

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 drape and 3' high black side dividers. Booths 300 sqft or less will receive a 7" x 44" two-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" two-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit hall is not carpeted; however all booths are required to have carpet or show management approved flooring. Please refer to the Carpet Brochure and Order Form for more information.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [Friday, June 25, 2021](#).

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

SHOW SCHEDULE**EXHIBITOR MOVE-IN**

Thursday	July 8, 2021	1:00 p.m. - 5:00 p.m.
Friday	July 9, 2021	8:00 a.m. - 3:30 p.m.

EXHIBIT HOURS

Friday	July 9, 2021	5:00 p.m. - 7:00 p.m.
Saturday	July 10, 2021	8:30 a.m. - 3:30 p.m.
Sunday	July 11, 2021	8:30 a.m. - 12:00 p.m.

EXHIBITOR MOVE-OUT

Sunday	July 11, 2021	12:00 p.m. - 6:00 p.m.
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EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. 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 [Sunday, July 11, 2021 at 6:00 p.m.](#)
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by [Sunday, July 11, 2021 at 4:00 p.m.](#)

POST SHOW PAPERWORK AND LABELS

Exhibitor Support 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 exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call Exhibitor Support at (888) 508-5054 for an estimate.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

(888) 508-5054
ExhibitorSupport@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
International Shipping Services or fax (469) 621-5810 or Exhibit.Transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **Friday, June 25, 2021**. Using the enhanced FreemanOnline, 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 FreemanOnline, 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 and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
NACo ANNUAL CONFERENCE & EXPOSITION
C/O UPS Freight / Freeman
6571 Washington Blvd
Elkridge, MD 21075

Please note: The advance warehouse will be closed on Monday July 5, 2021 in observance of Independence Day.

Freeman will accept crated, boxed or skidded material beginning Friday, June 11, 2021 at the above address. Material arriving after Thursday, July 1, 2021 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 4,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
NACo ANNUAL CONFERENCE & EXPOSITION
C/O Freeman
Gaylord Natioanl Resort & Convention Center
701 Waterfront St
National Harbor, MD 20745

Freeman will receive shipments at the exhibit facility beginning Thursday, July 8, 2021. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier

Please note: Any 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 Terms & Conditions, [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 Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

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 service you may contact Exhibitor Support at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Friday, June 25, 2021.

AVOID DELAY

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

SAFETY TIPS

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

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

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's FAQ page](#).

Interested in going green and saving money?

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



1 *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

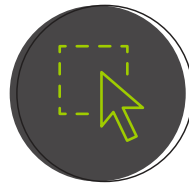
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

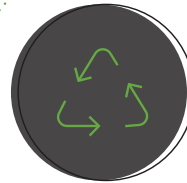
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



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.



MOVE OUT

train your team

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



8

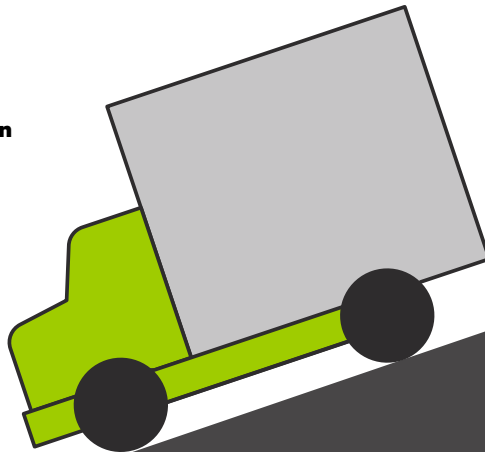
shipping out

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.



leftover materials

Remember to label.

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

Donate the rest.

Ask the Freeman Exhibitors Services
desk about local donation programs.

TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor
staging materials

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

Flooring: 100 square feet of
flooring. Excludes carpet.

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

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or
shipping boxes

Glass: Green, brown, clear

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

Metal: Aluminum cans/
steel banding

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

Wood: Non-laminate wood

FREEMAN

FREEMAN.COM

NAME OF SHOW: NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021		
COMPANY NAME:	BOOTH#:	
ADDRESS:	BOOTH SIZE	X
CITY/STATE/ZIP:		
CONTACT NAME:	PHONE #:	
CONTACT EMAIL:		

Payment Information

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

Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/506507>

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 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.

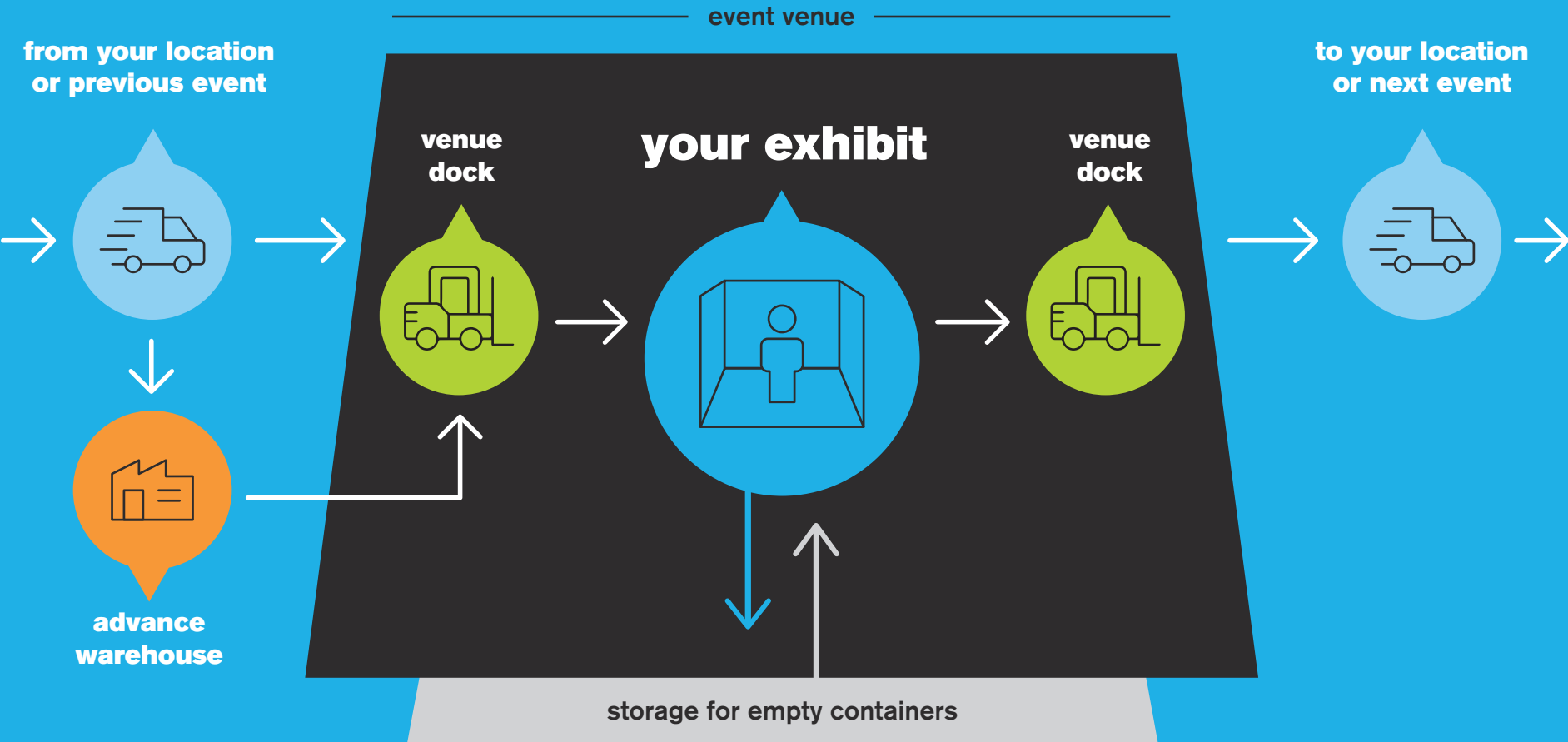
before event

during the event

after event

from your location
or previous event

to your location
or next event



advance warehouse

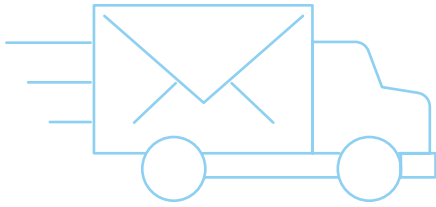
where exhibit materials are
stored before an event

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



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.



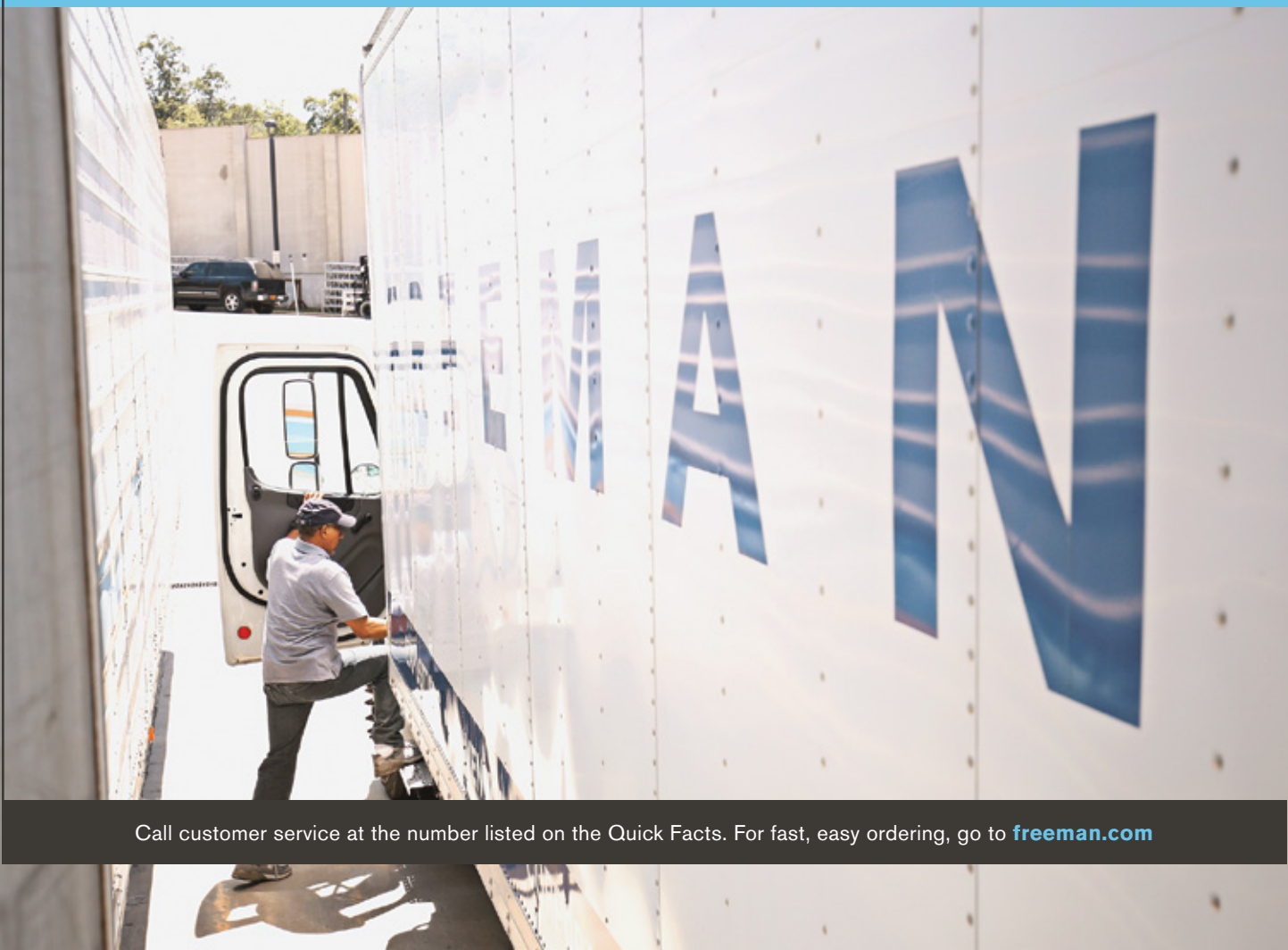
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

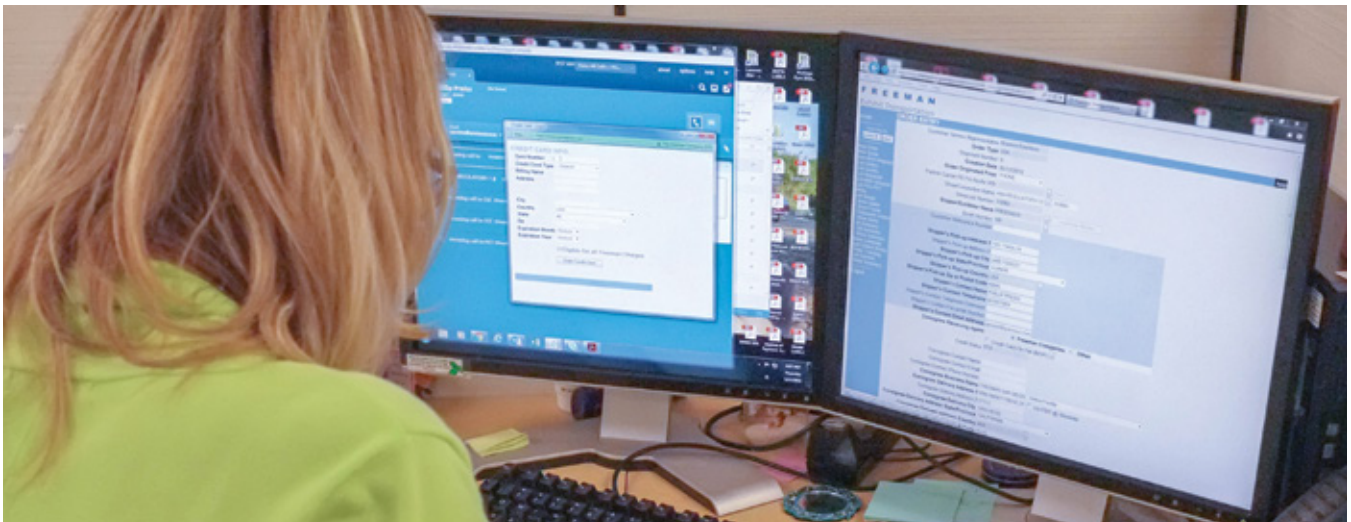
Questions?

