</td>
<td>$175</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Miscellaneous Electrical Supplies**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25' Extension Cords</td>
<td>$20</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Triple Tap (3 outlets)</td>
<td>$9</td>
<td>$10</td>
</tr>
<tr>
<td></td>
<td>Power Strip (6 outlets)</td>
<td>$23</td>
<td>$33</td>
</tr>
</tbody>
</table>

**For 24 Hour Power, Add 50% to Connections**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sales Tax (6.25%) + CBD Fee (0.5%) Charged on Connections ONLY</td>
<td>9.75%</td>
<td>$</td>
</tr>
</tbody>
</table>

**120V Standard Total**

**Total $**

### 208V Single Phase Connections

**Labor minimum: 2 hours per drop (1 hour in / 1 hour out)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 amps: ☐ neutral required?</td>
<td>$165</td>
<td>$260</td>
</tr>
<tr>
<td></td>
<td>20 amps: ☐ neutral required?</td>
<td>$185</td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td>30 amps: ☐ neutral required?</td>
<td>$265</td>
<td>$425</td>
</tr>
<tr>
<td></td>
<td>40 amps: ☐ neutral required?</td>
<td>$375</td>
<td>$550</td>
</tr>
<tr>
<td></td>
<td>50 amps: ☐ neutral required?</td>
<td>$425</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td>60 amps: ☐ neutral required?</td>
<td>$430</td>
<td>$690</td>
</tr>
<tr>
<td></td>
<td>Add'l 10 amps: ☐ neutral req'd?</td>
<td>$65</td>
<td>$80</td>
</tr>
<tr>
<td></td>
<td>100 amps: ☐ neutral required?</td>
<td>$530</td>
<td>$750</td>
</tr>
<tr>
<td></td>
<td>200 amps: ☐ neutral required?</td>
<td>$900</td>
<td>$1,100</td>
</tr>
<tr>
<td></td>
<td>400 amps: ☐ neutral required?</td>
<td>$1,100</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

**Total $**

**For 24 Hour Power, Add 50% to Connections**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sales Tax (6.25%) + CBD Fee (0.5%) Charged on Connections ONLY</td>
<td>9.75%</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Labor (2 x Connection Subtotal)**

**Total $**

### 208V Three Phase Connections

**Labor minimum: 2 hours per drop (1 hour in / 1 hour out)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 amps: ☐ neutral required?</td>
<td>$205</td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td>20 amps: ☐ neutral required?</td>
<td>$225</td>
<td>$335</td>
</tr>
<tr>
<td></td>
<td>30 amps: ☐ neutral required?</td>
<td>$305</td>
<td>$460</td>
</tr>
<tr>
<td></td>
<td>40 amps: ☐ neutral required?</td>
<td>$375</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td>50 amps: ☐ neutral required?</td>
<td>$415</td>
<td>$750</td>
</tr>
<tr>
<td></td>
<td>60 amps: ☐ neutral required?</td>
<td>$450</td>
<td>$825</td>
</tr>
<tr>
<td></td>
<td>Add'l 10 amps: ☐ neutral req'd?</td>
<td>$65</td>
<td>$80</td>
</tr>
<tr>
<td></td>
<td>100 amps: ☐ neutral required?</td>
<td>$705</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td>200 amps: ☐ neutral required?</td>
<td>$1,305</td>
<td>$1,900</td>
</tr>
<tr>
<td></td>
<td>400 amps: ☐ neutral required?</td>
<td>$2,605</td>
<td>$3,500</td>
</tr>
</tbody>
</table>

**Total $**

**For 24 Hour Power, Add 50% to Connections**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sales Tax (6.25%) + CBD Fee (0.5%) Charged on Connections ONLY</td>
<td>9.75%</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Labor (2 x Connection Subtotal)**

**Total $**

### 480V

**Please call Service Representative for quote 615-401-1440**

**Labor minimum: 2 hours per drop (1 hr in / 1 hr out)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Three Phase: ☐ Neutral</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Three Phase: ☐ Neutral</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**For 24 Hour Power, Add 50% to Connections**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sales Tax (9.25%) + CBD Fee (0.5%) Charged on Connections ONLY</td>
<td>9.75%</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Labor (2 x Connection total)**