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

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

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

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



FREEMAN

(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

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

exhibit transportation

NAME OF SHOW: **NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

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 _____

(City) (State) (Zip Code)

DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

NACo ANNUAL CONFERENCE & EXPOSITION

C/O: FREEMAN

C/O UPS FREIGHT, 6571 WASHINGTON BLVD

ELKRIDGE, MD 21075

MUST BE DELIVERED BY JULY 01, 2021

- ☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

NACo ANNUAL CONFERENCE & EXPOSITION

C/O: FREEMAN

GAYLORD NATIONAL RESORT & CONV CTR

701 WATERFRONT ST

NATIONAL HARBOR, MD 20745

CANNOT BE DELIVERED BEFORE JULY 08, 2021

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (506507) _____

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

MATERIAL HANDLING

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
(See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 AM to 5:00 PM Monday through Friday
OVERTIME: 5:00 PM to 8:00 AM Monday through Friday, all day Saturday
DOUBLE TIME: All day Sunday; all recognized holidays
(Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

MATERIAL HANDLING RATES

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 159.25	318.50
Special Handling Shipment.....	\$ 207.25	414.50
Carpet and/or Pad Only Shipment.....	\$ 239.00	478.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 150.50	301.00
Special Handling Shipment.....	\$ 195.75	391.50
Uncrated or Pad Wrapped Shipment.....	\$ 225.75	451.50
Carpet and/or Pad Only Shipment.....	\$ 225.75	451.50
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 45.00	
* A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.		
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after July 1, 2021	\$ 40.00	80.00
Show Site Shipment after Show Open.....	\$ 37.75	75.50
Overtime Charge - Inbound/Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 37.75	75.50
Special Handling Shipment.....	\$ 49.00	98.00
Uncrated or Pad Wrapped Shipment.....	\$ 56.50	113.00
Carpet and/or Pad Only Shipment.....	\$ 56.50	113.00
Double Time Charge - Inbound/Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 45.25	90.50
Special Handling Shipment.....	\$ 58.75	117.50
Uncrated or Pad Wrapped Shipment.....	\$ 67.75	135.50
Carpet and/or Pad Only Shipment.....	\$ 67.75	135.50

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

FREEMAN

(888) 508-5054 Fax: (469) 621-5609
ExhibitorSupport@freeman.com

NAME OF SHOW: **NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

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

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

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

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

outbound shipping

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JUNE 11, 2021

DEADLINE DATE IS: JULY 01, 2021

TO: _____

EXHIBITOR NAME

C/O: C/O UPS FREIGHT / FREEMAN

**6571 WASHINGTON BLVD
ELKRIDGE, MD 21075**

WAREHOUSE

(506507)

**NACo ANNUAL CONFERENCE &
EXPOSITION**

EVENT: _____

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

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JUNE 11, 2021

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TO: _____

EXHIBITOR NAME

C/O: C/O UPS FREIGHT / FREEMAN

**6571 WASHINGTON BLVD
ELKRIDGE, MD 21075**

WAREHOUSE

(506507)

**NACo ANNUAL CONFERENCE &
EXPOSITION**

EVENT: _____

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

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JULY 08, 2021

TO:

EXHIBITOR NAME

C/O: FREEMAN

**GAYLORD NATIONAL RESORT & CONV CTR
701 WATERFRONT ST**

NATIONAL HARBOR, MD 20745

SHOW SITE

(506507)

***NACo ANNUAL CONFERENCE &
EXPOSITION***

EVENT:

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JULY 08, 2021

TO:

EXHIBITOR NAME

C/O: FREEMAN

**GAYLORD NATIONAL RESORT & CONV CTR
701 WATERFRONT ST**

NATIONAL HARBOR, MD 20745

SHOW SITE

(506507)

***NACo ANNUAL CONFERENCE &
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F R E E M A N

R U S H

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DEADLINE DATE IS: JULY 01, 2021

TO: _____

EXHIBITOR NAME

C/O: C/O UPS FREIGHT / FREEMAN

**6571 WASHINGTON BLVD
ELKRIDGE, MD 21075**

HANGING SIGN

(506507)

**NACo ANNUAL CONFERENCE &
EXPOSITION**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JUNE 11, 2021

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(506507)

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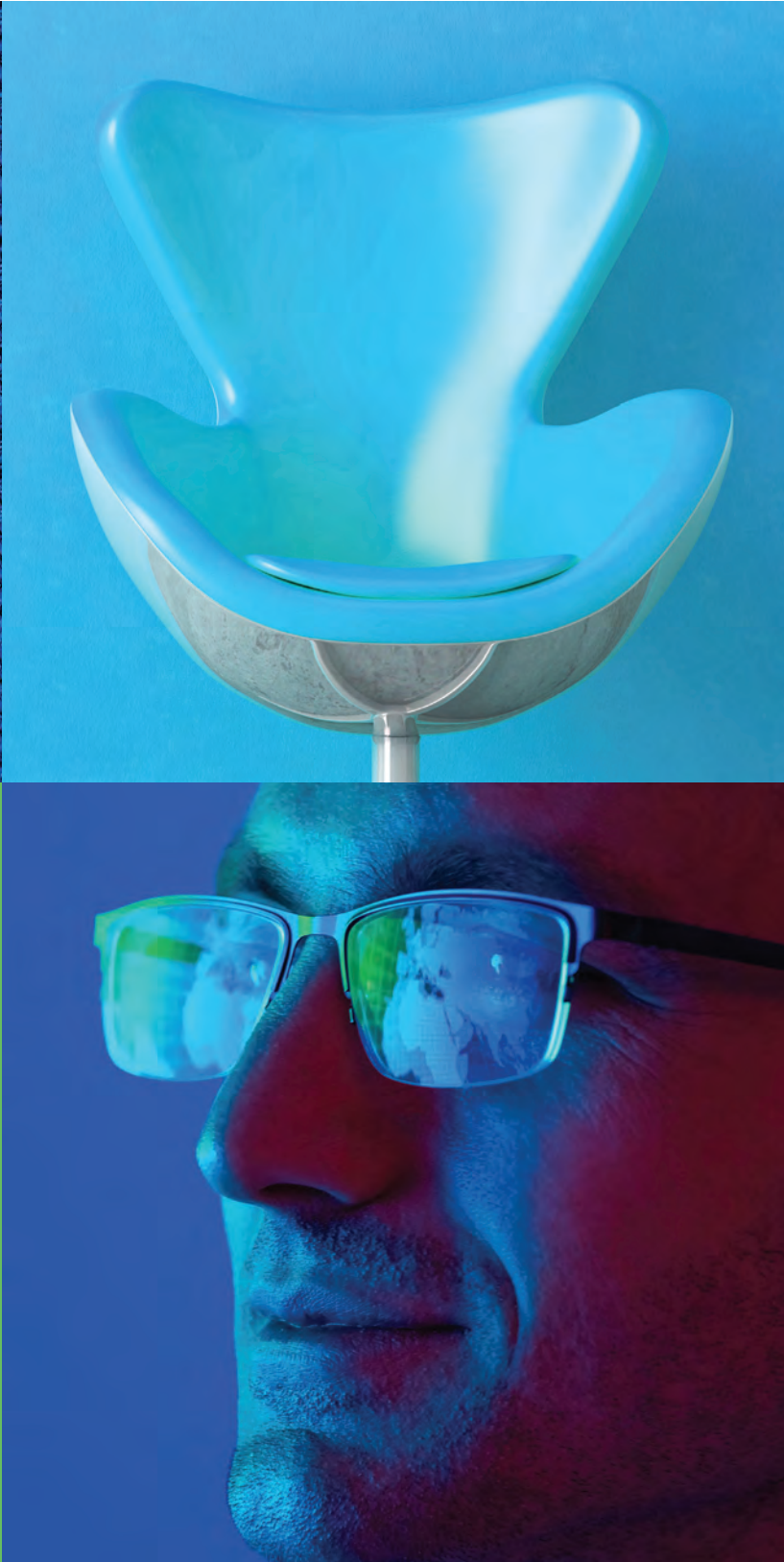
Cort Event Catalog
Volume 1

Exhibitor support

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

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

Furnishings Brochure



Comfortable and Safe Networking

Meaningful engagement doesn't have to be complicated.

Networking and connecting with peers face-to-face is a key objective of attending in-person events. Delivering environments which facilitate both ad-hoc and in-depth networking is important in accommodating attendee needs and will allow attendees to connect with peers effectively, comfortably, and safely.

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

Learn more about Freeman SafeConnect at [Freeman.com](https://freeman.com)



Bowery Swivel Chairs & Sedona C-Tables

Accent Chairs | pg 16

Side Tables | pg 28

Dividers | pg 57

Greenery | pg 48

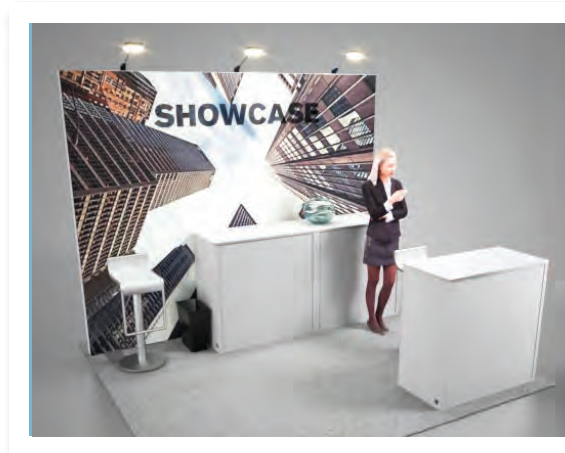
Top Design Tips

for Tradeshow Booths.



Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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

Shown here with Banana Barstools



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

Shown here with Baja Chairs and Sydney Power Cocktail Table



Power Up In Style.

Denotes Powered Products



Powered Seating

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



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

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



POWERED
DETAIL

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



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



Powered Tables

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



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



POWERED
DETAIL




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



POWERED
DETAIL


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.

Denotes Powered Products 

Powered Tables

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


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



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

Powered Pedestals



Denotes AC and USB charging outlets 

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

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

Powered Tech Desk



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

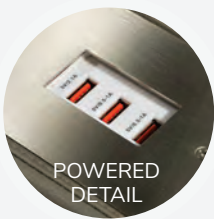
Take Charge.

Denotes Powered Products



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

Denotes AC and USB charging outlets



Wireless Charging Table



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



Village Charging Hub



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



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

Soft Seating

Create Engaging Booth Environments

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

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

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



Valencia Sofa & Chair 10'x10' Booth

A.



B.



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

A.



B.



C.



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

A.



B.



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

A.



B.




C.



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

Soft Seating

Denotes Powered Products 

Create Engaging Booth Environments



HEDGE
85035
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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

Soft Seating Collections

Available in Power 



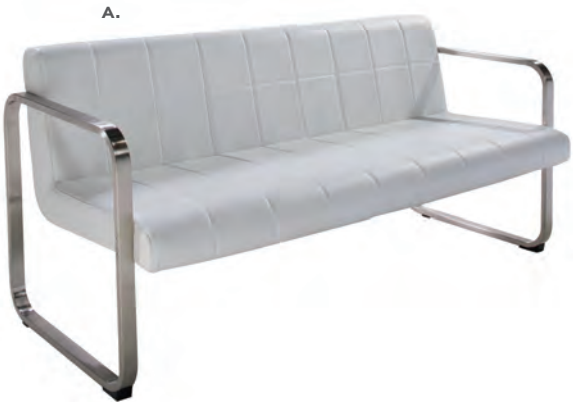
A.



B.

ALLEGRO

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



A.



B.

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



B.



A.



C.

NAPLES

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

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

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

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!



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



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



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



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

Meeting & Stage Chairs



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



810948
Meeting Chair
25.5"L 23.5"D 34"H
(white vinyl)

Accent Chairs



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



A.



B.



C.



Montreal
81031 Chair
(blue, black metal)
30"L 23.25"D 30"H



Accent Tables | pg 26



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



D.



E.



F.

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



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

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

C) 81024
Atherton Chair
(distressed brown leather,
blackened steel)
27"L 31"D 30"H

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

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

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

Group Seating

Lounges

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

ZENITH

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

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



LAGUNA

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

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



MALBA

20"L 20"D 32"H

A) 810131 Chair (gray)

B) 810130 Chair (green)



A.

MARINA

17.5"L 19.5"D 35"H

A) 810164 (white vinyl)

B) 810160 (black vinyl)

C) 810161 (brown fabric)

D) 810162 (ocean blue fabric)

E) 810163 (red fabric)



B.

C.