**Total $**

**Section Totals - Labor included**

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMPS</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>120V Standard Total:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous Total:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>208V Single Phase Total:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>208V Three Phase Total:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>480V Total:</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL DUE:**

**Service Placement**

For special placement, please fax a drawing and add 1 hr labor

- **Island Booth**
  - (standard placement is middle of booth)
- **Standard Booth**
  - (standard placement is back of booth)

Make check payable to:
- Music City Center
- Mail to: Exhibitor Services
- 201 5th Avenue South
- Nashville, TN 37203

Phone 615-401-1440  Fax 615-401-1439  email: orderservices@nashvillemcc.com

**Signature:** ____________________________________________  **Date:** ______________________

**Your signature on this form serves as acceptance of the Terms and Conditions found on page 2.**

2021

### Electrical Order Form

Order online at [https://www.nashvillemcc.com/exhibitors](https://www.nashvillemcc.com/exhibitors)
or complete this form and submit with payment via mail.

*Payment must be received 14 days prior to 1st move in date to receive Advance Rate.*
1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state, and local safety codes.

2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.

3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.

4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.

5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.

6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.

7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.

8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.

9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.

10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.

11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the MCC and shall be removed by MCC staff only at the close of show. A replacement fee will be charged to the exhibitor for any supplied equipment removed from the booth.

12. Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.

13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized, fixed equipment shall be grounded.

14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and does not include connecting equipment or wiring.

15. 24-Hour Service: Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.

16. Exhibitors must furnish all 208V and 480V male and female plugs.

17. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will incur additional labor charges.

18. Obstructions blocking utility floor pockets, distribution panels, quad boxes or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's Office.

19. Any requirements over and above those listed on this form should be attached and returned to MCC.

20. Payment in full must be rendered prior to service installation.

21. Credit will not be issued for service installed and not used.

22. Claims will not be considered unless filed by the exhibitor prior to close of show.

23. Prices are subject to change without notice.

2021
**INTERNET PACKAGES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>*Advance Rate</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated Internet Service (3Mbps)</td>
<td>$ 3,025.00</td>
<td>$ 4,235.00</td>
<td></td>
</tr>
<tr>
<td>Dedicated Internet Service (6Mbps)</td>
<td>$ 4,950.00</td>
<td>$ 6,930.00</td>
<td></td>
</tr>
<tr>
<td>Dedicated Internet Service (10Mbps)</td>
<td>$ 6,750.00</td>
<td>$ 9,450.00</td>
<td></td>
</tr>
<tr>
<td>Additional Devices for Platinum Service</td>
<td>$ 140.00</td>
<td>$ 200.00</td>
<td></td>
</tr>
</tbody>
</table>

Please call for Dedicated Internet Service above 10 Mbps

**WIRED BRONZE INTERNET PACKAGE**

NO WIRED OR WIRELESS ROUTERS ALLOWED

<table>
<thead>
<tr>
<th>QTY</th>
<th>*Advance Rate</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared bandwidth up to 1.5 Mbps</td>
<td>$ 675.00</td>
<td>$ 900.00</td>
<td></td>
</tr>
</tbody>
</table>

Recommended usage: Light Web Surfing/Email

**WIRED GOLD INTERNET PACKAGE**

NO WIRED OR WIRELESS ROUTERS ALLOWED

<table>
<thead>
<tr>
<th>QTY</th>
<th>*Advance Rate</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared bandwidth up to 10 Mbps</td>
<td>$ 900.00</td>
<td>$ 1,170.00</td>
<td></td>
</tr>
</tbody>
</table>

Required for Cyber Café (wired) / Social Media Feeds/Multimedia Downloads/Uploads

**ADDITIONAL SERVICES**

- Fiber Optic Cable Dry Pair: $ 800.00
- VLAN Setup and Configuration: $ 2,500.00
- Tech Support/Labor (per hour): $ 70.00
- Misc. Services: $ 0.00