D.

E.



Styles & Shapes

A.

B.

C.

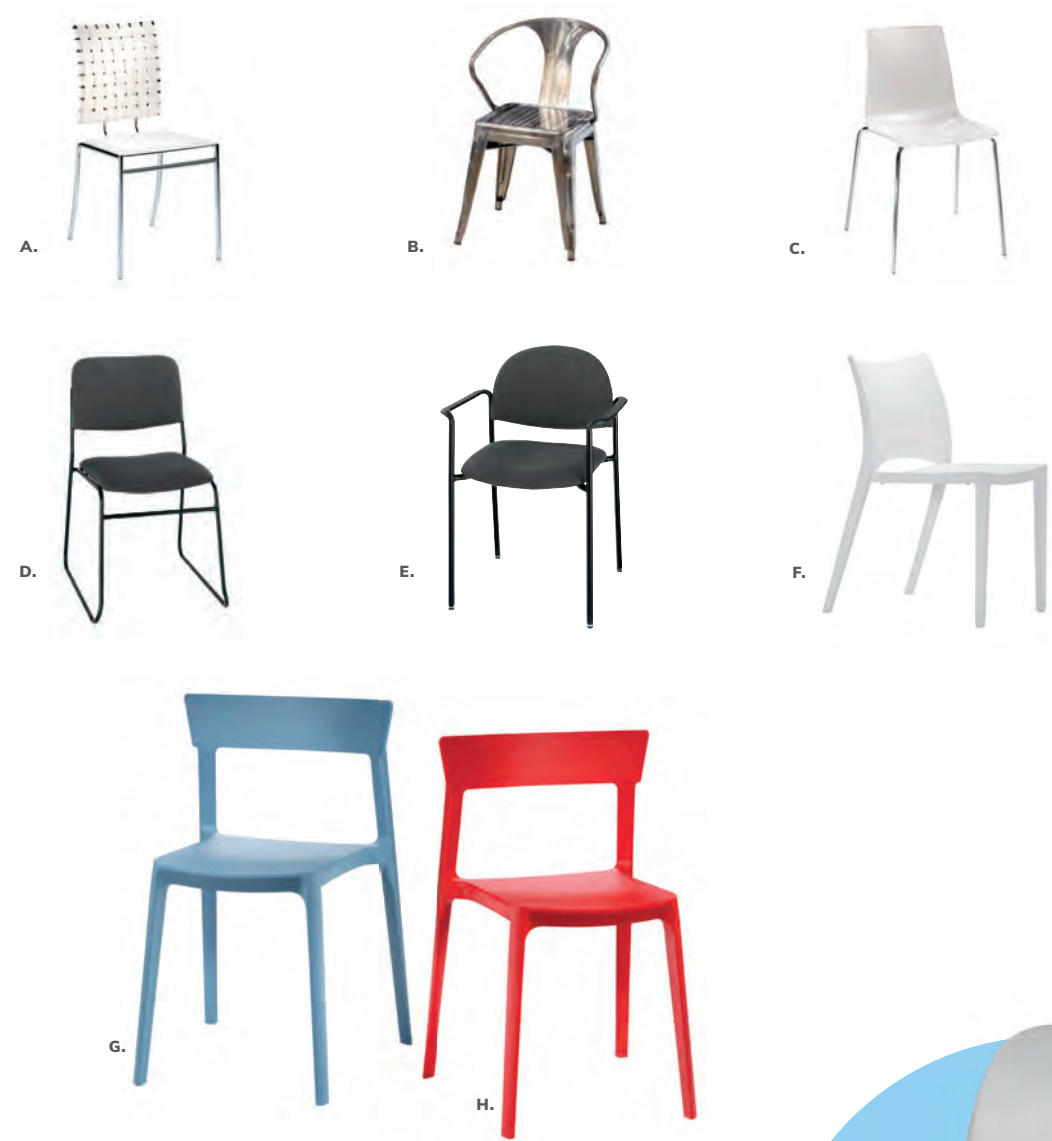
D.

E.

F.

G.

H.



- A) 810846
Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H
- B) 810841
Rustique Chair w/arms
(gunmetal)
20"L 18"D 31"H
- C) 81093
Lucent Chair
(frosted, acrylic)
19.5"L 19.75"D 32.5"H
- D) 71089
Diamond Side Chair
(black)
21"W X 23"L X 32"H
- E) 71090
Diamond Arm Chair
(black)
20"W X 21"L X 33"H
- F) 810837
Razor Armless Chair
(white)
15.38"L 15.5"D 30.5"H
- G) 81083
Blade Chair
(sky blue)
20.5"L 19"D 30.5"H
- H) 81082
Blade Chair
(red)
20.5"L 19"D 30.5"H

Mix & Match

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

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

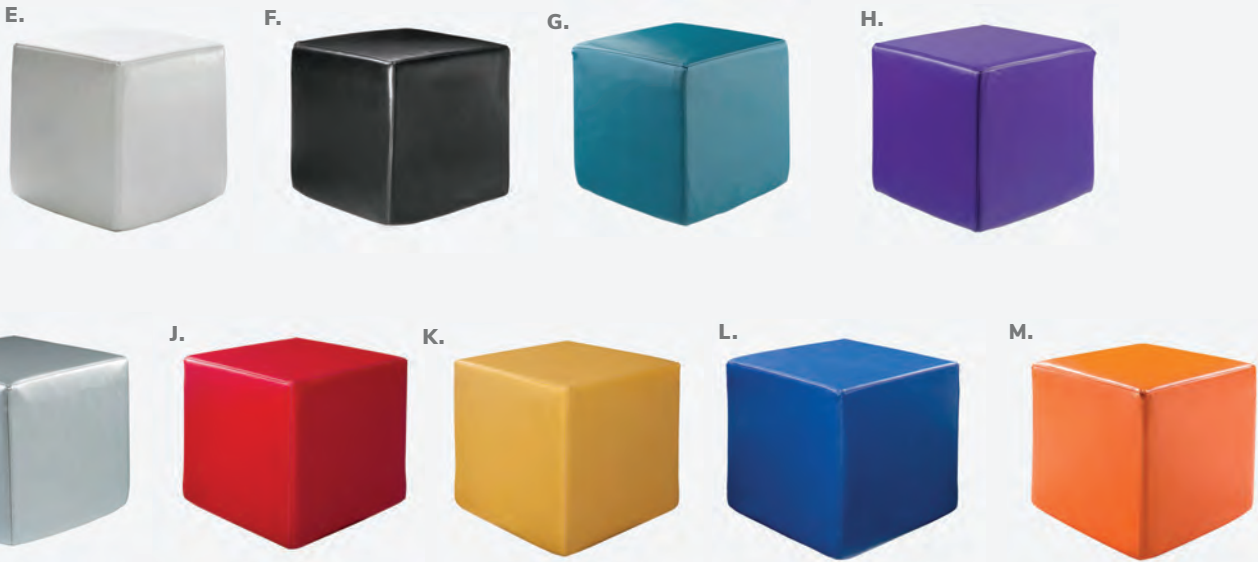


Ottomans

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) 81532 (steel blue vinyl)
- H) 81534 (purple vinyl)
- I) 81533 (silver vinyl)
- J) 81519 (red vinyl)
- K) 81517 (yellow vinyl)
- L) 81518 (blue vinyl)
- M) 81525 (orange vinyl)



Beverly Bench Ottomans



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

Styles & Shapes



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)

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

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

- A) 81567 (orange fabric)
- B) 81563 (olive green fabric)
- C) 81569 (white vinyl)
- D) 81560 (black vinyl)
- E) 81561 (ocean blue fabric)
- F) 81562 (brown fabric)
- G) 81564 (gray fabric)
- H) 81565 (linen fabric)
- I) 81566 (lavender fabric)
- J) 81568 (red fabric)
- K) 81570 (yellow fabric)



C.



D.



E.



F.



G.



H.



I.



J.



K.

Marche Swivel Ottomans



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.

Marche Swivel Ottomans

17" RND 18"H

- A) 815150 (white vinyl)
- B) 815154 (red fabric)
- C) 81539 (Ivory Faux Sheep Fur)
- D) 815158 (pear yellow fabric)
- E) 815156 (plum fabric)
- F) 815159 (blue fabric)
- G) 815151 (gray fabric)
- H) 815155 (rose quartz fabric)
- I) 815152 (linen fabric)
- J) 815153 (raspberry fabric)
- K) 815157 (meadow green fabric)
- L) 815160 (orange fabric)
- M) 81543 (black vinyl)
- N) 81540 (forest green vinyl)
- O) 81541 (teal velvet)
- P) 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 aisleways between meetings spaces; this will help individuals feel comfortable networking.



MESA

A) 820135 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) 820134 End Table
24"RND 21.25"H (glass top, bronze)
D) 820131 Cocktail Table
36"RND 17.25"H (glass top, bronze)

E) 820133 End Table
20.5"RND 21.25"H (black top, bronze)
F) 820130 Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Styles & Shapes



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)

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)



Styles & Shapes



Available in Power 

SYDNEY

Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) 82053 (white)
82073 (powered)
B) 82052 (black)
82076 (powered)
C) 82077 (blue)
D) 82078 (wood)

End Tables
27"L 23"D 22"H
E) 82055 (white)
F) 82054 (black)
G) 82079 (blue)
H) 82080 (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



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



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

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



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



A) 8201233 Hydraulic Cafe Table
(orange top, chrome) 30" RND 29"H
B) 810861 Laguna Chair
(maple, chrome) 18"L 19"D 34"H

Customize and Create

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



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUN-
ORANGE	BRUSHED YELLOW	GREEN

Café Tables

Standard Black Base
30" RND 29"H

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

36" RND 29"H
8201243 (black)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

B) 820923 (graphite nebula)
also available
8201208 (maple)
820921 (red)
820940 (blue)
820942 (wood)
8201223 (white)
8201231 (black)
8201230 (brushed gunmetal)
8201234 (brushed yellow)
8201232 (green)
8201233 (orange)

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

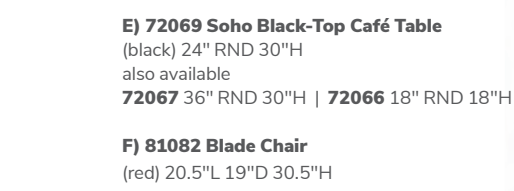
Mix & Match

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



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

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



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

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



Bar Tables

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



C) 8201226 Rustique Square Metal Bar Table
(gunmetal) 23.75"L 23.75"D 41.25"H
D) 810839 Rustique Barstool
(gunmetal) 13"L 13"D 30"H



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



G) 820240 30" Round Bar Table w/ Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H
H) 810848 Christopher Barstool (white vinyl, chrome) 19"L 15"D 41"H



Customize and Create

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



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUN-
ORANGE	BRUSHED YELLOW	GREEN

Bar Tables Standard Black Base 30" RND 42"H

A) 8201221 (white)
B) 820919 (brushed yellow)
also available
820264
(Madison/gray acajou)
820915 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820931 (blue)
820933 (wood)

36" RND 42"H
8201241 (black)

Bar Tables Hydraulic Chrome Base 30" RND 45"H

C) 820920 (red)
also available
8201207 (maple)
820922
(graphite nebula)
820910 (brushed gunmetal)
820911 (black)
820912 (green)
820913 (orange)
820914 (brushed yellow)
820930 (blue)
820932 (wood)
8201236 (black)

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

Style & Design

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



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

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



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

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

Barstools

LIFT Barstools

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



Marina Barstools



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)
15"L 16"D 30-34.75"H

Banana Barstools
21"L 22"D 41.75"H
B) 810104 (black, chrome)
C) 810103 (white, chrome)

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

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

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

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

210109 LIMERICK®
Stool BY HERMAN MILLER™
(white) 18" X 17.75"L X 44"H

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



Barstools Styles & Shapes



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

Blade Barstool
20.5"L 20.125"D 40.5"H
I) 81080 (red)
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 Coference Table

42"RND 29"H
A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)
C) 8201244 (black top, black)



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

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



Geo Tables



Geo Rectangular Tables
60"L 36"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)

Work Space



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

Conference Tables

Madison

(Madison/gray acajou)
A) 820261 5' Table
60"L 48"D 29"H

B) 820262 8' Table
96"L 60"D 29"H

C) 820263 10' Table
120"L 48"D 29"H

A.



B.



C.



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

Black Rectangular Conference Table

A.



B.



C.



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

Black Rectangular Conference Table
(black top, silver)

A) 8203 5' Table
60"L 48"D 29"H
8204 Powered

B) 8205 8' Table
96"L 48"D 29"H
8206 Powered

C) 8201 10' Table
120"L 48"D 29"H
8202 Powered

Executive Seating

Pro Executive High Back Chair

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



Cupertino Mid Back Chair

A) 810170 (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
Genesis Chair
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) 810945 (white vinyl)
B) 810944 (black vinyl)
Adjustable height



Pro Executive Guest Chair

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



Task Stool

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



Communal and Powered Tables

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

Table Top Options



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

Bar Tables



Café Tables



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.

Denotes AC and USB charging outlets



POWERED
DETAIL



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

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



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

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

Office Essentials

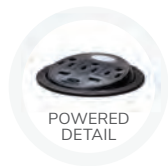


MADISON


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

B) 810844 Pro Executive High Back Chair
(white classic vinyl) 25"L 24"D 48"H Adjustable

Tech Powered Desk



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.