**TELEPHONE SERVICES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>*Advance Rate</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOIP Telephone Service</td>
<td>$ 285.00</td>
<td>$ 375.00</td>
<td></td>
</tr>
<tr>
<td>Polycom Conference Speakerphone</td>
<td>$ 335.00</td>
<td>$ 450.00</td>
<td></td>
</tr>
<tr>
<td>Misc. Services</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Misc. Equipment Rental**

(Does not include power)

<table>
<thead>
<tr>
<th>QTY</th>
<th>*Advance Rate</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Printer B&amp;W</td>
<td>$ 125.00</td>
<td>$ 150.00</td>
<td></td>
</tr>
<tr>
<td>Cable TV Box</td>
<td>$ 250.00</td>
<td>$ 350.00</td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:**

Sales Tax (9.25%) + CBD Fee (0.5%) Charged on Equipment & Services ONLY 9.75%

Total Due:

**Service Placement**

For special placement, please fax a drawing and add 1 hr labor.

- Island Booth (standard placement is middle of booth)
- Standard Booth (standard placement is back of booth)

Make check payable to: Music City Center Mail to: Exhibitor Services 201 Rep. John Lewis Way, South Nashville, TN 37203

Phone 615-401-1440 Fax 615-401-1439 email: orderservices@nashvillemcc.com

**Terms and Conditions**
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.

1. PROCESSING THE SERVICE ORDER FORM requires: A. Payment in US dollars for ALL services ordered. B. All information completed on the Service Order form (missing information will delay processing). C. Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room, fax a floor plan with desired locations provided and include a 1 hour labor charge.

2. EQUIPMENT PROCEDURES: Customer is responsible for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. Customer is responsible for all lost, stolen or damaged equipment.

3. UNLESS OTHERWISE DIRECTED, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.

4. PAYMENTS AND REFUNDS: A. Payment in full is required before service can be connected. B. Credit card payments should be made through https://www.nashvillemcc.com/exhibitors prior to the event start date. A $100 charge per each telephone/data line and a $250 charge per each Ethernet cancelled will apply when request for cancellation is made less than ten (10) days prior to the event start date. (“Specially ordered services must be paid for in full, including all installation fees. Once the order is placed by MCC, no refunds will be given.”) D. Services installed but not used will not be refunded. E. Customer service issues must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. F. Internet speeds are not guaranteed. G. Power must be ordered separately. Price does NOT include power.

5. ADVANCE ORDERS: To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.

6. VOIP TELEPHONE: A. Service will be delivered over a standard ethernet cable (RJ45). B. All lines will be restricted from “976, 900, 10-10” dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. C. Charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. D. Local and long distance telephone service providers for voice services will be MCC’s selected provider(s). E. Power must be ordered separately if needed. Price does NOT include power.

7. MCC INTERNET/DATA SERVICES: A. Service will be delivered over a standard RJ45 jack. B. Wired service is 10/100/1000Mbps over a 20Gb fiber-optic backbone. C. Due to the nature of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. D. The choice of the Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. E. MCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. F. Internet speeds are not guaranteed. G. Power must be ordered separately. Price does NOT include power.

8. MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.

9. CUSTOMER INTERNET/DATA RESPONSIBILITIES: A. MCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. B. AT NO TIME will a client power up any wireless device not provided by MCC without prior authorization. C. At no time, while connected to the MCC network will the client use/run their own DHCP server. D. Customer must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) E. Any customer device that is determined to be causing interference with the normal operation of the MCC network must, at MCC's request, be immediately disabled or disconnected from the network. F. Customer must provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100/1000 Mbps with an RJ45 connection.

10. INTERNET USER/CUSTOMER RESPONSIBILITY: A. Internet user has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. B. Customer is responsible for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.

11. OTHER REQUIREMENTS: over and above what is listed on this form should be attached and returned to the Music City Center.

12. MCC’S OBLIGATIONS UNDER this Agreement are subject to limitations, and MCC and/or it’s subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, its representatives, agents, subcontractors or employees, or any other cause beyond MCC’s reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other costs or carried over services installed.