Denotes AC and USB charging outlets 

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

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

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

Lighting & Shelving




ACCENT LAMPS

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

SHELVING


C) 85020 Posh Shelving
(chrome, acrylic)
36"L 18"D 72"H
D) 84078 Madison Bookcase
(gray acajou)
36"L 12"D 72"H

Show Essentials

Denotes AC and USB charging outlets 

Midtown Powered Counter

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

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



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



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

Midtown Bar

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

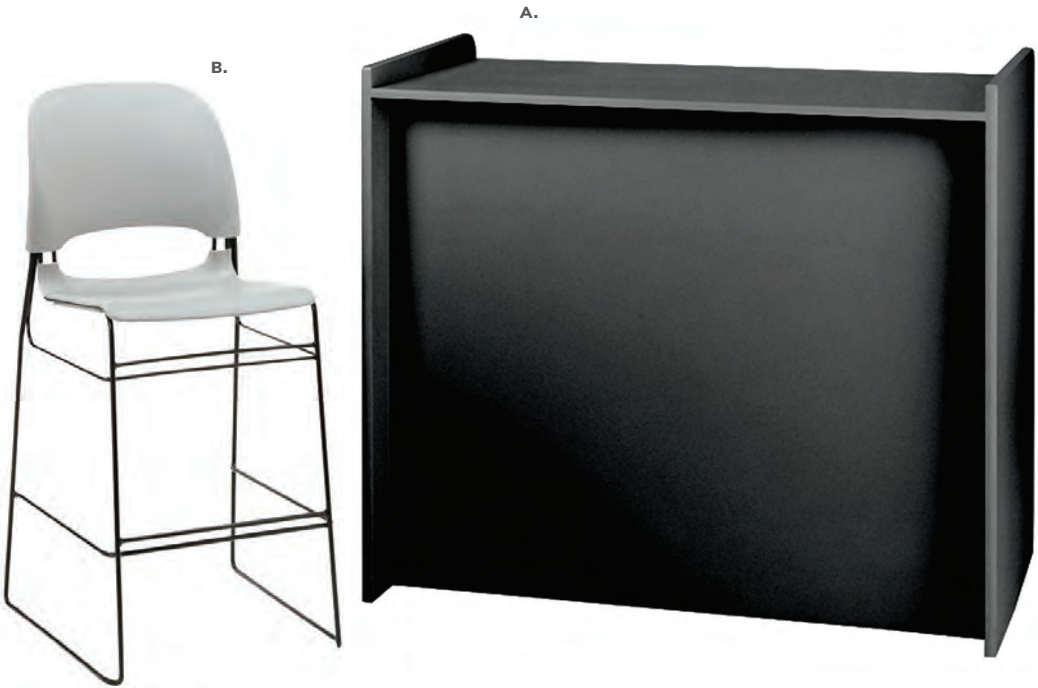
Midtown Bar
60"L 18"D 42"H (pewter)
A) 850101 (unlighted)
B) 850100 (lighted with plug-in)

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

Product Display Counter



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

B) 210109
LIMERICK® Stool
BY HERMAN MILLER™
(white)
18" X 17.75"L X 44"H

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

Show Essentials

Greenery and Dividers

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

HEDGE

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



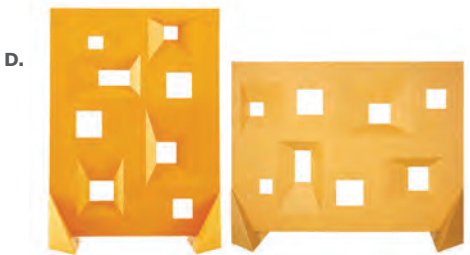
Miramar Dividers



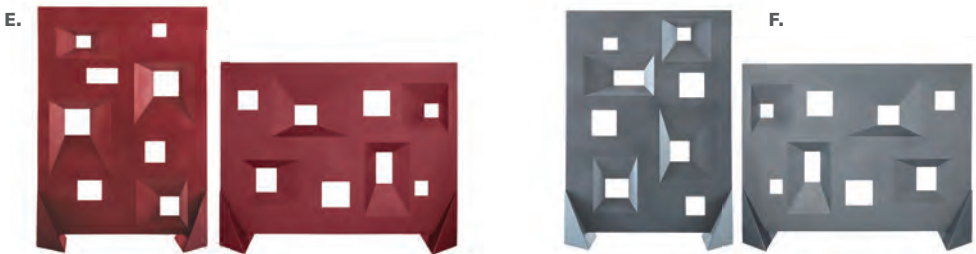
A.



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



D.



E.

F.

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

Miramar Dividers
(molded plastic)
D) 85043 (harvest yellow)
E) 85042 (burgundy)
F) 85041 (gray)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

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



Stanchions & Signage

- A) 220121

Chrome Stanchion

w/ 8' Retractable Belt

(black, belt) 42"H
- B) 220118

Chrome Sign Holder

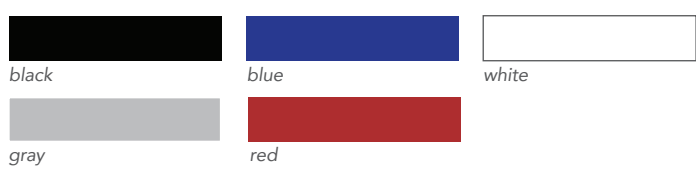
(sign holds)

22"W X 28"H



Draped or Undraped Tables & Counters

Table Drape Colors



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



Sizing Chart*

24"D X 30"H Tables Draped				24"D X 42"H Counter Draped			
124330	Tables Draped	3'L	x 24"D x 30"H	124342	Counter Draped	3'L	x 24"D x 42"H
124430	Tables Draped	4'L	x 24"D x 30"H	124442	Counter Draped	4'L	x 24"D x 42"H
124630	Tables Draped	6'L	x 24"D x 30"H	124642	Counter Draped	6'L	x 24"D x 42"H
124830	Tables Draped	8'L	x 24"D x 30"H	124842	Counter Draped	8'L	x 24"D x 42"H
24"D X 30"H Tables Undraped				24"D X 42"H Counter Undraped			
125330	Tables Undraped	3'L	x 24"D x 30"H	125342	Counter Undraped	3'L	x 24"D x 42"H
125430	Tables Undraped	4'L	x 24"D x 30"H	125442	Counter Undraped	4'L	x 24"D x 42"H
125630	Tables Undraped	6'L	x 24"D x 30"H	125642	Counter Undraped	6'L	x 24"D x 42"H
125830	Tables Undraped	8'L	x 24"D x 30"H	125842	Counter Undraped	8'L	x 24"D x 42"H
4th Side Table Draped 30"				4th Side Table Draped 42"			
12404630	Drape Table 4th Side	6'	X 30"	12404642	Drape Table 4th Side	6'	X 42"
12404830	Drape Table 4th Side	8'	X 30"	12404842	Drape Table 4th Side	8'	X 42"

Show Essentials

Storage



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



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



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



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



A.

B.

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.



D.



E.



F.

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

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

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

F) 220106
Corrugated
Wastebasket
(black)

Strategic planning with health & safety in mind

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

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

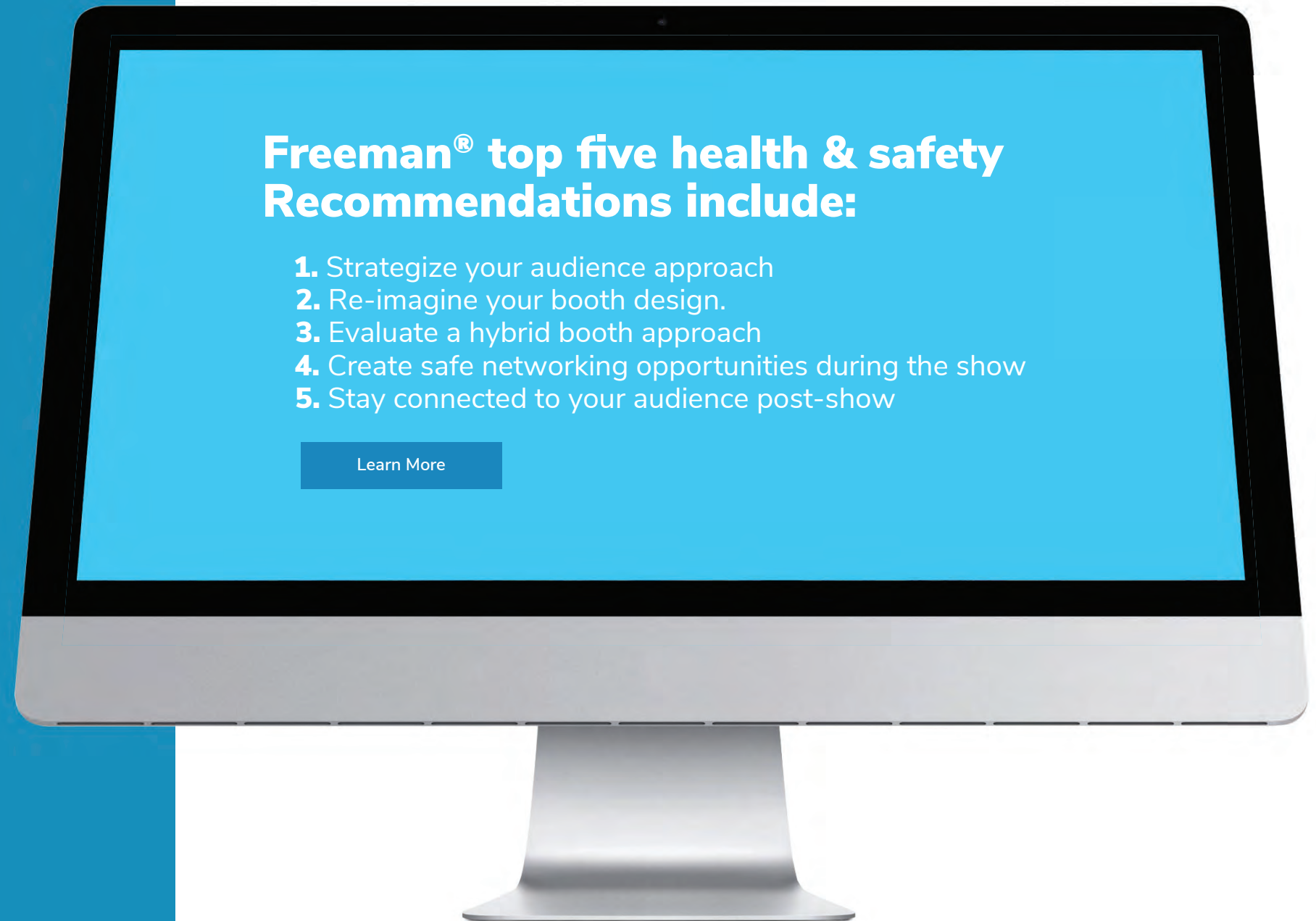
In all cases, we've put considerable thought into them.

[Click to learn more detailed, interactive, printable checklist.](#)

Freeman® top five health & safety Recommendations include:

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

[Learn More](#)



Health & Safety

Safety Dividers

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

Personalize here



85051 Freestanding Divider
(silver, clear) 39"L 9"D 72"H

Also available in opaque and personalization available.

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



85064 Flag Pole Divider
(silver, clear) 34"L 11"W 47-74"H

Also available in opaque and personalization available.

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](#)



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

Also available in opaque and personalization available.

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



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.



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

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

Health & Safety

Greenery and Dividers

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

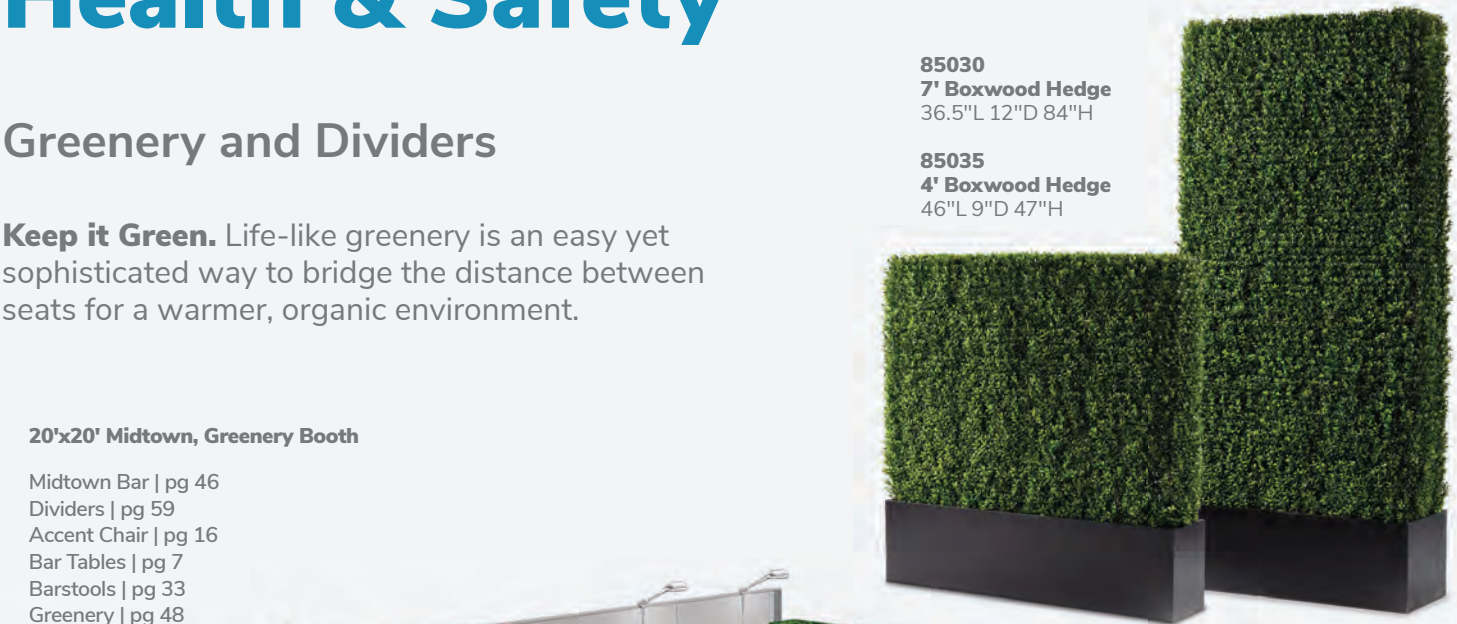
20'x20' Midtown, Greenery Booth

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



Please Note:

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



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

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

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

Also available in opaque and personalization available.