13. COMMUNICATION SERVICES are to be ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.

14. ONLY MCC PERSONNEL are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.

15. ALL CUSTOMER EQUIPMENT must comply with FCC regulations and be configured to operate with “dial 9” service. MCC reserves the right to limit use of outside communication.

16. PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.

The Music City Center serves as its own, exclusive, Telecommunications and Internet Service Provider.
Music City Center
Rigging
Service Form
Phone: 615-401-1440/ Fax: 615-401-1439
Email: orderservices@nashvillemcc.com
Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

| Name of Event: ____________________________ | Event Date: ____________________________ | Booth/Rm: ____________________________ |
| Company Name: ____________________________ | Ordered By: ____________________________ | ____________________________ |
| Address: __________________________________ | City, State  Zip: ____________________________ | ____________________________ |
| E-mail: ____________________________ | Phone: ____________________________ | Fax: ____________________________ |

**Rigging Service Information**

Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized estimate for services. After receiving your estimate, please remit signed form and payment to complete your order.

### DESCRIBE SERVICES NEEDED

<table>
<thead>
<tr>
<th>Item</th>
<th>Material</th>
<th>Size</th>
<th>Estimated Sign Weight</th>
<th>Estimated Total Weight</th>
<th>Height from floor to bottom of item</th>
<th>Will you need?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Check here to request an exclusive crew. (4 hour minimum charge will apply)**
- **Check here to have your order completed first come, first served.**

**Requested Install Date/Time: ____________________________ / ____________________________**

**Requested Removal Date/Time: ____________________________ / ____________________________**

### ATTACH PDF, DRAWING, PICTURE OR RENDERING

---

**Payment, Authorization & Fee Acceptance:** Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Sales tax of 9.50% will be added to all applicable fees. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact orderservices@nashvillemcc.com for current order terms.

**Company check or US Bank money order in the amount of $____________ (Make checks payable to Music City Center)**

**Credit Card:** American Express _____ MasterCard _____ Visa _____ Discover _____

**Credit Card Number:** ____________ Exp. Date ____________ CVC: ____________

**Cardholder Name:** ____________________________  Signature: ____________________________  Date: ____________

---

**FOR RIGGING/EXHIBITOR SERVICES USE ONLY**

<table>
<thead>
<tr>
<th>Location of Requested Rigging: ____________________________________________</th>
<th>General Pricing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Hall (A A1 A2 B C D)</td>
<td>Advanced Rate if paid 14 days prior to event</td>
</tr>
<tr>
<td>Grand Ballroom</td>
<td>Floor Order</td>
</tr>
<tr>
<td>Davidson Ballroom</td>
<td>8 AM-5 PM Rigging Labor*</td>
</tr>
<tr>
<td>Public Spaces</td>
<td>$84/hr $126/hr</td>
</tr>
<tr>
<td>Exterior Banners</td>
<td>5 PM-12 AM Rigging Labor*</td>
</tr>
<tr>
<td>Other ______________________________________________________</td>
<td>$126/hr $189/hr</td>
</tr>
</tbody>
</table>

*All rates include shackles, carabiners, rope, etc.  *Minimum crews are based on scope of work

---

**A firm quote will be provided within five (5) business days. See page 2 of order form for terms and conditions.**

---

2021  Fax To: 615-401-1439  Mail To: Music City Center, Service Representative, 201 Rep. John Lewis Way, South, Nashville, TN 37203
MCC Rigging Services Terms and Conditions:

1. All items to be suspended, attached, or adhered to the facility must be installed and removed by MCC Rigging Services.

2. Final approval of public space locations must be approved by Music City Center and may be contingent on your contracted space, other events in house, attendance, and fire marshal approval.

3. All requests are subject to the physical and structural limitations of the facility and must be approved by MCC Rigging Services. Music City Center surveillance equipment cannot be blocked for any reason.

4. Load calculations must be submitted 21 days prior to installation. MCC Rigging Services will perform this service, if requested, or if the information is not provided. (Additional fees may apply.) Delays and additional costs are likely if this information is not received in a timely manner.