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



Personalize here



A.

B.

C.

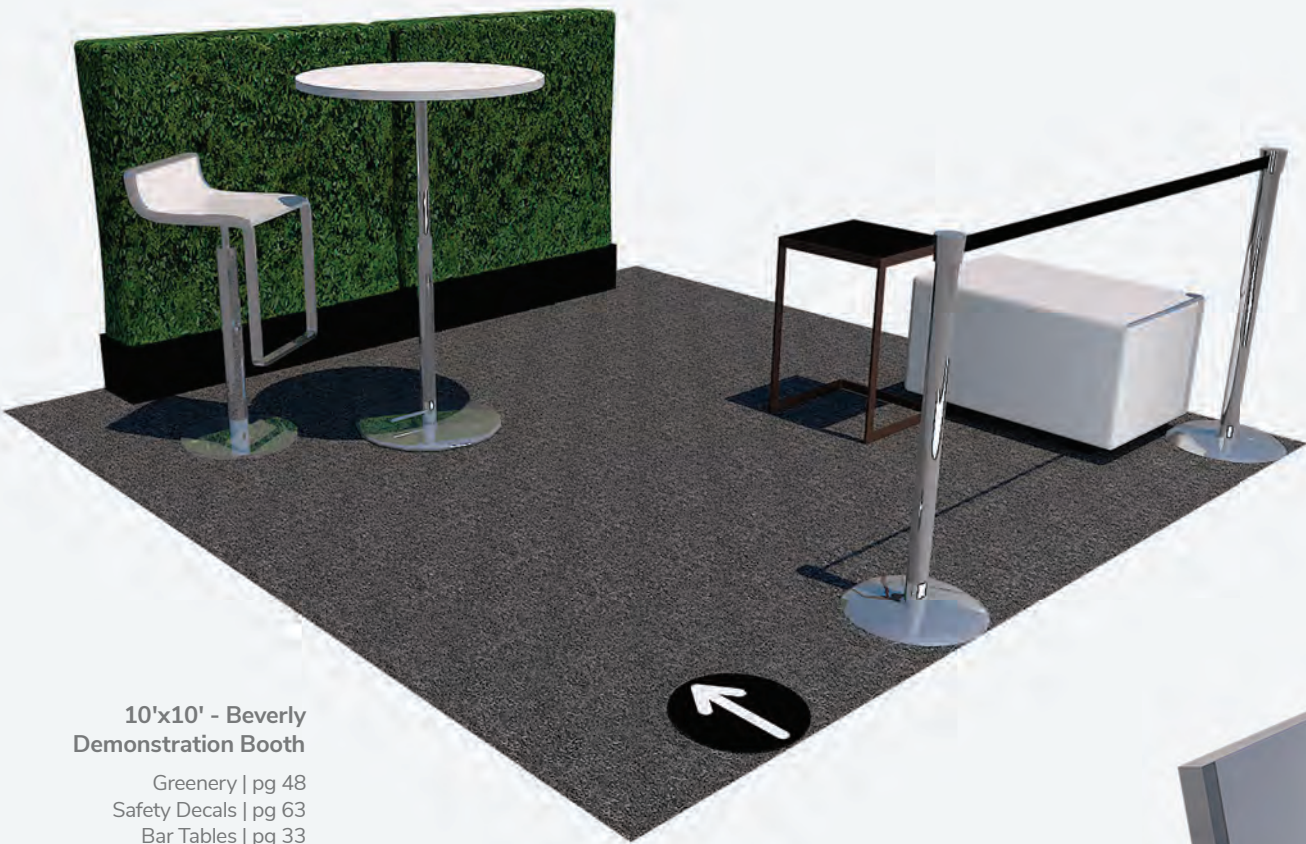
Miramar Dividers
(molded plastic)
A) 85043 (white)
Also available in the following colors.
See page 47.
85043 (harvest yellow)
85042 (burgundy)
85041 (gray)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

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

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

Health & Safety

Stanchions & Booth Design



**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

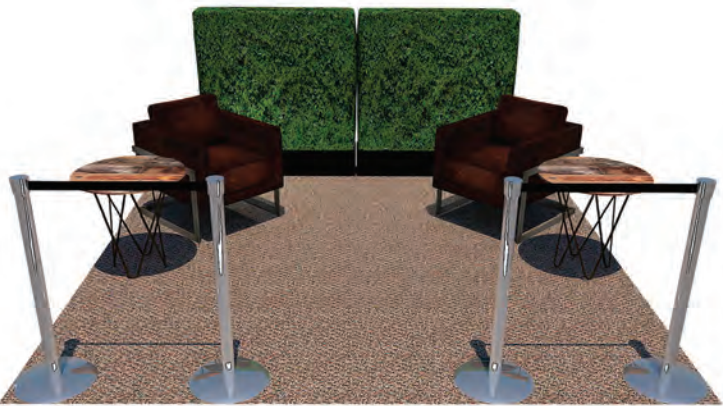
**10'x20' - Wireless Charging
Engagement Booth**

Bar Tables | pg 32
Barstools | pg 33
Charging Tables | pg 11
Ottomans | pg 22



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' - Atherton Conversation Booth

Greenery | pg 48
Accent Chairs | pg 16
Side Tables | pg 29



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

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.

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

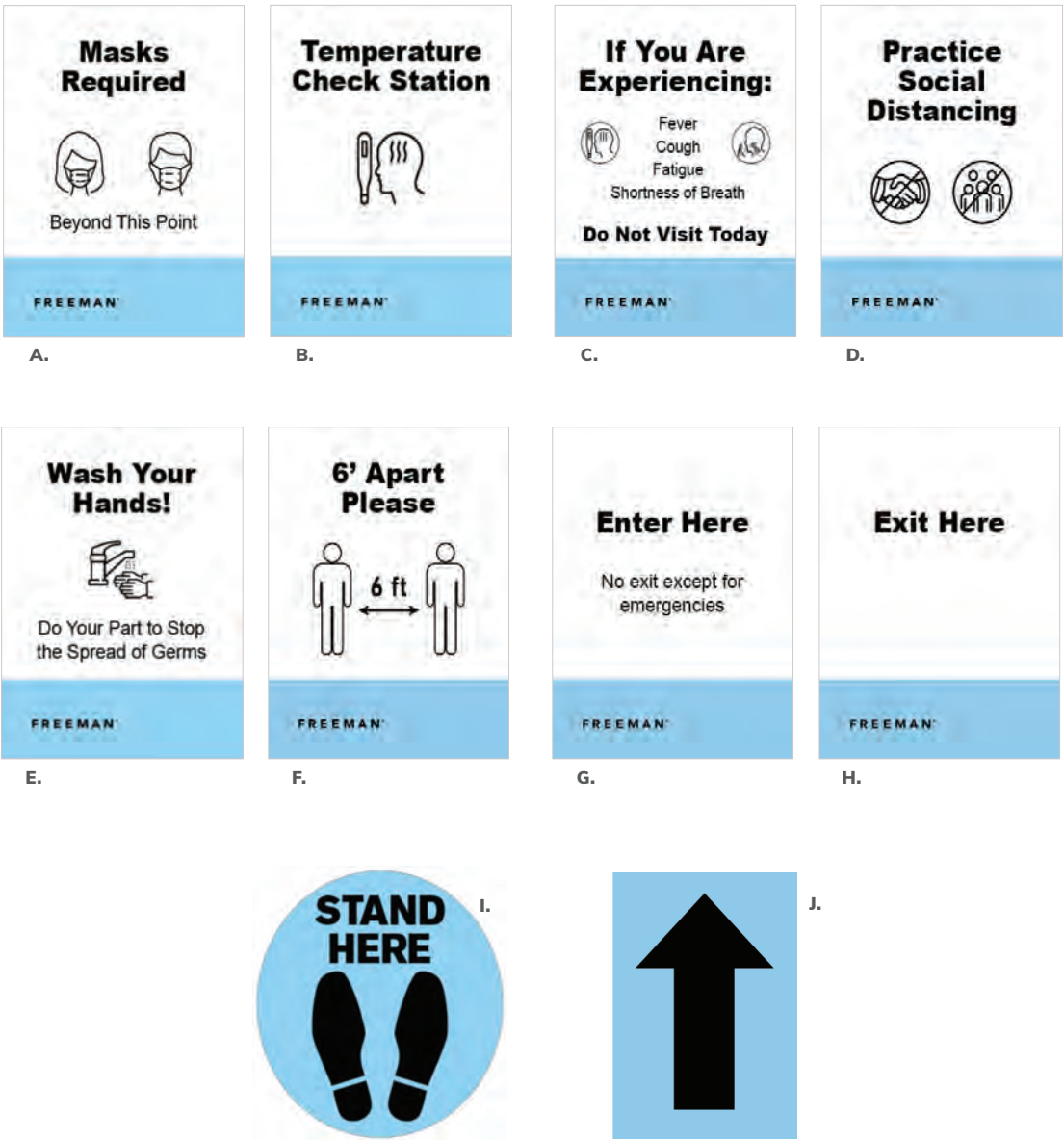


10'x10' - Atherton
Conversation Booth
Greenery | pg 48
Accent Chairs | pg 16
Side Tables | pg 29



Safety & Directional Signage

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



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

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

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

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

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

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

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

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

I) Stand Here
Floor Decal
20303017 12"W X 12"H

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

Health & Safety

Sanitization Product & Services

Hand Sanitizing Stations

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



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](#)



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](#)

F R E E M A N

(888) 508-5054 Fax: (469) 621-5609
ExhibitorSupport@freeman.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JUNE 25, 2021

NAME OF SHOW: **NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
_____	810119	Chair.....	541.75	595.95	758.45	_____
_____	830120	Loveseat.....	728.75	801.65	1,020.25	_____
_____	830119	Sofa.....	808.50	889.35	1,131.90	_____
Munich Group - Gray Fabric						
_____	810151	Armless Chair.....	577.50	635.25	808.50	_____
Baja Group - White Vinyl						
_____	81050	Chair.....	660.00	726.00	924.00	_____
_____	83020	Loveseat.....	701.25	771.40	981.75	_____
_____	83019	Sofa.....	921.25	1,013.40	1,289.75	_____
Valencia - Velvet						
_____	810180	Chair - Spice Orange.....	354.75	390.25	496.65	_____
_____	83045	Sofa - Coffee Brown.....	533.50	586.85	746.90	_____
Key Largo Group - Black Fabric						
_____	830950	Loveseat.....	563.75	620.15	789.25	_____
_____	830951	Sofa.....	627.00	689.70	877.80	_____
_____	810950	Chair.....	445.50	490.05	623.70	_____
Allegro Group - Blue Fabric						
_____	81019	Chair.....	550.00	605.00	770.00	_____
_____	83015	Sofa.....	874.50	961.95	1,224.30	_____
Fairfax Group - White Vinyl						
_____	810949	Chair.....	376.75	414.45	527.45	_____
_____	830949	Sofa.....	599.50	659.45	839.30	_____
Palm Beach - White Vinyl						
_____	83040	Sofa.....	706.75	777.45	989.45	_____
Sterling Group - Gray Fabric						
_____	81037	Chair.....	979.00	1,076.90	1,370.60	_____
_____	8309	Sofa.....	1,460.25	1,606.30	2,044.35	_____

CASUAL SEATING						
Ottomans						
_____	815122	Endless Square - White Vinyl.....	346.50	381.15	485.10	_____
_____	815123	Endless Square - Black Vinyl.....	346.50	381.15	485.10	_____
_____	815953	Endless Curve - White Vinyl.....	464.75	511.25	650.65	_____
_____	815952	Endless Curve - Black Vinyl.....	464.75	511.25	650.65	_____
_____	81518	Vibe Cube - Blue Vinyl.....	156.75	172.45	219.45	_____
_____	81519	Vibe Cube - Red Vinyl.....	156.75	172.45	219.45	_____
_____	81525	Vibe Cube - Orange Vinyl.....	156.75	172.45	219.45	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	156.75	172.45	219.45	_____
_____	81530	Vibe Cube - Black Vinyl.....	137.50	151.25	192.50	_____
_____	81531	Vibe Cube - White Vinyl.....	137.50	151.25	192.50	_____
_____	81532	Vibe Cube - Steel Blue Vinyl.....	156.75	172.45	219.45	_____

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furnishings

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
	81533	Vibe Cube - Silver Vinyl.....	156.75	172.45	219.45	
	81534	Vibe Cube - Purple Vinyl.....	156.75	172.45	219.45	
	81535	Vibe Cube -Citrus Green Vinyl.....	156.75	172.45	219.45	
	81536	Vibe Cube - Taupe Vinyl.....	156.75	172.45	219.45	
	81537	Vibe Cube - Spice Orange Vinyl.....	156.75	172.45	219.45	
	81538	Vibe Cube - Desert Rose Vinyl.....	156.75	172.45	219.45	
	815151	Marche Swivel - Gray Fabric.....	244.75	269.25	342.65	
	815154	Marche Swivel - Red Fabric.....	244.75	269.25	342.65	
	815159	Marche Swivel - Blue Fabric.....	244.75	269.25	342.65	
	815152	Marche Swivel - Linen Fabric.....	244.75	269.25	342.65	
	815157	Marche Swivel - Meadow Green Fabric.....	244.75	269.25	342.65	
	815158	Marche Swivel - Pear Yellow Fabric.....	244.75	269.25	342.65	
	815156	Marche Swivel - Plum Fabric.....	244.75	269.25	342.65	
	815153	Marche Swivel - Raspberry Fabric.....	244.75	269.25	342.65	
	815155	Marche Swivel - Rose Quartz Fabric.....	244.75	269.25	342.65	
	815150	Marche Swivel - White Vinyl.....	244.75	269.25	342.65	
	815160	Marche Swivel - Orange Fabric.....	244.75	269.25	342.65	
	81540	Marche Swivel - Forest Green Vinyl.....	244.75	269.25	342.65	
	81541	Marche Swivel - Teal Velvet.....	244.75	269.25	342.65	
	81542	Marche Swivel - Distressed Brown Vinyl.....	244.75	269.25	342.65	
	81543	Marche Swivel - Black Vinyl.....	244.75	269.25	342.65	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	244.75	269.25	342.65	
Beverly Bench Ottomans						
	81550	Black Vinyl.....	492.25	541.50	689.15	
	81551	Brown Fabric.....	492.25	541.50	689.15	
	81552	Gray Fabric.....	492.25	541.50	689.15	
	81553	Linen Fabric.....	492.25	541.50	689.15	
	81554	Ocean Blue Fabric.....	492.25	541.50	689.15	
	81555	Red Fabric.....	492.25	541.50	689.15	
	81556	White Vinyl.....	492.25	541.50	689.15	
Beverly Small Bench Ottomans						
	81560	Black Vinyl.....	294.25	323.70	411.95	
	81561	Blue Fabric.....	294.25	323.70	411.95	
	81562	Brown Fabric.....	294.25	323.70	411.95	
	81563	Green Fabric.....	294.25	323.70	411.95	
	81565	Linen Fabric.....	294.25	323.70	411.95	
	81568	Red Fabric.....	294.25	323.70	411.95	
	81569	White Vinyl.....	294.25	323.70	411.95	
	81566	Lavender Fabric.....	294.25	323.70	411.95	
	81567	Orange Fabric.....	294.25	323.70	411.95	
	81564	Gray Fabric.....	294.25	323.70	411.95	
	81570	Yellow Fabric.....	294.25	323.70	411.95	
Accent Chairs						
	71089	Black Diamond Side Chair.....	141.40	155.55	197.95	
	71090	Black Diamond Arm Chair.....	191.40	210.55	267.95	
	810861	Laguna Chair - Maple/Chrome.....	151.25	166.40	211.75	
	210108	Limerick® Chair by Herman Miller.....	108.90	119.80	152.45	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Chairs (continued)						
	810816	Madrid Chair - White Vinyl/Chrome.....	827.75	910.55	1,158.85	
	810948	Meeting Chair - White Vinyl.....	261.25	287.40	365.75	
	810164	Marina Chair - White Vinyl.....	162.25	178.50	227.15	
	810160	Marina Chair - Black Vinyl.....	162.25	178.50	227.15	
	810161	Marina Chair - Brown Fabric.....	162.25	178.50	227.15	
	810162	Marina Chair - Ocean Blue Fabric.....	162.25	178.50	227.15	
	810163	Marina Chair - Red Fabric.....	162.25	178.50	227.15	
	810131	Malba Chair - Gray Molded Plastic.....	110.00	121.00	154.00	
	810130	Malba Chair - Green Molded Plastic.....	107.25	118.00	150.15	
	810846	Christopher Chair - White Vinyl/Chrome.....	134.75	148.25	188.65	
	810851	Zenith Chair - White/Chrome.....	170.50	187.55	238.70	
	810841	Rustique Chair - Gunmetal.....	107.25	118.00	150.15	
	810837	Razor Armless Chair - White High Density Plastic.....	63.25	69.60	88.55	
	810875	Swanson Swivel Chair - White Vinyl.....	379.50	417.45	531.30	
	81083	Blade Chair - Sky Blue.....	88.00	96.80	123.20	
	81082	Blade Chair - Red.....	88.00	96.80	123.20	
	81093	Lucent Chair - Frosted Acrylic.....	228.25	251.10	319.55	
	810145	Wentworth Chair - Brown Vinyl.....	371.25	408.40	519.75	
	81024	Atherton Chair - Brown Leather.....	569.25	626.20	796.95	
	81034	Bowery Chair - Yellow Fabric.....	533.50	586.85	746.90	
	81035	Century Chair - Gray Velvet.....	599.50	659.45	839.30	
	81036	Lena Chair - Green Leather.....	481.25	529.40	673.75	
	81031	Montreal Chair - Blue Fabric.....	684.75	753.25	958.65	
	81032	Pasadena Chair - White Plastic.....	385.00	423.50	539.00	
	81038	Tech Chair - Gray Vinyl.....	462.00	508.20	646.80	
	81039	Tech Tablet Chair - Gray Vinyl.....	475.75	523.35	666.05	
Executive Seating						
	71046	Gray Gaslift Chair With Arms.....	N/A	N/A	N/A	
	71045	Gray Gaslift Chair Without Arms.....	284.05	312.45	397.65	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	346.50	381.15	485.10	
	810175	Genesis Chair - Black.....	1,839.75	2,023.75	2,575.65	
	810844	Pro Executive High Back Chair - White Vinyl.....	302.50	332.75	423.50	
	810946	Pro Executive High Back Chair - Black Vinyl.....	302.50	332.75	423.50	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	385.00	423.50	539.00	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	385.00	423.50	539.00	
	810947	Pro Executive Guest Chair - Black Vinyl.....	398.75	438.65	558.25	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	283.25	311.60	396.55	
Barstools						
	71088	Black Diamond Stool.....	229.50	252.45	321.30	
	71048	Gray Gaslift Stool with Arms.....	N/A	N/A	N/A	
	71047	Gray Gaslift Stool without Arms.....	360.35	396.40	504.50	
	810860	Laguna Barstool - Maple/Chrome.....	189.75	208.75	265.65	
	210109	Limerick® Stool by Herman Miller.....	175.75	193.35	246.05	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	178.75	196.65	250.25	
	810873	Lift Barstool - Red Vinyl/Chrome.....	178.75	196.65	250.25	
	810871	Lift Barstool - Black Vinyl/Chrome.....	178.75	196.65	250.25	
	810870	Lift Barstool - White Vinyl/Chrome.....	178.75	196.65	250.25	
	810103	Banana Barstool - White Vinyl/Chrome.....	211.75	232.95	296.45	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Barstools (continued)						
	810104	Banana Barstool - Black Vinyl/Chrome.....	211.75	232.95	296.45	
	810850	Zenith Barstool - White/Chrome.....	170.50	187.55	238.70	
	810840	Zoey Barstool - White Vinyl/Chrome.....	330.00	363.00	462.00	
	810848	Christopher Barstool - White Vinyl/Chrome.....	231.00	254.10	323.40	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	365.75	402.35	512.05	
	810839	Rustique Barstool - Gunmetal.....	118.25	130.10	165.55	
	81080	Blade Barstool - Red.....	178.75	196.65	250.25	
	81081	Blade Barstool - Sky Blue.....	178.75	196.65	250.25	
	81092	Lucent Barstool - Frosted Acrylic.....	242.00	266.20	338.80	
	810135	Task Stool - Black Fabric.....	195.25	214.80	273.35	
	81026	Marina Barstool - Ocean Blue.....	321.75	353.95	450.45	
	81027	Marina Barstool - Black Vinyl.....	321.75	353.95	450.45	
	81028	Marina Barstool - Brown Fabric.....	321.75	353.95	450.45	
	81029	Marina Barstool - Red Fabric.....	321.75	353.95	450.45	
	81030	Marina Barstool - White Vinyl.....	321.75	353.95	450.45	

Draped Tables & Counters

Draped Tables - Tables are 24" wide
☐ Black ☐ Blue ☐ White ☐ Gray ☐ Red

	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	
	124430	Draped Table 4'L x 30"H.....	188.25	207.10	263.55	
	124630	Draped Table 6'L x 30"H.....	217.10	238.80	303.95	
	124830	Draped Table 8'L x 30"H.....	245.95	270.55	344.35	
	12404630	4th Side Drape 6'L x 30"H.....	54.10	59.50	75.75	
	12404830	4th Side Drape 8'L x 30"H.....	54.10	59.50	75.75	
	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	
	124442	Draped Counter 4'L x 42"H.....	217.10	238.80	303.95	
	124642	Draped Counter 6'L x 42"H.....	245.95	270.55	344.35	
	124842	Draped Counter 8'L x 42"H.....	272.70	299.95	381.80	
	12404642	4th Side Drape 6'L x 42"H.....	81.15	89.25	113.60	
	12404842	4th Side Drape 8'L x 42"H.....	81.15	89.25	113.60	

Undraped Tables & Counters

	125330	Undraped Table 3'L x 30"H.....	N/A	N/A	N/A	
	125430	Undraped Table 4'L x 30"H.....	129.80	142.80	181.70	
	125630	Undraped Table 6'L x 30"H.....	157.60	173.35	220.65	
	125830	Undraped Table 8'L x 30"H.....	185.40	203.95	259.55	
	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	
	125442	Undraped Counter 4'L x 42"H.....	157.60	173.35	220.65	
	125642	Undraped Counter 6'L x 42"H.....	185.40	203.95	259.55	
	125842	Undraped Counter 8'L x 42"H.....	213.25	234.60	298.55	

Table Top Risers - Risers are 8" wide

	1504100	Black 4'L x 7"H Corrugated Riser.....	30.15	33.15	42.20	
	1504101	White 4'L x 7"H Corrugated Riser.....	30.15	33.15	42.20	
	1506100	Black 6'L x 7"H Corrugated Riser.....	35.30	38.85	49.40	
	1506101	White 6'L x 7"H Corrugated Riser.....	35.30	38.85	49.40	
	1508100	Black 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	
	1508101	White 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	

furnishings

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers - Risers are 8" wide (continued)						
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	257.00	282.70	359.80	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	292.05	321.25	408.85	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	233.65	257.00	327.10	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	268.65	295.50	376.10	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	303.70	334.05	425.20	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	268.65	295.50	376.10	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	292.05	321.25	408.85	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	280.35	308.40	392.50	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	292.05	321.25	408.85	_____
Pedestal Tables						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	382.25	420.50	535.15	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	398.75	438.65	558.25	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	426.25	468.90	596.75	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	437.25	481.00	612.15	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	434.50	477.95	608.30	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	429.00	471.90	600.60	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	434.50	477.95	608.30	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	453.75	499.15	635.25	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	341.00	375.10	477.40	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	341.00	375.10	477.40	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	269.50	296.45	377.30	_____
_____	820264	Madison Bar Table - Gray Acajou.....	294.25	323.70	411.95	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	286.00	314.60	400.40	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	308.00	338.80	431.20	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	440.00	484.00	616.00	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	440.00	484.00	616.00	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	341.00	375.10	477.40	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	341.00	375.10	477.40	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	341.00	375.10	477.40	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	341.00	375.10	477.40	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	332.75	366.05	465.85	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	264.00	290.40	369.60	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	407.00	447.70	569.80	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	272.25	299.50	381.15	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	332.75	366.05	465.85	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	203.50	223.85	284.90	_____
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	407.00	447.70	569.80	_____

NAME OF SHOW: **NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021**

COMPANY NAME: BOOTH #:

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables (continued)						
	820943	30" Cafe Table w/ Black Base - Wood.....	258.50	284.35	361.90	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	440.00	484.00	616.00	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	440.00	484.00	616.00	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	440.00	484.00	616.00	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	440.00	484.00	616.00	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	440.00	484.00	616.00	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	308.00	338.80	431.20	
	820916	30" Bar Table w/ Black Base - Black.....	308.00	338.80	431.20	
	820917	30" Bar Table w/ Black Base - Green.....	308.00	338.80	431.20	
	820918	30" Bar Table w/ Black Base - Orange.....	308.00	338.80	431.20	
	820919	30" Bar Table w/ Black Base - Yellow.....	308.00	338.80	431.20	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	440.00	484.00	616.00	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	440.00	484.00	616.00	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	440.00	484.00	616.00	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	440.00	484.00	616.00	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	440.00	484.00	616.00	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	286.00	314.60	400.40	
	8201236	30" Cafe Table w/ Black Base - Black.....	286.00	314.60	400.40	
	8201237	30" Cafe Table w/ Back Base - Green.....	286.00	314.60	400.40	
	8201238	30" Cafe Table w/ Black Base - Orange.....	286.00	314.60	400.40	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	286.00	314.60	400.40	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	453.75	499.15	635.25	
	8201241	36" Bar Table w// Black Base - Black.....	310.75	341.85	435.05	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	434.50	477.95	608.30	
	8201243	36" Cafe Table w// Black Base - Black.....	335.50	369.05	469.70	
Accent Tables						
	82015	Silverado End Table - Tempered Glass/Painted Steel.....	283.25	311.60	396.55	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	302.50	332.75	423.50	
	820252	Alondra End Table - Glass/Chrome.....	247.50	272.25	346.50	
	820250	Alondra Cocktail Table - Glass/Chrome.....	346.50	381.15	485.10	
	820253	Alondra End Table - Wood/Chrome.....	247.50	272.25	346.50	
	820251	Alondra Cocktail Table - Wood/Chrome.....	346.50	381.15	485.10	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	385.00	423.50	539.00	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	385.00	423.50	539.00	
	82028	Geo End Table - Wood/Black Steel.....	294.25	323.70	411.95	
	82027	Geo Cocktail Table - Wood/Black Steel.....	299.75	329.75	419.65	
	82035	Geo End Table - Glass/Chrome.....	217.25	239.00	304.15	
	82034	Geo Cocktail Table - Glass/Chrome.....	203.50	223.85	284.90	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	264.00	290.40	369.60	
	82055	Sydney End Table - White Laminate/Brushed Steel..	264.00	290.40	369.60	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	319.00	350.90	446.60	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	319.00	350.90	446.60	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	258.50	284.35	361.90	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	258.50	284.35	361.90	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	313.50	344.85	438.90	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Tables (continued)						
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	313.50	344.85	438.90	
	82075	Regis End Table - Brushed Metal.....	261.25	287.40	365.75	
	82074	Regis Bench Table - Brushed Metal.....	368.50	405.35	515.90	
	820844	Aura Round Table - White Metal.....	143.00	157.30	200.20	
	82043	Geo Square-Round Table - Glass/Black Steel.....	349.25	384.20	488.95	
	82044	Geo Square-Round Table - Glass/Chrome.....	349.25	384.20	488.95	
	8201226	Rustique Square Metal Bar Table - Gray.....	338.25	372.10	473.55	
	820130	Mesa Cocktail Table - Black/Bronze.....	319.00	350.90	446.60	
	820131	Mesa Cocktail Table - Glass/Bronze.....	319.00	350.90	446.60	
	820132	Mesa Cocktail Table - Wood/Bronze.....	319.00	350.90	446.60	
	820133	Mesa End Table - Black/Bronze.....	280.50	308.55	392.70	
	820134	Mesa End Table - Glass/Bronze.....	280.50	308.55	392.70	
	820135	Mesa End Table - Wood/Bronze.....	280.50	308.55	392.70	
	820310	Sedona Side Table - Black/Bronze.....	869.00	955.90	1,216.60	
	820311	Sedona Side Table - Wood/Bronze.....	151.25	166.40	211.75	
	820312	Sedona Side Table - White/Bronze.....	151.25	166.40	211.75	
	820320	Taos Side Table - Black/Bronze.....	151.25	166.40	211.75	
	820321	Taos Side Table Wood/Bronze.....	151.25	166.40	211.75	
	820322	Taos Side Table - White/Bronze.....	151.25	166.40	211.75	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	434.50	477.95	608.30	
	82051	Geo Conference Table - Glass/Chrome.....	429.00	471.90	600.60	
	820260	Madison Conference Table - Gray Acajou.....	459.25	505.20	642.95	
	820708	42" Round Conference Table - White Laminate.....	453.75	499.15	635.25	
	820261	Madison 5' Conference Table - Gray Acajou.....	558.25	614.10	781.55	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,111.00	1,222.10	1,555.40	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,111.00	1,222.10	1,555.40	
	820951	Ventura Bar Table - Maple w/ Grommets.....	833.25	916.60	1,166.55	
	820952	Ventura Communal Bar Table - Black.....	816.75	898.45	1,143.45	
	820953	Ventura Bar Table - White w/ Grommets.....	833.25	916.60	1,166.55	
	820954	Ventura Communal Bar Table - Maple.....	833.25	916.60	1,166.55	
	820956	Ventura Communal Bar Table - White.....	833.25	916.60	1,166.55	
	820963	Ventura Communal Cafe Table - Maple.....	544.50	598.95	762.30	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	816.75	898.45	1,143.45	
	820961	Ventura Cafe Table - White w/ Grommets.....	816.75	898.45	1,143.45	
	820966	Ventura Communal Cafe Table - White.....	544.50	598.95	762.30	
	820962	Ventura Communal Cafe Table - Black.....	544.50	598.95	762.30	
	8201244	42" Round Conference Table - Black Laminate.....	453.75	499.15	635.25	
	8201	10' Table - Black Laminate.....	984.50	1,082.95	1,378.30	
	8203	5' Table - Black Laminate.....	506.00	556.60	708.40	
	8205	8' Table - Black Laminate.....	742.50	816.75	1,039.50	
Office						
	84075	Madison Desk - Gray Acajou.....	654.50	719.95	916.30	
	84078	Madison Bookcase - Gray Acajou.....	396.90	436.60	555.65	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Computer Desks/Tables						
	820706	Work Desk - White Laminate.....	390.50	429.55	546.70	
POWERED						
Powered Seating						
	810120	Naples Chair, Powered - Black Vinyl.....	770.00	847.00	1,078.00	
	830122	Naples Loveseat, Powered - Black Vinyl.....	1,036.75	1,140.45	1,451.45	
	830121	Naples Sofa, Powered - Black Vinyl.....	1,190.75	1,309.85	1,667.05	
Powered Tables						
	820950	Ventura Communal Bar Table, Powered - Black.....	1,009.25	1,110.20	1,412.95	
	820955	Ventura Communal Bar Table, Powered - White.....	918.50	1,010.35	1,285.90	
	820964	Ventura Communal Cafe Table, Powered - Black.....	690.25	759.30	966.35	
	820965	Ventura Communal Cafe Table, Powered - White.....	690.25	759.30	966.35	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	798.80	878.70	1,118.30	
	84084	Tech Desk, Powered - Black Metal.....	594.00	653.40	831.60	
	82076	Sydney Cocktail Table, Powered - Black.....	459.25	505.20	642.95	
	82073	Sydney Cocktail Table, Powered - White.....	459.25	505.20	642.95	
	8202	10' Table, Powered - Black Laminate.....	1,232.00	1,355.20	1,724.80	
	8204	5' Table, Powered - Black Laminate.....	638.00	701.80	893.20	
	8206	8' Table, Powered - Black Laminate.....	1,232.00	1,355.20	1,724.80	
Powered Pedestals						
	85060	Powered Locking Pedestal 36" H, Black.....	561.00	617.10	785.40	
	85061	Powered Locking Pedestal 36" H, White.....	561.00	617.10	785.40	
	85062	Powered Locking Pedestal 42" H, Black.....	671.00	738.10	939.40	
	85063	Powered Locking Pedestal 42" H, White.....	671.00	738.10	939.40	
	820710	Wireless Charging Table, Powered.....	547.25	602.00	766.15	
Midtown Counters & Bars						
	850103	Midtown Powered Counter Unlighted - Pewter.....	1,647.25	1,812.00	2,306.15	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,922.25	2,114.50	2,691.15	
	850101	Midtown Bar Unlighted - Pewter.....	1,482.25	1,630.50	2,075.15	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,757.25	1,933.00	2,460.15	
DISPLAY & ACCESSORIES						
Product Storage						
	84080	3 Door File Cabinet on Castors - Black	206.25	226.90	288.75	
	85020	Posh Shelving w/ Chrome Frame - White.....	613.25	674.60	858.55	
Refrigerator						
	8503001	Refrigerator - White.....	1,787.50	1,966.25	2,502.50	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	170.50	187.55	238.70	
	850708	Mason Floor Lamp - White/Brushed Silver.....	255.75	281.35	358.05	
Display						
	75030	Display Cube - Black - 12" Small.....	315.85	347.45	442.20	
	75031	Display Cube - Black - 18" Medium.....	352.45	387.70	493.45	
	75032	Display Cube - Black - 24" Large.....	385.35	423.90	539.50	
	72056	Display Counter - Black.....	571.65	628.80	800.30	
	75079	Orion Computer Kiosk - Black.....	N/A	N/A	N/A	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Boxwood Hedges						
_____	85030	7' Boxwood Hedge.....	781.00	859.10	1,093.40	_____
_____	85035	4' Boxwood Hedge.....	418.00	459.80	585.20	_____
Accessories						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	186.55	205.20	261.15	_____
_____	220118	Chrome Sign Holder.....	127.00	139.70	177.80	_____
_____	750135	Round Literature Rack.....	247.30	272.05	346.20	_____
_____	750136	Flat Literature Rack.....	181.30	199.45	253.80	_____
_____	220109	Chrome Coat Tree.....	72.30	79.55	101.20	_____
_____	220134	Aluminum Easel.....	60.10	66.10	84.15	_____
_____	220110	Chrome Bag Rack.....	115.40	126.95	161.55	_____
_____	10201484	Floor Standing Bulletin Board.....	240.05	264.05	336.05	_____
_____	220106	Corrugated Wastebasket.....	28.95	31.85	40.55	_____
_____	8502	Village Charging Hub.....	266.75	293.45	373.45	_____

Special Drape

☐ Black ☐ Blue ☐ White ☐ Gray ☐ Red

_____	12103	Special Drape 3'H (per ft.).....	20.50	22.55	28.70	_____
_____	12108	Special Drape 8'H (per ft.).....	26.65	29.30	37.30	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total		6% Tax Total Cost

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

FROM THE GROUND UP

.....

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

Sustainability Tip:



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

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



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

PRESTIGE CARPET

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

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

Custom Options

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



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



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

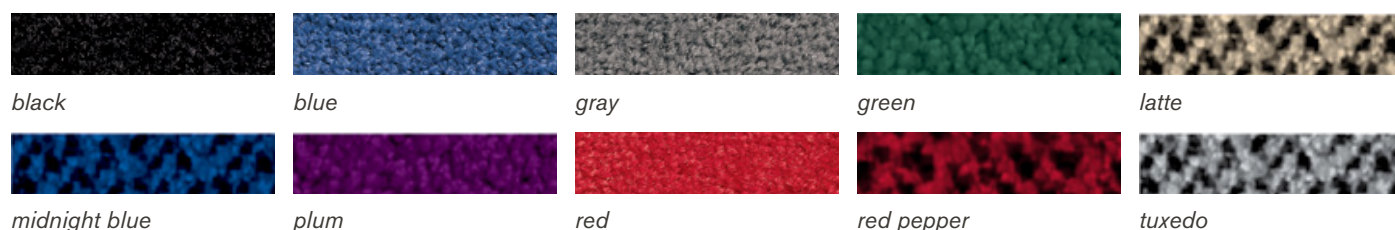
CLASSIC CARPET

Custom Cut

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

Standard Cut

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



Actual colors may vary slightly

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

FREEMAN

(888) 508-5054 Fax: (469) 621-5609
ExhibitorSupport@freeman.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JUNE 25, 2021**

NAME OF SHOW: **NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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STANDARD SIZE CARPET & PADDING

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- All carpet, padding and plastic covering contain recycled content and are recyclable.

10' CLASSIC CARPET, PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Midnight Blue ☐ Red ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 360.50	\$ 396.55	\$ 504.70	_____
_____	10' x 20' Classic Carpet	\$ 721.00	\$ 793.10	\$ 1,009.40	_____
_____	10' x 30' Classic Carpet	\$ 1,081.50	\$ 1,189.65	\$ 1,514.10	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 211.15	\$ 232.25	\$ 295.60	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 422.30	\$ 464.55	\$ 591.20	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 633.45	\$ 696.80	\$ 886.85	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 422.30	\$ 464.55	\$ 591.20	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 844.60	\$ 929.05	\$ 1,182.45	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,266.90	\$ 1,393.60	\$ 1,773.65	_____
_____	Plastic Covering (price per sqft).....	\$ 1.15	\$ 1.25	\$ 1.60	_____

CUSTOM CUT CLASSIC CARPET

- Order Custom Cut Classic Carpeting by the sqft if your size is not listed above.

Sample: Booth Size: 10 x 25 = 250 sqft \$ **4.10**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

☐ Black ☐ Blue ☐ Gray ☐ Midnight Blue ☐ Red ☐ Tuxedo ☐ Latte ☐ Green ☐ Red Pepper

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 4.10	\$ 4.50	\$ 5.75	_____

TOTAL COST

Sub-Total	+	6% Tax	=	Total Cost
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standard size carpet & padding

FREEMAN

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CUT TO SIZE CARPET & PADDING

- Guaranteed new, high-quality carpet.
- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- All carpet, padding and plastic covering contain recycled content and are recyclable.