5. All lifting equipment and overhead material used (including Truss and Chain Hoists) must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by MCC Rigging Services which could incur additional costs. All chain hoists must have legible annual inspection certification sticker visible or a digital copy of the annual motor load testing must be on file with our office.

6. Advance notice is required. MCC Rigging Services reserves the right to deny any orders that are placed onsite.

7. Crew size will be determined by MCC Rigging Services based on complexity, scope of work and available time to complete the installation or removal.

8. Special aerial lift equipment may be required to safely complete installations and may not be available without advance notice. Fees for aerial lift equipment will be quoted when required.

9. Rigging Labor rates apply to all installed signage, banners, clings and approved adhesive vinyl throughout the entire facility.

10. MCC Rigging Services will assemble signs upon request. (Additional fees apply).

11. Exhibitor requests must be received 21 days prior to installation to qualify for advance rate.

12. Exhibitors must provide Order Services with valid payment information 14 days prior to installation to qualify for advance rate.

13. Cancellations requested within 72 hours of scheduled work are not eligible for refund.

14. Rates are subject to change without notice.

15. All hours scheduled on a holiday will be billed at double time. (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)

16. MCC Rigging Services makes every effort to accurately identify the labor and equipment necessary to fulfill orders during the estimation process. Additional charges may apply if circumstances require additional time, personnel, or equipment to complete the scope of work. Additional charges, if any, will be identified when the client is on site and payment will be required prior to additional services being rendered.

17. Electrical Services are not included in this estimate. A separate Electrical Services Order Form must be submitted.

18. Any changes to the returned MCC Rigging Services estimate may result in additional costs.

19. MCC Rigging Services will bill no less than 1 hour for installation and no less than 1 hour for dismantle. A four (4) hour minimum may be required.

20. Exhibitor Estimate and Scheduling Process: All advance orders will be estimated when received and scheduled as close as possible to the requested time using available personnel. Please review the estimate. If the proposed time for installation is not acceptable, you may request a dedicated crew at a specific time. (A four (4) hour minimum will be billed for the dedicated crew.)

21. All exterior installations are subject to Music City Center approval.

22. MCC Rigging Services will detail, in writing, the operating conditions for each exterior installation and the situations that could require the removal of the installation prior to the scheduled date due. Severe weather may impact the feasibility and completion of the installation and removal schedule which could result in additional cost or inability to safely complete the project. All costs associated with the planning, production, installation, and removal remain the responsibility of the Lessee.

23. Floor clings must be non-slip. Review the list of approved graphic and adhesive materials located on the MCC Rigging website.

24. See the MCCRigging.com, Resources page for additional details and information.
## Early Morning & Break Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Cost</th>
<th># Days</th>
<th>Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blueberry Muffins, Cream Cheese Danish and Plain Bagels (dz) Circle One</td>
<td></td>
<td>48.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whole Seasonal Fresh Fruit (dz)</td>
<td></td>
<td>23.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broad Snack Mix (per pound)</td>
<td></td>
<td>18.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh Baked Brownies or Cookies (dozen) Circle One</td>
<td></td>
<td>44.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tortilla Chips &amp; Salsa or Potato Chips &amp; French Onion Dip (Per Person) Circle One</td>
<td></td>
<td>5.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Size Assorted Candy Bars (dz)</td>
<td></td>
<td>48.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Individual Bags of Chips and Snacks (each)</td>
<td></td>
<td>3.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh Crudite &amp; Pita Chips with Red Pepper Hummus (Serves 10 People)</td>
<td></td>
<td>90.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Cheese Display with Assorted Crackers (Serves 10 People)</td>
<td></td>
<td>110.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sliced Seasonal Fresh Fruit (Serves 10 People)</td>
<td></td>
<td>87.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Boxed Meal Selections

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Cost</th>
<th># Days</th>
<th>Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bagel with Cream Cheese, Boiled Egg, Cheddar Cheese, and Fruit Cup, Choice of Bottled Juice or Water</td>
<td></td>
<td>27.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scrambled Eggs, Sausage and Cheese Biscuit, Mini Danish, and Fruit Cup, Choice of Bottled Juice or Water</td>
<td></td>
<td>29.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turkey and Swiss Cheese on a Whole Wheat Kaiser Roll, Chips, Cookie and Choice of Soda or Water</td>
<td></td>
<td>29.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roast Beef and Provolone Cheese on a Ciabatta Square, Chips, Cookie and Choice of Soda or Water</td>
<td></td>
<td>29.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portobello Mushrooms on a Whole-Grain Roll with Grilled Squash, Roasted Red Peppers and Boursin Cheese Spread, Chips, Cookie and Choice of Soda or Water</td>
<td></td>
<td>33.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caesar Salad with Romaine Hearts, Parmesan Cheese, Croutons, Roma Tomato and Caesar Dressing, Chips, Cookie and Choice of Soda or Water</td>
<td></td>
<td>31.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Beverages

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Cost</th>
<th># Days</th>
<th>Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular or Decaf Coffee (gal) Circle One</td>
<td></td>
<td>75.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herbal Tea Bags, with lemon &amp; honey (gallon)</td>
<td></td>
<td>75.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Bottled Fruit Juice (each)</td>
<td></td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottled Spring Water (each)</td>
<td></td>
<td>3.95</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Coca Cola Soda (each)</td>
<td></td>
<td>3.95</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host House Cocktails ** (per drink)</td>
<td></td>
<td>9.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host House Wine ** (per drink)</td>
<td></td>
<td>9.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host Imported Beer * (each)</td>
<td></td>
<td>7.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host Domestic Beer* (each)</td>
<td></td>
<td>6.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Beer by the 1/2 Keg* (Budweiser, Bud Light, or Miller Lite)</td>
<td></td>
<td>550.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Import/Craft Beer by the 1/2 Keg* Serves Approximately 124 Servings (Heineken, Sam Adams Boston Lager or Yazoo Pale Ale-Nashville)</td>
<td></td>
<td>600.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bartender (4 hour minimum)</td>
<td></td>
<td>180.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Bartender is Required @ $180 minimum of 4 hours. additional hours are $45 per hour per bartender, ** Cocktails & Wine are subject to an additional 15% beverage tax.

Show management must approve all beverage on show floors

## Other Options

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Cost</th>
<th># Days</th>
<th>Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice Cubes (10 lb bag)</td>
<td></td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keurig Machine, Water, and 1 dozen variety of (12) K-Cups</td>
<td></td>
<td>175.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Dozen Variety of (12) K-Cups</td>
<td></td>
<td>50.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Popcorn Machine*</td>
<td></td>
<td>175.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshly Popped Popcorn (pre bag), Butter, or Ranch Salt, (Circle One) 200 bag minimum</td>
<td></td>
<td>2.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cookie Oven* (Cookies Purchased Separately - See Above)</td>
<td></td>
<td>175.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Attendant (4 hour minimum)*</td>
<td></td>
<td>180.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Cooler with 5 Gallon Water Bottle</td>
<td></td>
<td>85.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional 5 Gallon Bottle of Water</td>
<td></td>
<td>40.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Booth Attendant is Required @ $180.00 minimum of 4 hours

Client Initials:
Please review the terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute **Craveable Experiences** and **Raveable Results** for our clients and our guests. If you do not see exactly what you are looking for above, please reach out to your catering sales manager for additional menu items.

Centerplate at the Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility. Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through Centerplate at the Music City Center.

**PAYMENTS:** Payment in full and signed contract must be rendered prior to food service being provided.

**CANCELLATION:** If cancellation occurred within 10 days of event 100% of the ordered items will be charged.

The Music City Center Food and Beverage Department does not provide serving tables or electrical for Booth Delivery Service. Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center Catering Sales Manager.

**25% Additional Charge** will be added to all orders received within 10 days of the event date. 23% Catering Service Fee, 9.25% Sales Tax and .50% Zone Fee will be added to all orders. Prices are subject to change without notice.

Payment Authorization & Fees: Your signature on this form authorizes Centerplate at the Music City Center to charge the credit card provided for payment of services ordered on this form. The Music City Center accepts Visa, MasterCard, American Express, and Discover as credit card payment options via mail or phone.

Date: ____________  Client Initials: ____________
**TEASLEY’S CONVENTION FLORIST**

Taxpayer ID # 20-8142614

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**FLORAL ORDER FORM**

<table>
<thead>
<tr>
<th>Exhibitor Name:</th>
<th>Booth Representative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name:</td>
<td>PO or Reference Number:</td>
</tr>
<tr>
<td>Booth Number:</td>
<td>Credit Card #:</td>
</tr>
<tr>
<td>Show Decorator:</td>
<td>Expiration Date: (Visa, MC, AMEX)</td>
</tr>
<tr>
<td>Billing Name:</td>
<td>Name on CC:</td>
</tr>
<tr>
<td>Billing Address</td>
<td>State: Zip:</td>
</tr>
<tr>
<td>City:</td>
<td>Phone: Fax: Cell:</td>
</tr>
<tr>
<td>Authorized Signature:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

If you would like to specify color, size, type of flowers, please do so below. Prices start at $60.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Tropical flowers</th>
<th>Price $</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty</td>
<td>Spring flowers</td>
<td>Price $</td>
<td></td>
</tr>
<tr>
<td>Color:</td>
<td>Width:</td>
<td>Height:</td>
<td></td>
</tr>
</tbody>
</table>

Additional request: ____________________________________________________________

Not sure what you want? Just want a splash of color? Let Teasley’s designers choose your fresh seasonal flowers!

| Qty | Teasley’s chooses colors, size, flower type - $60 each |

For free design assistance, please call 615-876-3695 or email us at leigh@conventionflorist.com

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**ORCHIDS**

- Single Phalaenopsis Plant Composition $60
- Double Phalaenopsis Plant Composition $90
- Triple Phalaenopsis Plant Composition $125

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**FLORAL OPTIONS**

- **Mums - 12” to 18” H**
  - $25 each
  - Qty: 
  - White:
  - Yellow:
  - Lavender:

- **Azaleas - 12”**
  - $35 each
  - Qty: 
  - White:
  - Pink:
  - Red:

- **Bromeliads - 12” to 18” H**
  - $35 each
  - Qty: 
  - White:
  - Purple:
  - Yellow:
  - Red:
  - Orange:
Small Fern
12” H x 12” W
$25 each
Qty:____
Large Fern
24” H x 24” W
$35 each
Qty:____
Ivy
10” H x 10” W
$35 each
Qty:____
Pathos
12” H x 12” W
$35 each
Qty:____

2’ Green Plants
$39.95 each
Qty:____

3’ Green Plants
$49.95 each
Qty:____

Standard 4’ to 6’ Green Plants
4’ @ $59.95 each
Qty:____
5’ @ $69.95 each
Qty:____
6’ @ $79.95 each
Qty:____

Top-dressed with azalea (pictured)
Also available with mum
Choose flower color/flower choice:
Top-dressing with fern & azalea
○ white ○ pink ○ red
Top-dressing with fern & mum
○ white ○ yellow ○ bronze ○ lavender

4’ @ $125 each
Qty:____
5’ @ $135 each
Qty:____
6’ @ $145 each
Qty:____

7’ H and taller plants/planter are available; call 615-876-3695 for pricing/availability

Order Cost Summary
Select Container (Included in rental Cost)
○ black ○ white ○ wicker
(Chrome, brass, terra cotta and other containers available. Call 615-876-3695 for pricing and availability.)

Subtotal _______________________
9.25% Sales Tax ___________________
Total _______________________

Rental price includes: Decorative container, top-dressing, professional maintenance, installation and pickup.
There is a one-time $10 charge for daily floral delivery.

**ALL ORDERS MUST BE PAID-IN-FULL PRIOR TO SHOW CLOSING**
We accept cash, company check, Visa, Mastercard, American Express.
Adjustments cannot be made after the close of the show.
All rental items remain property of Teasley’s.
There is a restocking fee for ordered cancelled less than 2 weeks prior to show opening.

Seasonal Flowering Plants
call 615-876-3695 for pricing/availability
   Tulips
   Caladium
   Gerbera
   Hyacinth
   Kalanchoe