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 5.15	\$ 5.65	\$ 7.20	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 4.65	\$ 5.10	\$ 6.50	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 6.15	\$ 6.75	\$ 8.60	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 5.65	\$ 6.20	\$ 7.90	_____

CARPET PADDING includes delivery, material handling, installation and removal

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 2.10

Qty	Description	Price per sqft (90 sqft minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 2.10	\$ 2.30	\$ 2.95	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.60	\$ 1.75	\$ 2.25	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 4.20	\$ 4.60	\$ 5.90	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 3.20	\$ 3.50	\$ 4.50	_____

TOTAL COST

Sub-Total	+	6% Tax	=	Total Cost
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FREEMAN

(888) 508-5054 Fax: (469) 621-5609
ExhibitorSupport@freeman.com

NAME OF SHOW: **NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

CLEANING SERVICES

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

VACUUMING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time70	1.00	_____
_____	610200	Booth Vacuuming - 2 Days	1.40	1.95	_____
_____	610300	Booth Vacuuming - 3 Days	2.10	2.95	_____

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

SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.35	1.90	_____
_____	630200	Shampoo Carpet - 2 Days	2.70	3.80	_____
_____	630300	Shampoo Carpet - 3 Days	4.05	5.65	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sqft.	278.10	389.35	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	313.80	439.30	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	349.60	489.45	_____
_____	6203500	Exhibit Area / Over 2,500 sqft.....	Call for Quote		

TOTAL COST				
_____	+	N/A	=	_____
Sub-Total		6 %Tax		Total Cost

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



FREEMAN

(888) 508-5054 Fax: (469) 621-5609
ExhibitorSupport@freeman.com

**DISCOUNT PRICE
DEADLINE DATE
JUNE 25, 2021**

graphics

NAME OF SHOW: **NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft
\$ 24.75 per sqft discount price
sqft x or = \$ _____
\$ 37.15 per sqft standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

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

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	55.65	83.50 =	_____
7" x 22"	55.65	83.50 =	_____
7" x 44"	55.65	83.50 =	_____
9" x 44"	68.00	102.00 =	_____
11" x 14"	55.65	83.50 =	_____
14" x 22"	55.65	83.50 =	_____
14" x 44"	105.60	158.40 =	_____
22" x 28"	105.60	158.40 =	_____
28" x 44"	211.45	317.20 =	_____
20" x 60"	205.50	308.25 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

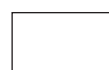
* Please feel free to attach additional sign copy on separate page.



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	6 % Tax	=	Total Cost
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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

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (888) 508-5054 for assistance.

BALTIMORE/WASHINGTON AREA UNION REGULATIONS

To assist you in your planning efforts for the 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 various union jurisdictions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

MATERIAL HANDLING

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is *not* permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in this exhibitor service manual.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

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 rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

TIPPING

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

LET US DO THE HEAVY LIFTING

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



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:

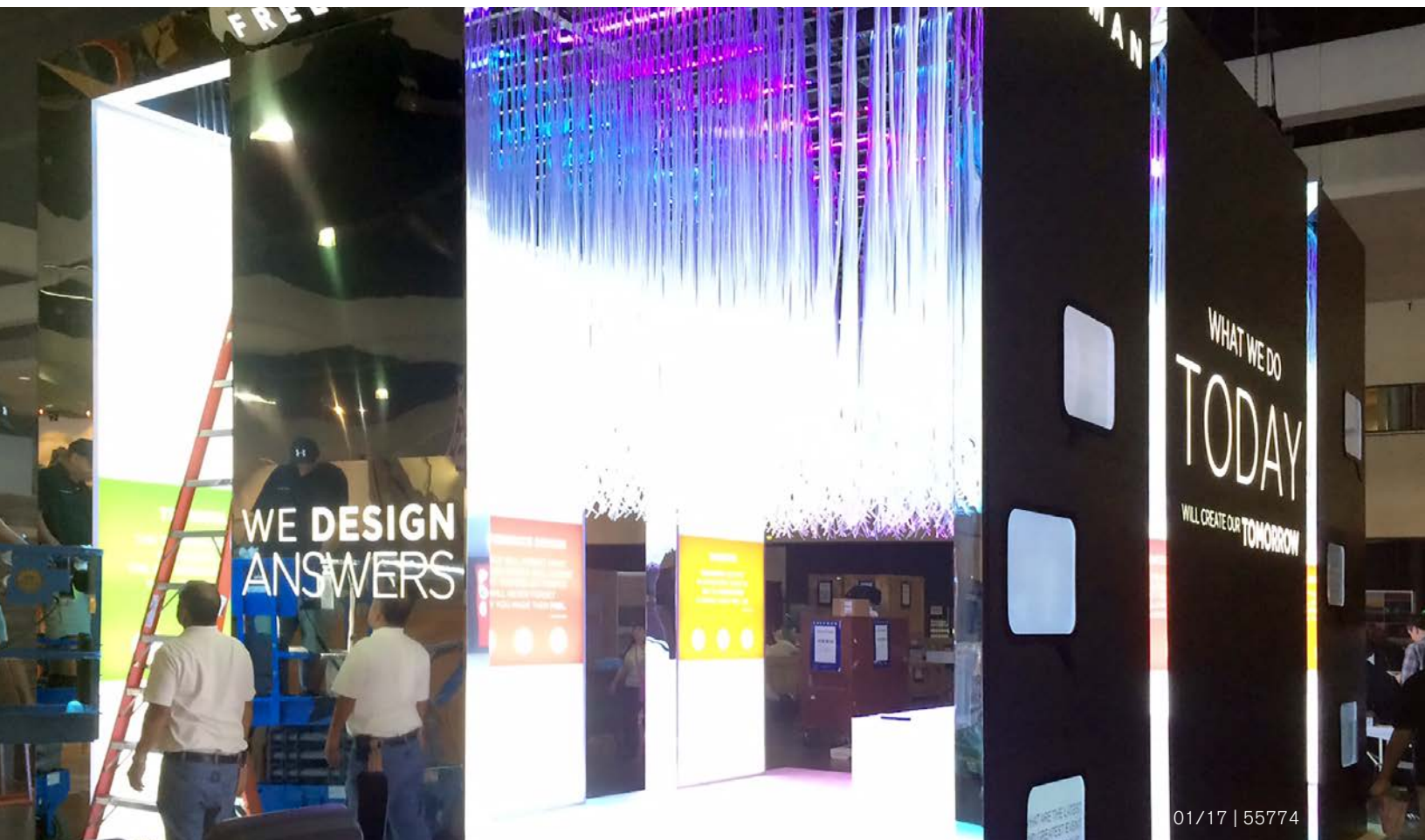
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations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



FREEMAN

(888) 508-5054 Fax: (469) 621-5609

ExhibitorSupport@freeman.com

NAME OF SHOW: **NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 5:00 PM Monday through Friday.....	\$111.25	\$155.75
Overtime: 5:00 PM to 8:00 PM Monday through Friday; all day Saturday & Sunday	\$167.00	\$234.00
Double Time: All recognized holidays	\$222.50	\$311.50

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

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
6% Tax = \$ (N/A)						
Total Installation = \$ _____						

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
6% Tax = \$ (N/A)						
Total Dismantle = \$ _____						

installation & dismantle labor

NAME OF SHOW: **NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET-UP INFORMATION

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

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

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

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

FREEMAN

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ExhibitorSupport@freeman.com

NAME OF SHOW: **NACo ANNUAL CONFERENCE & EXPOSITION / JULY 9 - 12, 2021**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 5:00 PM Monday through Friday
Overtime: 5:00 PM to 8:00 AM Monday through Friday; all day Saturday
Double Time: 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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$333.25	\$466.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$385.25	\$539.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$437.75	\$613.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$432.50	\$605.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$484.50	\$678.50
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$537.25	\$752.25
304040	Forklift w/operator - 4-Stage - ST.....	\$347.50	\$486.50
304041	Forklift w/operator - 4-Stage - OT.....	\$399.50	\$559.50
304042	Forklift w/operator - 4-Stage - OT.....	\$459.00	\$642.75
RIGGING LABOR			
3020100	Rigger - ST.....	\$111.25	\$155.75
3020101	Rigger - OT.....	\$167.00	\$234.00
3020102	Rigger - DT.....	\$222.50	\$311.50
EQUIPMENT			
3090600	Forklift Cage.....	\$138.00	\$193.25
3090700	Forklift Boom.....	\$158.00	\$221.25
3090800	Pallet Jack.....	\$ 70.00	\$ 98.00

INSTALLATION

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total \$ _____

6% Tax \$ **(N/A)**

Total Installation \$ _____

DISMANTLE

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total \$ _____

6% Tax \$ **(N/A)**

Total Dismantle \$ _____



NACo 2021 Annual Conference

July 8th-12th, 2021

National Harbor, MD

marxpro.com | experiences@marxpro.com | (602) 437-9300

Headquarters: Chandler, AZ | Office: San Diego, CA



Exhibit Contact:
Sabrina Gallardo | Project Coordinator
602.437.9300 | sabrina@marxpro.com | marxpro.com

Exhibitor Packages

Dual Speaker System with Wireless Mic	\$360 per day
50" Monitor	\$465 per day
70" Monitor	\$540 per day
Laser Printer (500 Page Allowance)	\$195 per day

Notes

Please contact Marx Productions to receive a formal quotation. Custom orders available by request. Orders must be received by June 25, 2021. A 3% convenience fee will be added to all credit card transactions.

Marx Productions

Headquarters:

4151 West Lindbergh Way
Chandler, AZ 85226
(602) 437-9300

Southern California Office:

924 Hornblend, #205
San Diego, CA 92109
(619) 568-0900



EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove ALL tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft. are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting:

National Association of Counties Annual Meeting

We're happy to provide access to on-line ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

<https://gaylordnational.boomerecommerce.com>

Discount Schedule

Advance Price Beginning:	(June 11 th , 2021)
Standard Price Applies:	(June 27 th , 2021)
Exhibit Show Floor Manager:	(John Mathis)

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gnexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (301) 965-3710 or gnexhibits@gaylordhotels.com for any questions or additional assistance.

Gaylord National Exhibits Electrical Pricing

FOR PRICING REFERENCE ONLY

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE					
Electrical Packages				Advanced Price	Standard Price
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$175.00	\$215.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$255.00	\$280.00
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price
EACH UNIT OF POWER COMES WITH ONE OUTLET					
120	500	5	Single	\$145.00	\$185.00
120	2,000	20	Single	\$230.00	\$255.00
208	3,300	20	Single	\$300.00	\$350.00
208	5,700	20	Three	\$400.00	\$475.00
208	5,000	30	Single	\$410.00	\$490.00
208	8,600	30	Three	\$550.00	\$655.00
208	9,900	60	Single	\$700.00	\$840.00
208	17,000	60	Three	\$1,100.00	\$1,300.00
208	20,800	100	Single	\$1400.00	\$1700.00
208		100	Three	\$1900.00	\$2300.00
208		200	Three	\$3400.00	\$3900.00
208		400	Three	\$5200.00	\$6500.00
1 Outlet Extension-cord. RENTAL ONLY					\$15.00
6 Outlet Multi-strip. RENTAL ONLY					\$25.00
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					\$375.00
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					\$400.00
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$450.00
One time fill and drain. Maximum of 300 gallons					\$400.00
Transformer Rental					\$150.00
Special orders Example: Overhead electrical, 24 hour service					

Note: There will be a 16% installation/removal fee and 6% Maryland State tax assessment on all orders.

****THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE****

Gaylord National Exhibits Internet Pricing

FOR PRICING REFERENCE ONLY

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE

	<u>QTY</u>	<u>Advance Rate</u> >2 weeks Adv	<u>Standard Rate</u> <2 weeks	<u>Total</u>
<u>High-Speed Wireless Access</u>				
Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
<u>High-Speed Wired Access</u>				
<i>*Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.</i>				
Wired Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
<u>Dedicated Internet Access – Dedicated Private VLAN</u>				
1.5 Mb/sec	_____	\$2,500.00	\$3,900.00	_____
3.0 Mb/sec	_____	\$5,000.00	\$6,500.00	_____
6.0 Mb/sec	_____	\$10,000.00	\$11,000.00	_____
Static Public IP <i>Requires dedicated selection</i>	_____	\$350.00	\$400.00	_____
<u>Telecommunication (Telephone) Services</u>				
Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____
Labor - Troubleshooting / Move / Change	_____	\$100.00	\$150.00	_____

Note: There will be a 25% service charge and 6% Maryland State tax assessment on all orders

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Gaylord National Exhibits Food & Beverage Pricing

FOR PRICING REFERENCE ONLY

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
Freshly Brewed Regular Coffee	\$ 113.00		gal			
Freshly Brewed Decaffeinated Coffee	\$ 113.00		gal			
White Lion Tea Selection	\$ 113.00		gal			
Soft Drinks	\$ 7.00		each			
Still and Sparkling Bottled Waters	\$ 7.00		each			
Bake Shop Specialties, Preserves, Butter	\$ 68.00		dzn			
Freshly Baked Cookies or Brownies	\$ 68.00		dzn			
Assorted Mini Cupcakes	\$ 68.00		dzn			
Haagen-Dazs Ice Cream Bars	\$ 7.50		each			
Popcorn Cart* (each bag pops approx. 100 bags)	\$ 500.00		bag			
Candy Jar Display (approx. 100 portions)	\$ 600.00		each			
5-Gallon Water bubbler (Power Required)	\$ 250.00		each			
5-Gallon Water bubbler Refill	\$ 75.00		each			
CQ Mango Mint Pineapple	\$ 225.00		container			
CQ Strawberry Basil	\$ 225.00		container			
CQ Lemon Cucumber	\$ 225.00		container			
CQ Black Raspberry Acai Jalapeno	\$ 225.00		container			

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	9% sales tax
Domestic & Import Beer	\$10.50		drink			
Craft Beer	\$12.00		drink			
Deluxe Cocktails	\$13.50		drink			
Deluxe Wine - White (by the bottle)	\$60 and up		drink			
Deluxe Wine - Red (by the bottle)	\$60 and up		drink			

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
*Attendant / Bartender (first 2 hours)	\$225.00		each			
Attendant / Bartender (additional for each hour or fraction thereafter)	\$75.00		each			

(Ask your Catering Representative When this is Required)

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
Delivery Fee(s)	\$50.00					

****Please be aware there may be charges and fees associated with your order. For a full quote please reach out to gnexhibits@gaylordhotels.com or call 301-965-3710****

****THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE****