

#### **Frequently Asked Exhibitor Questions**

Thank you for exhibiting with us. Below are some answers to the questions, you may have:

#### Who can I contact with questions?

#### **Show Management**

Southern Gas Association 3030 LBJ Freeway, Suite 1500 Dallas, TX 75234 972-620-8505 8:00 am – 5:00 CST, Monday through Friday exhibits@southerngas.org

General: exhibits@southerngas.org or call 972-620-8505

Freeman (Exhibitor Appointer Contractor): freeman.com or 888-508-5054

Show Directory: exhibits@southerngas.org or call 972-620-8505

Registration/Conference: memberservices@southerngas.org or 972-620-8505

Speaking: Allen.Voss@southerngas.org or 972-620-4029

Exhibit Space Location: exhibits@southerngas.org or call 972-620-8505

#### What is included in my exhibit space rental (10'x10')?

- 8' high drape back wall (Blue)
- 3' high drape side wing
- 7" x 44" booth ID sign
- One 6' draped table (Blue)
- Two side chairs
- One wastebasket
- On-line booth listing with company description & booth number
- Carpeting of all aisles in the exhibit hall Color Black
- One person is included in booth fee to work the booth only. Additional booth personnel can be purchased either as a guest pass, which includes the awards ceremony at the NASCAR Hall of Fame. This guest pass is for the entire conference. If only a day pass is needed, a day pass can be purchased day passes do not include entrance to the Awards ceremony at the NASCAR Hall of Fame.
- Food and beverage functions in the exhibit hall
- Exhibit hall to be vacuumed each evening and trash to be dumped in general areas
- All registrants who opt-in will be visible in the directory on the mobile app

#### What are the official show rules?

Exhibitors are bound by SGA's Exhibitor Rules and Regulations. These rules are not meant to limit your ability to showcase your product or services, but rather to ensure each exhibitor an equal opportunity, within reason, to present their product or service in the most effective manner to attendees.

# How do I find more information about the conference, Agenda, and hotel? What is the schedule of other functions in the exhibit hall?

https://southerngas.org/event/natural-gas-connect/

#### What is new to this Conference?

The Natural Gas Connect Conference was combined with this conference due to COVID-19. Awards will be given out at the NASCAR Hall of Fame.

#### How do I register my 1 booth person and others, if applicable?

When someone registers as an exhibitor the person's name is captured at that time. You can register others by contacting **memberservices@southerngas.org.** Badges must be always worn.

# I have registered someone (or myself) and need to make a change, how do I change the registration?

Contact memberservices@southerngas.org.

#### Are free guest passes available?

No, sorry.

#### Where do we ship our materials and how do we order items for the booth?

Once your exhibitor registration has been processed, we will provide your contact information to Freeman. They will provide an Exhibitor Kit that will detail shipping information, how to order electricity, Internet, display material, etc. Please be sure to take notice of the cut-off dates for shipping and other services. Your Exhibitor Kit should be emailed to you no less than 60 days out unless you registered the last minute. You can also find at freeman.com.

#### Will Internet be available in the Exhibit Hall?

Yes, please refer to the Exhibitor Kit or freeman.com for pricing. Complimentary wireless Internet is provided as an amenity at no charge to guests. It is available within the upper levels of the facility only, at a speed of 768kbps upload/download.

#### When can I move into my booth?

Monday, October 18th from 8:00 am to 2:00 pm.

#### Can I deliver my exhibit materials to the Convention Center myself?

Yes. Exhibitors may deliver materials in their cars, SUVs, and mini-vans during the move-in day. You will be directed to an unloading area. Be sure you know your exhibitor name, booth number, number of pieces, estimate weight, and type of merchandise. Contact Freeman at freeman.com if you have any questions.

#### Can I carry my exhibit materials into the convention center to my booth?

Yes. You may "hand carry" materials through the door, provided you do not use material handling equipment to assist you. When exhibitors choose to "hand carry" materials, they may not be permitted access to the loading dock/freight door areas.

#### What are the exhibit hours?

Monday, October 18 3:00-6:00 pmTuesday, October 19 7:00-7:30 pmWednesday, October 20 7:00-8:00 am

#### Is security provided for my booth?

There is not individual security for your booth. Do not leave items of value in your booth overnight during the set-up or exhibition days without taking security precautions. Exhibitors can order overnight booth security from Show Pros Entertainment Services through the Charlotte Convention Center. Contact Ryder Burger at ryder.burger@showprostaff.com for more information.

#### How are we keeping attendees and exhibitors safe from COVID-19?

Charlotte: https://www.charlottemeetings.com/coronavirus-resources

Freeman: https://www.freeman.com/event-services/safety

#### Should I insure my exhibit materials?

Yes. Exhibitors are required to provide their own insurance coverage, protecting them against damage, loss, or theft. The drayage contractor cannot be held responsible for the disappearance of an exhibitor's materials after delivery to the booth, or before the materials are picked up for loading out after the exhibition.

#### Are raffles allowed in the booths?

Yes. Feel free to collect business cards and hold a raffle. SGA raffle date and time for all exhibitors – Tuesday, October 19 at 5:30 pm.

#### What events are available to sponsor and how do I sign up for them?

Contact Tina Hamlin at tina.hamlin@southerngas.org for more information.

#### When does the Exhibit Hall close?

The exhibit hall will close on Wednesday, October 20 at 8:00 am. There is absolutely no dismantling of booths prior to 8:00 am as this is not only a breach of the contract, but very disruptive to the exhibit hall and booths around you. **Teardown must be completed by 5 pm**. If you must catch an early flight, arrangements must be confirmed in writing in advance for Freeman to dismantle the booth for you.

#### FREEMAN

Southern Gas Association
Natural Gas Conference & Expo
October 17 - 20, 2021
Charlotte Convention Center
Charlotte, North Carolina

#### **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 up with 8' high blue back drape, 3' high blue side dividers, (1) 6' L x 30" H x 24" W blue draped table, (2) side chairs, and (1) wastebasket. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

#### **EXHIBIT HALL CARPET**

The exhibit area is not carpeted; however, the aisles will be carpeted in tuxedo. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form located in this manual.

#### **DISCOUNT PRICE DEADLINE DATE**

Order early on <u>FreemanOnline</u> to take advantage of advance order discount rates, place your order by September 20, 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 <u>FreemanOnline FAQ page</u>.

#### **SHOW SCHEDULE**

#### **EXHIBITOR MOVE-IN**

Monday	October 18, 2021	8:00 AM -	2:00 PM
<b>EXHIBIT HO</b>	URS		
Monday	October 18, 2021	3:00 PM -	6:00 PM
Tuesday	October 19, 2021	7:00 AM -	7:30 PM
Wednesday	October 20, 2021	7:00 AM -	8:00 AM
<b>EXHIBITOR</b>	MOVE-OUT		
Wednesday	October 20, 2021	8:00 AM -	5:00 PM

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

#### **EXHIBITOR SERVICE HOURS**

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

#### **DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Wednesday, October 20, 2021 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, October 20, 2021 at 3:00 PM.

01/21 (506860) Page 1 of 4

#### **POST SHOW PAPERWORK AND LABELS**

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

#### **EXCESSIVE TRASH AND BOOTH ABANDONMENT**

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

#### **SERVICE CONTRACTOR CONTACTS / INFORMATION:**

#### **FREEMAN**

(888) 508-5054 ExhibitorSupport@freeman.com

#### FREEMAN EXHIBIT TRANSPORTATION

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

#### **FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at <u>FreemanOnline</u> by <u>September 20</u>, 2021. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before**, **during** and **after** your show.

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

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

#### **SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_\_\_
Natural Gas Conference & Expo
C/O FREEMAN / TFORCE FREIGHT
5204 N GRAHAM ST,
CHARLOTTE, NC 28269

01/21 (506860) Page 2 of 4

Freeman will accept crated, boxed or skidded materials beginning Friday, September 17, 2021, at the above address. Material arriving after October 11, 2021 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 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 # \_\_\_\_\_\_

Natural Gas Conference & Expo
C/O FREEMAN
CHARLOTTE CONVENTION CENTER
501 S COLLEGE ST,
CHARLOTTE, NC 28202

Freeman will receive shipments at the exhibit facility beginning Monday, October 18, 2021. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

#### **PURCHASE TERMS**

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

#### **LABOR INFORMATION**

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

#### **ASSISTANCE**

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

#### **WE APPRECIATE YOUR BUSINESS!**

01/21 (506860) Page 3 of 4

#### FREEMAN GENERAL INFORMATION

#### TRANSLATION SERVICES

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

#### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on <u>FreemanOnline</u> to take advantage of advance order discount rates, place your order by September 20, 2021.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

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

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

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.

01/21 (506860) Page 4 of 4

## electrical services order form



Effective July 1, 2020 - December 31, 2021

#### **Electrical Rules & Regulations**

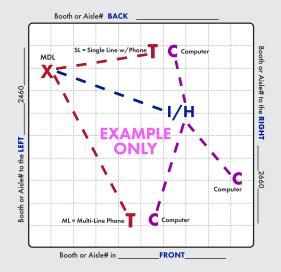
- 01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by media organizations or the exposition services provider unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
- 02. All equipment regardless of source of power must meet federal, state and local safety codes. The Convention Center reserves the right to refuse electrical connection of equipment based on safety.
- Claims will not be considered unless filed by exhibitors prior to close of show.
- Prices are based on current wage rates and are subject to change without notice.
- 05. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Convention Center will not be responsible for power failure or voltage fluctuation.
- O6. All material and equipment furnished by the Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel at the close of the show.
- 07. Convention Center electricians are authorized to cut floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Workspace layouts are prepared by convention management or media organizations, not the Convention Center.
- 08. All media-provided electrical cords must be of the three-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
- 09. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
- Advance orders must be received a minimum of fourteen (14) days prior to show opening.
- Payment must accompany order. Power will not be installed until payment is received. No exceptions. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.

- Lighting levels for move-in and move-out will be at 50%. Exhibit halls are not air conditioned during move-in and move-out.
- 13. Media organizations are not allowed access to floor pits at any time.
- 14. Floor rate prices apply to orders received after the due date (14 days prior to show opening). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
- 15. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Convention Center. Media organizations may supply their own receptacles. Labor for electrical work on equipment, including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by Convention Center electricians, will be charged at the prevailing rate (\$85.00 per hour, one hour minimum). If floor plans are received in advance (14 days prior to show opening), every attempt will be made to work with the decorator to install cable under the carpet.
- 16. Exhibitor technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes and is subject to inspection by Convention Center personnel.
- 17. Labor rates are based on nine hour days, typically from 7:30 a.m. to 5 p.m. Booth labor will be charged an overtime rate after 5 p.m. at the rate of 1.5 times the normal rate.
- Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.
- 19. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls. Air and water lines are not directed from overhead.
- 20. The Convention Center's power is 120/208 or 277/480 volts, three phase, five wire. Other voltages are not available unless step-up or step-down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.

21.	Will you require a Convention Center electrician
	TYFS TNO

		ADVANCED RATE	FLOOR RATE TO	TALS
	Power Strip (no power)	_	\$35.00	
	Extension Cord (no power)	_	\$35.00	
	120 VOLT LIGHTING AND	UTILITY (DUPLEX) OUTLETS		
	5 AMP (600 WATT)	\$87.00	\$118.00	
	10 AMP (1200 WATT)	\$112.00	\$147.00 \$147.00	
	20 AMP (2400 WATT)	\$140.00	\$196.00	
	MOTOR AND EQ	UIPMENT SCHEDULE		
3 VOLT SINGLE PHASE*	0.1.00.44400	<b>#</b> 040.00	4005.00	
	0 to 20 AMPS 21 to 30 AMPS	\$218.00 \$269.00	\$325.00 \$397.00	
	31 to 50 AMPS	\$364.00		
	51 to 70 AMPS	\$482.00	\$694.00	
	71 to 100 AMPS	\$588.00	\$840.00	
VOLT THREE PHASE*				
	0 to 20 AMPS	\$308.00	\$426.00	
	21 to 30 AMPS 31 to 50 AMPS	\$403.00 \$571.00	\$571.00 \$853.00	
	51 to 50 AMPS	\$771.00	\$1,092.00 <u> </u>	
	71 to 100 AMPS	\$1,002.00	\$1,355.00	
VOLT THREE PHASE*				
	0 to 20 AMPS	\$543.00	\$801.00	
	21 to 30 AMPS	\$728.00	\$1,092.00	
	31 to 50 AMPS	\$1,131.00	\$1,658.00	
	51 to 70 AMPS 71 to 100 AMPS	\$1,540.00 \$1,960.00	\$2,296.00 \$2,867.00	
RVICE DROPS				
	208 VOLT, 200 AMPS, SINGLE-PHASE	\$896.00		
	208 VOLT, 200 AMPS, THREE-PHASE	\$1456.00	\$2061.00	
	208 VOLT, 400 AMPS, SINGLE-PHASE 208 VOLT, 400 AMPS, THREE-PHASE	\$1915.00 \$3024.00	\$2643.00 \$4032.00	
or direct tie in only. No re-	centacles provided		SHRTOTAL	
			SUBTOTAL RENTALS	
	ceptacles provided. on estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.			
itility charges are based o ayments of less than \$5.0	on estimated needs at the time of order. Over/under		RENTALS	
tility charges are based of ayments of less than \$5.0 ease Print	on estimated needs at the time of order. Over/under		RENTALS	_
tility charges are based of ayments of less than \$5.0 ease Print ne of Eventnt Datent Date	on estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No	Please use the diagram	RENTALS TOTAL CHARGES	7
tility charges are based of ayments of less than \$5.0 ease Print ne of Eventnt Datenpany Name	on estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No	Please use the diagram on the right to indicate <b>Left</b>	RENTALS TOTAL CHARGES Backline	Right
tility charges are based of ayments of less than \$5.0 case Print ne of Eventnt Datenpany Nametact	on estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No.	on the right to indicate Left the desired locations for	RENTALS TOTAL CHARGES Backline	Right
tility charges are based of ayments of less than \$5.0 case Print  ne of Event nt Date npany Name tact phone	on estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No.	on the right to indicate Left	RENTALS TOTAL CHARGES Backline	Right
tility charges are based of ayments of less than \$5.0 ease Print  ne of Event npany Name tact phone	on estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No.	on the right to indicate Left the desired locations for	RENTALS TOTAL CHARGES Backline	Right
ease Print  ne of Event  npany Name  phone  phone  ail Address	on estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center	RENTALS TOTAL CHARGES  Backline  BOOTH	Right
tility charges are based of ayments of less than \$5.0 case Print  ne of Event npany Name tact phone ail Address ress	on estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks	RENTALS TOTAL CHARGES  Backline  BOOTH	Right
tility charges are based of ayments of less than \$5.0 case Print  ne of Event nt Date npany Name tact phone ail Address ress	on estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No.	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center	RENTALS TOTAL CHARGES  Backline  BOOTH	Right
tility charges are based of ayments of less than \$5.0 case Print  ne of Event nt Date npany Name tact phone ail Address ress	on estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle	
tillity charges are based of ayments of less than \$5.0 ease Print  ne of Event npany Name ttact ephone ail Address trees tte thorized by	no estimated needs at the time of order. Over/under 300 will be written off at the conclusion of the event.  Booth No	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: Online Order	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle  ers: Fax	Right orders:
tility charges are based of ayments of less than \$5.0 ease Print  me of Event mpany Name tract ephone ail Address treess the thorized by that Name trace that the trace	n estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No  Zip	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: Online Order 888.446.6911	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle  ers: Fax 702	orders:
tility charges are based of ayments of less than \$5.0 case Print  ne of Event nt Date npany Name tact ail Address ress te norized by t Name	no estimated needs at the time of order. Over/under 300 will be written off at the conclusion of the event.  Booth No	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: Online Order 888.446.6911 orders.sm.	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle  ers: Fax 702	orders: -943-6001
tillity charges are based of ayments of less than \$5.0 ease Print  ne of Event	no estimated needs at the time of order. Over/under 300 will be written off at the conclusion of the event.  Booth No Zip Zip Zip Zip	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: Online Order 888.446.6911 orders.sm.	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle  ers: Fax artcitynetworks.com 702 ers to: ervice@smartcitynetworks.com	orders: -943-6001
ease Print me of Event mpany Name phone ail Address tte horized by nt Name e e rlotte Convention Center I	n estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No  Zip	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: 888.446.6911  Online Orders.sm. Technical Questions: 704.339.6700  Customers	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle  ers: Fax artcitynetworks.com 702 ers to: ervice@smartcitynetworks.com	orders: -943-6001
tility charges are based of ayments of less than \$5.0 case Print  ne of Event	nestimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.  Booth No Zip	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: Online Orders.sm. Technical Questions: Email Order 704.339.6700 customers When your order is processed, you we	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle  ers: Fax artcitynetworks.com 702 ers to: ervice@smartcitynetworks.com	orders: -943-6001

"COMMUNICATIONS" FLOORPLAN WORKSHEET				
Company Name:	Show:	Booth/Room #:		
Center: Charlotte Convention Center	Customer / Ref #:			



# SPECIFY YOUR DESIRED LOCATION OF SERVICES

### X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

= INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

**C** = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

#### IMPORTANT! Prior to installation of service, a complete Floorplan is required.

Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

**Booth Orientation:** For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _	ft xft	SCALE: 1 BOX IS = TO	ft
	<b>BOOTH TYPE</b>	☐ Island ☐ Inline	

Booth or Aisle# to the RIGHT

Booth or Aisle# to the RIGHT

Booth or Aisle# in FRONT\_\_\_\_\_



Or fax order to (702) 943-6001



# Smart City Wireless Services **Charlotte Convention Center**

#### CONNECT

Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.

**OPEN BROWSER** Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.

#### **BUY NOW**

If this is your initial purchase, enter your username (email address) and password, then click BUY NOW. Follow prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.

### LOGIN

If you have already created an account and are returning for additional sessions, click LOGIN.





# **Wireless Options**

Depending on where you are in the facility, you will see both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

#### Exhibitor Internet

Available throughout the convention center

\*Connectivity speeds up to 1.54Mbps up/down

5 GHz wireless frequency only

1 day for \$79.99

3 day for \$227.97 5% discount

5 day for \$359.95 10% discount

#### **Instant Internet**

Available for select shows in the **Exhibit Halls** 

\*Connectivity speeds up to 768k up/down

1 day for \$12.95

#### **Free Internet**

Available throughout all public spaces and meeting rooms

\*Connectivity speeds up to 768k up/down

### **Questions**

For questions regarding wireless services of any of the other wired internet and telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com

<sup>\*</sup> Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.



# INTERNET SERVICE CONTRACT CHARLOTTE CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:				
Billing Company Name:		Show Start Date: Show End Date:					
Billing Company Address:			INCENTIVE ORDER DEADLINE:				
			14	DAYS PRIOR TO	1ST DAY O	F SHOW M	OVE-IN
City, State, Zip:		Country:	On-site Autho	orized Contact:	On-si	te Cell Number:	
Contact Name:	Phone Number:		Contact Emai	l:	Cell N	lumber:	
BASIC INTERNET, NOT FOR	RSTREAMING		Q1	Y INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, Route	ers PROHIBITED and will	not work					
1.5 Mbps Burstable To 3 Mb	ops (DHCP), Intended for	light Internet usage		\$895	\$1,140	\$1,368	
Additional Device(s), Per Dev				\$185	\$220	\$255	
DEDICATED INTERNET, FO	R STREAMING, GAN	IING & WEBCAS	T Q1	Y INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Private IP Addresses, Rou	uters SUPPORTED						
Dedicated 3 Mbps				\$2,974	\$3 <i>,7</i> 15	\$4,457	
Dedicated 6 Mbps				\$5,015	\$6,269	\$7,523	
Dedicated 10 Mbps				\$6,673	\$8,339	\$10,006	
Dedicated 15 Mbps				\$9,945	\$12,436	\$14,923	
Dedicated 20 Mbps				\$13,175	\$16,473	\$19 <i>,7</i> 68	
Upgrade to 29 Public Static If	P Addresses			\$846	\$1,015	\$1,219	
Higher bandwidth services	available for uhd stream	ing					
INTERNET EQUIPMENT &	LABOR		Qī	Y INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports	S			\$157	\$191	\$230	
Patch Cable (up to 100') – C	at5e			\$43	\$53	\$63	
Labor / Floor Work – four lin	es per hour			\$106	\$106	\$106	
Distance Fee for each Internet	line delivered outside the	e facility		\$500	\$500	\$500	
WIRELESS INTERNET, Full	products catalog availd	ble online					
SPECIAL QUOTE, Attachme	nt A or Statement of Wo	ork (if applicable)					
hereby acknowledge the above liste	d on-site authorized conta	ct is permitted to mak	e on-site changes	on-site changes SUBTOTAL			
to my order. I also acknowledge any change to my order could result in the credit of charged. Upon execution of this document the Customer hereby authorizes Smart provide services as requested herein, is authorized to request such services and acknowledge to request and ing of the Terms and Conditions.			card on file being ESTIMATED 10% TAX/FEES				
			owledges full and			GRAND TOTAL	
ACCE	PTANCE OF TERM	S AND CONDI	TIONS AND	AUTHORIZATI	ON OF OI	RDER	
Printed Nan	ne:		Sign	ature:			Date:
(X)		(X)				/	/

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

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

Make checks payable to Send completed form(s) with payment to:

SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118



Customer Number:

WIRELESS PERFORMANCE AGREEMENT				
Company Name:	Show:	Booth/Room #:		
Center: Charlotte Convention Center	Customer / Ref #:			

#### **OVERVIEW**

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

#### **CUSTOM WIRELESS NETWORKS**

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

#### **INTERNAL NETWORKS**

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

#### **CUSTOMER ACCEPTANCE**

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

#### ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name:	Signature:	Date:
Title:	Fmail:	Phone #:





# TELEPHONE SERVICE CONTRACT CHARLOTTE CONVENTION CENTER



Exhibitor Company Name:	Во	ooth/Room#:	Show Name:					
Billing Company Name:			Show Start Date: Show End Date:					
Billing Company Address:					R DEADLINE: PRIOR TO 1ST	DAY OF	SHOW MOVI	=-INI
City, State, Zip:	C	ountry:	On-site Auth				Cell Number:	114
Contact Name:	Phone Number:		Contact Emo	ail:	Cell Number:		nber:	
VOICE SERVICES, PBX Service	e – Domestic Long [	Distance Inclu	uded	QTY	INCENTIVE*	BASE	ON-SITE	Total
Single Line ☐ Instrument ☐ N	lon Dial 9 🗖 Intern	ational Long	Distance		\$234	\$293	\$352	
Multi Line Phone with (1) main	number and (1) roll	over line			\$353	\$442	\$530	
Speaker Phone Line with Polyco	om Instrument				\$395	\$489	\$587	
Distance Fee for each Telephone line delivered outside the facility			ty		\$100	\$100	\$100	
SPECIAL QUOTE, Attachme	ent A or Statement o	f Work (if ap	plicable)					
I hereby acknowledge the above list	ed on-site authorized co	ontact is permitt	ed to make o	n-site			SUBTOTAL	
changes to my order. I also acknow card on file being charged. Upon e Smart City Networks to provide ser	xecution of this docume	nt the Custome	r hereby autho	orizes	rizes ESTIMATED 10% TAX/FEES			
Smart City Networks to provide services as requested herein, is authorized to requestervices and acknowledges full and complete understanding of the Terms and Conditions.			Conditions.			GR	AND TOTAL	
АССЕРТА	NCE OF TERMS A	ND CONDI	TIONS ANI	D AUT	HORIZATION	OF ORD	ER	
Printed Name:			Si	ignature:			Da	te:
(X)		(X)					/_	_/

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

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

Make checks payable to Send completed form(s) with payment to:

SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118



ORDER NOW >



# 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.



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.



#### **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.





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



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

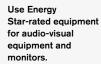


Print on at least 50 percent post-consumer recycled paper.











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



Light up your booth with CFLs, LEDs, or other energyefficient lighting.



#### **MOVE OUT**

# train your team

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





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.



**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



(888) 508-5054 Fax: (469) 621-5610 ExhibitorSupport@freeman.com

#### **PAYMENT INFORMATION**

Freeman only accepts payment information electronically. Place your order on <u>FreemanOnline</u> 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.

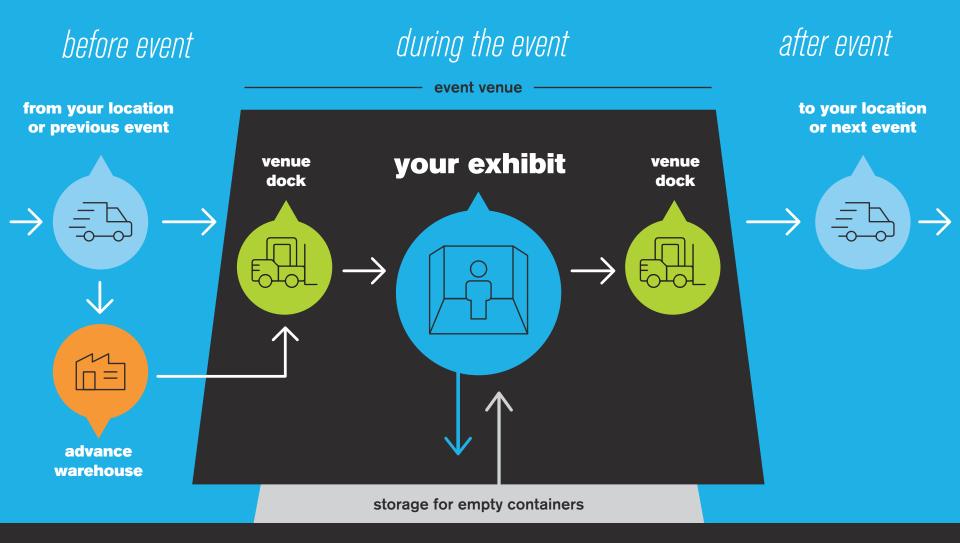
#### 1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information <a href="https://www.freemanpay.com/506860">https://www.freemanpay.com/506860</a>

#### 2. Submit your order

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

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





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.



# RESULTS, DELIVERED

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

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



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

### **EXHIBIT TRANSPORTATION**

# **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

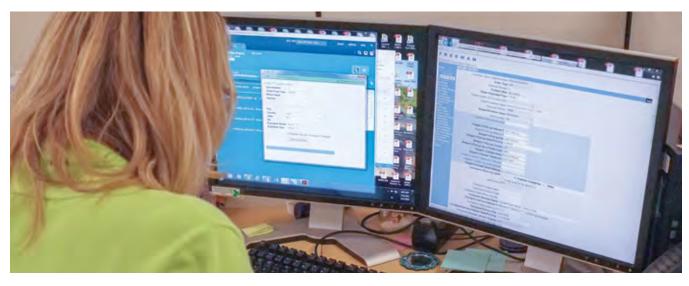
#### Questions?

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

NAME OF SHOW: Natural Gas Conference & Expo / O	October 17 - 20, 2021				
COMPANY NAME:	BOOTH #:				
CONTACT NAME :	E: PHONE #:				
E-MAIL ADDRESS :					
For fast, easy ordering	g, go to <u>www.freeman.com/store</u> .				
EXHIBIT TE	RANSPORTATION				
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	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				
(City) (State) (Zip Code)  DESTINATION  I will be shipping to the WAREHOUSE  FREEMAN / Exhibiting Company Name / Booth #  Natural Gas Conference & Expo  C/O: FREEMAN / TFORCE FREIGHT  5204 N GRAHAM ST  CHARLOTTE, NC 28269	I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information if different from pick up address:  Ship to address:				
I will be shipping to SHOW SITE FREEMAN / Exhibiting Company Name / Booth # Natural Gas Conference & Expo C/O: FREEMAN CHARLOTTE CONVENTION CENTER 501 S COLLEGE ST	Number of Labels :  FAX THIS COMPLETED FORM VIA:  E-mail:				
CHARLOTTE, NC 28202  CANNOT BE DELIVERED BEFORE OCTOBER 18, 2021	exhibit.transportation@freeman.com				
TYPE OF SERVICE	or				
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.	Fax: (469) 621-5810  A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF SHIPMENT REQUEST				
Standard Ground: Dependent on distance	AND FINALIZE DETAILS.				
Expedited Ground: Tailored to specific requirements					
Specialized: Pad wrapped, uncrated, truck load	SHOW # <sup>(506860)</sup>				

# WHAT ARE FREIGHT SERVICES?

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

#### HOW DO I SHIP TO THE WAREHOUSE?

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

#### HOW DO I SHIP TO SHOW SITE?

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

# WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

#### HOW SHOULD I LABEL MY FREIGHT?

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

# HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

# WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

#### FREEMAN

### FREIGHT SERVICES

# 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 Handing 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



(888) 508-5054 Fax: (469) 621-560? ExhibitorSupport@freeman.com

#### Natural Gas Conference & Expo October 17 - 20, 2021

**Charlotte Convention Center Charlotte, North Carolina** 

#### **MATERIAL HANDLING**

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

#### RATES

Material Handling.....\$ 1.48 per pound Rate applies to shipments sent to either the warehouse or directly to show site. Material Handling - After Deadline ......\$ 1.85 per pound Rate applies to shipments arriving at the warehouse after October 11, 2021. Material Handling - 10 lbs and under ..... Free of Charge This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth,

by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.

#### IMPORTANT SHIPPING INFORMATION

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

#### Warehouse:

- · Avoid wait times at show site; ship to our warehouse!
- · Warehouse receiving begins on September 17, 2021.
- Warehouse address: Exhibiting Company Name / Booth #

Natural Gas Conference & Expo C/O Freeman / TForce Freight

5204 N Graham St Charlotte, NC 28269

 Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

#### **Show Site:**

- Show site receiving begins on October 18, 2021.
- Show Site address: Exhibiting Company Name / Booth #

Natural Gas Conference & Expo **Charlotte Convention Center** 

C/O Freeman 501 S College St Charlotte, NC 28202

#### **Outbound:**

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

# FREEMAN

(888) 508-5054 Fax: (469) 621-5610 ExhibitorSupport@freeman.com

NAME OF SHOW:	Natural Gas Conference & Ex	po / October 1	7 - 20, 2021	
COMPANY NAME:	BOOTH#:			
CONTACT NAME :		PHONE #:		
E-MAIL ADDRESS :				
	For fast, easy or	dering, go to <u>y</u>	www.freema	an.com/store.
	•			
HAPPY TO PRE		IVER THEM TO	OUR BOOTH	ND SHIPPING LABELS. WE WOULD BE PRIOR TO SHOW CLOSE. TO TAKE FREEMAN SERVICE CENTER.
SHIP TO: COM		NG INFORMA	TION	
DELI	VERY ADDRESS:			
CITY	,. S	TATE/		ZIP/
	.:P			
	CIAL INSTRUCTIONS:			
	Same as Ship to: IPANY NAME:			
DELI	VERY ADDRESS:			
CITY	,	TATE/		ZIP/ POSTAL CODE:
		OD OF SHIPM		TOOTAL GODE.
Select a Carrie				
☐ Freeman E	xhibit Transportation	☐ Other Carri	ier	
	schedule your outbound shipment. appear on your Freeman invoice.		Carrier N	
	Freeman will make arrangements for pick-up by other car			ation shipments.
Select a Level	,		ionomity of the ox	andrea.
☐ 2 Day:	Delivery next business day Delivery by 5:00 PM second busi	ness day	Standard Grou Specialized: P	und ad wrapped, uncrated, or truckload
	ed: Delivery within 3-5 business d	ays		
•	ent Options (if applicable)			
⊔ Have I □ Inside	oading dock delivery	_	Lift gate requir Air ride require	
	rap required		Residential	ou.
☐ Do not				
Select Desired	Number of Labels:	vad up fram vaur	h 4h 1	and the same of th

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

# FREEMAN FREEMAN

	1
RUSH	RUSH
DO NOT DELAY	DO NOT DELAY
PECEIVING DATE REGINS: SEPTEMBER 17, 2021	PECEIVING DATE REGINS: SEPTEMBER 17 2021

RECEIVING DATE BEGINS: SEPTEMBER 17, 2021				RECEIVING DATE BEGINS: SEPTEMBER 17, 2021			
DEADLINE DAT	E IS: OCTOBER	11, 2021		DEADLINE DATE	IS: OC	TOBER 11, 2	021
TO:			i	TO:			
EXHIBITOR NAME				EXHIBITOR NAME			
C/O: FREEMAN / TFORCE FREIGHT			C/O: FREEMAN / TFORCE FREIGHT				
5204 N GRAHAM ST			5204 N GRAHAM ST				
CHARLOTTE, NC 28269				CHARLOTTE, NC 28269			
WAREHOUSE				WAREHOUSE			
	(506860)		!		(506860)		
EVENT:	Natural Gas Conferer	псе & Ехро		EVENT: Natural Gas Conference & Expo			
BOOTH NO	: NO	_ OF	PCS	BOOTH NO:_	NO	OF	PCS
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE							

PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

# FREEMAN

# FREEMAN

# RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 18, 2021

TO: \_\_\_\_

**EXHIBITOR NAME** 

C/O: FREEMAN

**CHARLOTTE CONVENTION CENTER** 

**501 S COLLEGE ST** 

**CHARLOTTE, NC 28202** 

**SHOW SITE** 

(506860)

EVENT: \_\_\_\_ Natural Gas Conference & Expo

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 18, 2021

TO:

**EXHIBITOR NAME** 

CO: FREEMAN

**CHARLOTTE CONVENTION CENTER** 

**501 S COLLEGE ST** 

**CHARLOTTE, NC 28202** 

**SHOW SITE** 

(506860)

EVENT: Natural Gas Conference & Expo

BOOTH NO: \_\_\_\_\_ NO. \_\_\_ OF \_\_\_ PCS | BOOTH NO: \_\_\_\_ NO. \_\_\_ OF \_\_\_ PCS

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

# **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 furnishing 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





#### **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.

10.

### Provide a Pop!

Colorful furnishings attract attention and help reinforce brand themes.



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



#### Charge it!

Powered tables and seating encourages clients to linger in the booth and recharge.





Communal tables help facilitate networking opportunities and build connections.





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





#### **Creature Comforts.**

Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.





#### Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.





Don't forget the greenery to warm up your booth environment by bringing nature indoors.



#### Level the field!

Low and casual seating makes clients more comfortable and open to learning.





#### Demo Down.

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

# **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** 



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** 

4 | Freeman.com/store Freeman.com/store | 5

# Power Up In Style.



# **Powered Seating**

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







### **Powered Tables**





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

**B) 820955** (white top)

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

# Take Charge.



### **Powered Tables**

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



**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**



### **Powered Tech Desk**



## Denotes AC and USB charging outlets

#### Powered Locking Pedestal

**A) 85061** 24"L 24"D 36"H **B) 85063** 24"L 24"D 42"H

**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.)

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

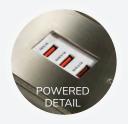
C) 84080 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H

# Take Charge.



### **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**





**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**



# **Soft Seating Collections**



#### BAJA

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

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

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



#### STERLING

**A) 8309 Sofa** (gray fabric) 82"L 33.5"D 32"H

**B) 81037 Chair** (gray fabric) 33"L 33.5"D 32"H



### KEY LARGO

**A) 830951 Sofa** (black fabric) 79"L 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**



# **Create Engaging Booth Environments**



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**





### 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



### FAIRFAX

A) 830949 Sofa (white vinyl, brushed metal)

62"L 26"D 30"H **B) 810949 Chair** 

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



### NAPLES 🎒

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

B) 830119 Sofa

**810120** (Powered)

(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!



#### 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)







#### **Accent Chair Styles**

#### Montreal 81031 Chair

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









#### Lena 81036 Chair

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



(gray fabric) 22.5"L 27"D 28.5"H B) 81035

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

A) 810151 Munich Armless Chair

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





Madrid

810816 Chair

(white, chrome) 30"L 30"D 31"H







18 | Freeman.com/store Freemanco.com/store | 19

# **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.



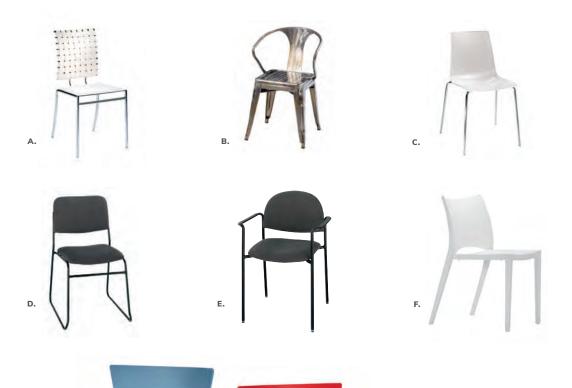
#### LAGUNA C) 810861 Chair (maple, chrome) 18"L 19"D 34"H

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





#### Styles & Shapes



#### 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 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

20.5"L 19"D 30.5"H



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  $^{\text{TM}}$  (gray) 18"W X 17.75"L X 33"H



20 | Freeman.com/store Freeman.com/store | 21

# **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)

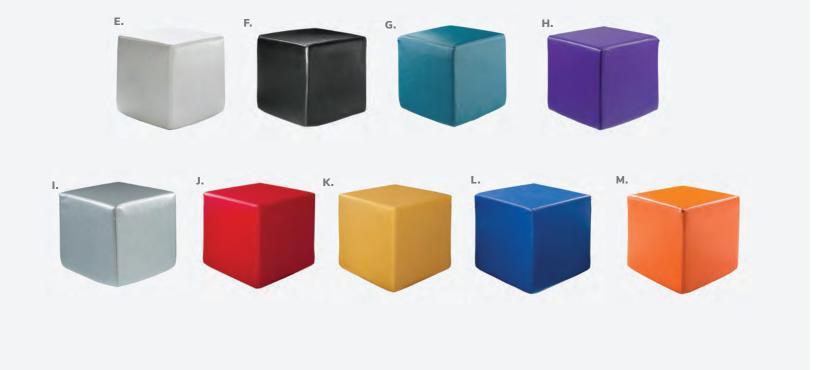
I) 81533 (silver vinyl)

**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)

**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

22 | Freeman.com/store Freeman.com/store | 23

### **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)





#### Marche Swivel Ottomans





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) 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)

**O) 81541** (teal velve) **P) 81542** 

(distressed brown vinyl)

24 | Freeman.com/store Freeman.com/store

# **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.



#### 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**



#### Styles & Shapes



#### 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

28 | Freeman.com/store | 29

Available in Power

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

#### **Customize and Create**

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





#### Mix & Match

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



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 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

#### Café Tables Standard Black Base 30" RND 29"H A) 8201220 (white) also available

**820265** (Madison/gray 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)



30 | Freeman.com/store Freeman.com/store | 31

# **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



#### 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



#### 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



#### **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.





BRUSHED YELLOW

GREEN

ORANGE

#### Style & Design

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



#### Bar Tables Standard Black Base 30" RND 42"H

**A) 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)

**820913** (orange) **820914** (brushed yellow)

820930 (blue) 820932 (wood)

8201236 (black)

36" RND 45"H

**820125** (white) **8201211** (graphite nebula) **8201205** (maple)

8201240 (black)

# **Barstools**

#### **LIFT Barstools**

15" RND 23-33.5"H

A) 810870 (white vinyl)

**B) 810873** (red vinyl)

**C) 810871** (black 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.

34 | Freeman.com/store Freeman.com/store | 35

# **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









# **Conference Tables**

#### **42" Round Coference Table**

**A) 820708** (white laminate) B) 820260 (Madison/gray acajou)





#### **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

38 | Freeman.com/store Freeman.com/store | 39

# **Conference Tables**



Black Rectangular Conference Table



# **Executive Seating**





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.







#### **Communal and Powered Tables**

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



#### Bar Tables

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



#### 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.





#### Ventura Powered Bar Tables

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

72.25"L 26.25"D 30"H (silver frame) **A) 820964** (black top) **B) 820965** (white top)

Ventura Communal Café Tables (silver frame) 72.25"L 26.25"D 30"H

Maple Top **C) 820963** (solid) **820960** (grommets)

White Top **D) 820961** (grommets) **820966** (solid)

Black Top **E) 820962** (solid)

42 | Freeman.com/store Freeman.com/store

# **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**



#### 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



#### **Midtown Powered Counter**

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







#### Midtown Bar

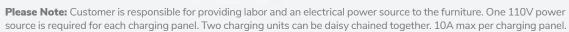
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



















#### **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.

46 | freeman.com/store freeman.com/store | 47

#### **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**



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



B) 820930 30" Round Bar Table

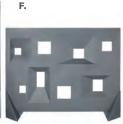
(blue top, chrome hydraulic base) 30" RND 45"H

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









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

#### **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 4

 124330
 Tables Draped
 3'L x 24"D x 30"H

 124430
 Tables Draped
 4'L x 24"D x 30"H

 124630
 Tables Draped
 6'L x 24"D x 30"H

 124830
 Tables Draped
 8'L x 24"D x 30"H

#### 24"D X 30"H | Tables Undraped

 125330
 Tables Undraped
 3'L x 24"D x 30"H

 125430
 Tables Undraped
 4'L x 24"D x 30"H

 125630
 Tables Undraped
 6'L x 24"D x 30"H

 125830
 Tables Undraped
 8'L x 24"D x 30"H

#### 24"D X 42"H | Counter Draped

 124342
 Counter Draped
 3'L x 24"D x 42"H

 124442
 Counter Draped
 4'L x 24"D x 42"H

 124642
 Counter Draped
 6'L x 24"D x 42"H

 124842
 Counter Draped
 8'L x 24"D x 42"H

#### 24"D X 42"H | Counter Undraped

 125342
 Counter Undraped
 3'L x 24"D x 42"H

 125442
 Counter Undraped
 4'L x 24"D x 42"H

 125642
 Counter Undraped
 6'L x 24"D x 42"H

 125842
 Counter Undraped
 8'L x 24"D x 42"H

#### 4th Side | Table Draped 30"

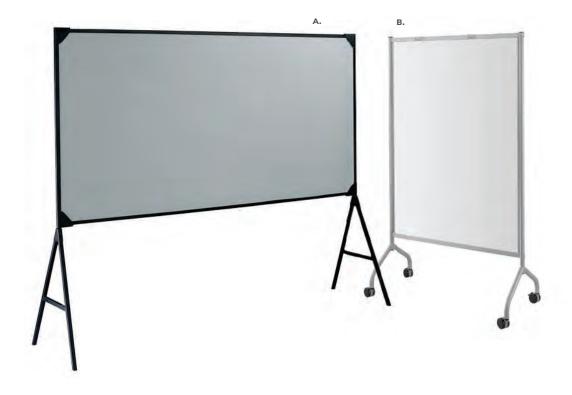
**12404630** Drape Table 4th Side **6'** X 30" **12404830** Drape Table 4th Side **8'** X 30"

#### 4th Side | Table Draped 42"

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



#### **Office Accessories**





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

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

**C) 220110 Chrome Bag Rack**(3" at center)
1"W X 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.

<u>Click</u> 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

54 | Freeman.com/store Freeman.com/store



#### **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.

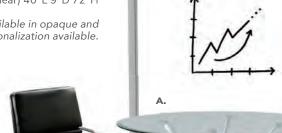
85056 Panel Single-Sided Graphic 85057 Panel Single-Sided Graphic 85058 Panel Double-Sided Graphic

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.



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

A) Atomic Round Tables

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





#### 85050 Clear Divider Bar Counter

(silver, clear) 48-70"L 12"W 31.5"H

Also available in opaque and personalization available.

85080 Divider with Header Graphic

85083 Divider with Front Panel Graphic 85081 Divider with Side Panel Graphic

85082 Divider with Header and Side Panel Graphic

85084 Divider with Front and Side Graphics









**Miramar Dividers** 

**85043** (harvest yellow) **85042** (burgundy) **85041** (gray)

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



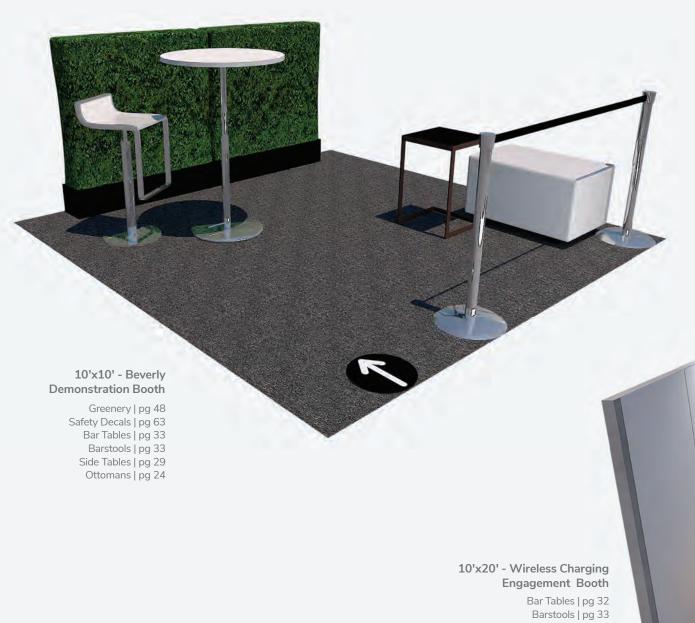
C) 810861 Laguna Chair (maple, chrome) 18"L 19"D 34"H



# **Health & Safety**

#### **Stanchions & Booth Design**

60 | Freeman.com/store



#### **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"H

Charging Tables | pg 11 Ottomans | pg 22

# **Health & Safety**

#### Safety & Directional Signage

10'x10' - Atherton

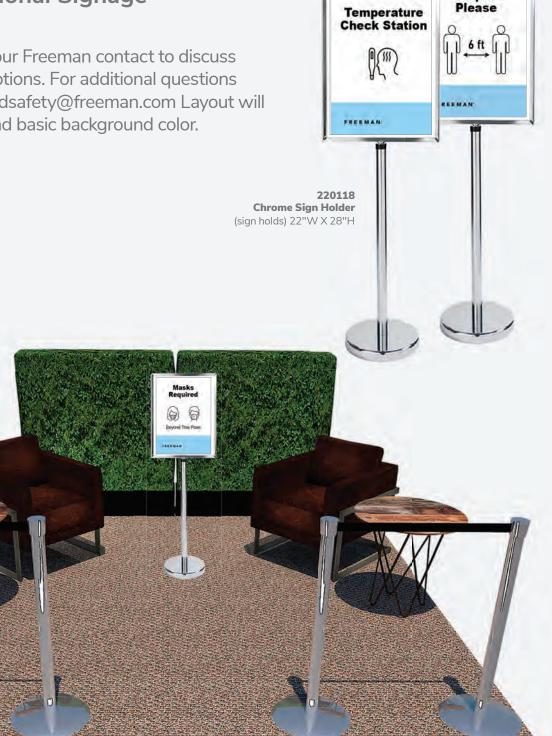
Accent Chairs | pg 16

Side Tables | pg 29

Greenery | pg 48

**Conversation Booth** 

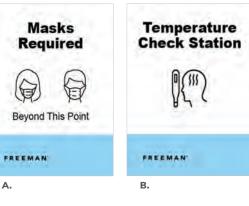
Please reach out to your Freeman contact to discuss suggested use and options. For additional questions please email healthandsafety@freeman.com Layout will include YOUR logo and basic background color.



6' Apart

#### 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.



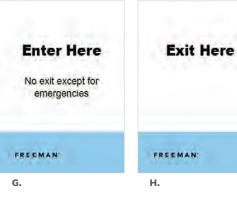


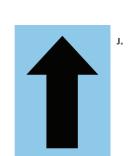






STAND HERE





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

62 | Freeman.com/store Freeman.com/store | 63

# **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

1510100 Clear Barrier with graphic

Personalize here

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** 

#### FREEMAN

(888) 508-5054 Fax: (469) 621-5610 ExhibitorSupport@freeman.com

#### ONLINE PRICE DISCOUNT PRICE DEADLINE DATE SEPTEMBER 20, 2021

NAME OF SHOW:	Natural Gas Conference & Expo / October 17 - 20, 2021
COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:
E-MAIL ADDRESS	

Take advantage of the Online price by ordering at <a href="https://www.freeman.com/store">www.freeman.com/store</a> by the deadline date.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		SOF	T SEATING			
Vaples G	roup - Bla	ck Vinyl				
	810119	Chair	481.65	529.80	674.30	
	830120	Loveseat	645.95	710.55	904.35	
	830119	Sofa	716.65	788.30	1,003.30	
/lunich (	Group - Gra	ay Fabric				
	810151	Armless Chair	510.60	561.65	714.85	
Baja Gro	up - White	Vinyl				
	81050	Chair	549.00	603.90	768.60	
	83020	Loveseat	603.90	664.30	845.45	
	83019	Sofa	791.05	870.15	1,107.45	
/alencia	- Velvet					
	810180	Chair - Spice Orange	348.15	382.95	487.40	
	83045	Sofa - Coffee Brown	523.25	575.60	732.55	
(ey Larg	_  o Group - ∣	Black Fabric				
	830950	Loveseat	508.00	558.80	711.20	
	830951	Sofa	561.70	617.85	786.40	
	810950	Chair	400.55	440.60	560.75	
Allegro C	Froup - Blu	e Fabric				
	81019	Chair	487.85	536.65	683.00	
	83015	Sofa	778.75	856.65	1,090.25	
airfax G	iroup - Whi	•				
		Chair	337.90	371.70	473.05	
	830949	Sofa	539.25	593.20	754.95	
Palm Be	ach - White	e Vinyl				
	83040	Sofa	597.40	657.15	836.35	
Sterling	Group - Gra	ay Fabric				
	81037	Chair	820.00	902.00	1,148.00	
	8309	Sofa	1,224.00	1,346.40	1,713.60	

	CASUAL SEATING					
Ottomans					·	
	815122	Endless Square - White Vinyl	308.80	339.70	432.30	
	815123	Endless Square - Black Vinyl	308.80	339.70	432.30	
	815953	Endless Curve - White Vinyl	418.45	460.30	585.85	
	815952	Endless Curve - Black Vinyl	418.45	460.30	585.85	
	81518	Vibe Cube - Blue Vinyl	141.00	155.10	197.40	
	81519	Vibe Cube - Red Vinyl	141.00	155.10	197.40	
	81525	Vibe Cube - Orange Vinyl	141.00	155.10	197.40	
	81517	Vibe Cube - Yellow Vinyl	141.00	155.10	197.40	
	81530	Vibe Cube - Black Vinyl	123.20	135.50	172.50	
	81531	Vibe Cube - White Vinyl	123.20	135.50	172.50	
	81532	Vibe Cube - Steel Blue Vinyl	141.00	155.10	197.40	

01/21 (506860) 10205

NAME OF SHOW:	Natural Gas Conference & Expo / October 17 - 20, 2021
COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:
E-MAIL ADDRESS	<u> </u>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ttomans	(continu	ed)				
	81533	Vibe Cube - Silver Vinyl	141.00	155.10	197.40	
	81534	Vibe Cube - Purple Vinyl	141.00	155.10	197.40	
	81535	Vibe Cube -Citrus Green Vinyl	133.90	147.30	187.45	
	81536	Vibe Cube - Taupe Vinyl	133.90	147.30	187.45	
	- 81537	Vibe Cube - Spice Orange Vinyl	133.90	147.30	187.45	
	81538	Vibe Cube - Desert Rose Vinyl	133.90	147.30	187.45	
	- 815151	Marche Swivel - Gray Fabric	216.50	238.15	303.10	
	815154	Marche Swivel - Red Fabric	216.50	238.15	303.10	
	-	Marche Swivel - Blue Fabric				
	815159		216.50	238.15	303.10	
	-	Marche Swivel - Linen Fabric	216.50	238.15	303.10	
	815157		216.50	238.15	303.10	
	815158 -	Marche Swivel - Pear Yellow Fabric	216.50	238.15	303.10	
	815156 -	Marche Swivel - Plum Fabric	216.50	238.15	303.10	
	815153	Marche Swivel - Raspberry Fabric	216.50	238.15	303.10	
	815155	Marche Swivel - Rose Quartz Fabric	216.50	238.15	303.10	
	815150	Marche Swivel - White Vinyl	216.50	238.15	303.10	
	815160	Marche Swivel - Orange Fabric	216.50	238.15	303.10	
	81540	Marche Swivel - Forest Green Vinyl	208.05	228.85	291.25	
	81541	Marche Swivel - Teal Velvet	208.05	228.85	291.25	
	81542	Marche Swivel - Distressed Brown Vinyl	208.05	228.85	291.25	
	81543	Marche Swivel - Black Vinyl	208.05	228.85	291.25	
	81539	Marche Swivel - Ivory Faux Sheep Fur	208.05	228.85	291.25	
verly B	- ench Otto	omans			_	
,	81550	Black Vinyl	434.35	477.80	608.10	
	81551	Brown Fabric	434.35	477.80	608.10	
	81552	Gray Fabric	434.35	477.80	608.10	
	81553	Linen Fabric	434.35	477.80	608.10	
	81554	Ocean Blue Fabric	434.35	477.80	608.10	
	81555	Red Fabric	434.35	477.80	608.10	
	- 81556	White Vinyl	434.35	477.80	608.10	
verly S	- mall Bend	th Ottomans				
,	81560	Black Vinyl	382.00	420.20	534.80	
	81561	Blue Fabric	382.00	420.20	534.80	
	81562	Brown Fabric	382.00	420.20	534.80	
	81563	Green Fabric	382.00	420.20	534.80	
	81565	Linen Fabric	382.00	420.20	534.80	
	81568	Red Fabric	382.00	420.20	534.80	
	81569	White Vinyl	382.00	420.20	534.80	
	81566	Lavender Fabric	382.00	420.20	534.80	
	81567	Orange Fabric	382.00	420.20	534.80	
	81564	Gray Fabric	382.00	420.20	534.80	
	81570	Yellow Fabric	382.00	420.20	534.80	
cent Cl			444.0=	450.0-	000.00	
	71089	Black Diamond Side Chair	144.85	159.35	202.80	
	71090	Black Diamond Arm Chair Laguna Chair - Maple/Chrome	166.70 134.00	183.35 147.40	233.40 187.60	
	810861					

NAME OF SHOW:	Natural Gas Conference & Expo / October 17 - 20, 2021
COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:
E-MAIL ADDRESS	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ccent C	hairs (con	tinued)				
	810816	Madrid Chair - White Vinyl/Chrome	772.00	849.20	1,080.80	
	810948	Meeting Chair - White Vinyl	277.50	305.25	388.50	
	810164	Marina Chair - White Vinyl	138.00	151.80	193.20	
	810160	Marina Chair - Black Vinyl	138.00	151.80	193.20	
	810161	Marina Chair - Brown Fabric	138.00	151.80	193.20	
	810162	Marina Chair - Ocean Blue Fabric	138.00	151.80	193.20	
	810163	Marina Chair - Red Fabric	138.00	151.80	193.20	
	810131	Malba Chair - Gray Molded Plastic	93.65	103.00	131.10	
	810130	Malba Chair - Green Molded Plastic	93.65	103.00	131.10	
	- 810846	Christopher Chair - White Vinyl/Chrome	114.25	125.70	159.95	
	- 810851	Zenith Chair - White/Chrome	151.55	166.70	212.15	
	- 810841	Rustique Chair - Gunmetal	120.80	132.90	169.10	
	- 810837	Razor Armless Chair - White High Density Plastic	55.95	61.55	78.35	
	810875	Swanson Swivel Chair - White Vinyl	262.55	288.80	367.55	
	81083	Blade Chair - Sky Blue	76.20	83.80	106.70	
	81082	Blade Chair - Red	76.20	83.80	106.70	
	81093	Lucent Chair - Frosted Acrylic	191.60	210.75	268.25	
	810145	•				
	- 810145 81024	Wentworth Chair - Brown Vinyl  Atherton Chair - Brown Leather	245.15 732.00	269.65 805.20	343.20 1,024.80	
	_					
	81034	Bowery Chair - Yellow Fabric	508.00	558.80	711.20	
	81035	Century Chair - Gray Velvet	492.00	541.20	688.80	
	81036	Lena Chair - Green Leather	620.00	682.00	868.00	
	81031	Montreal Chair - Blue Fabric	570.00	627.00	798.00	
	- 81032	Pasadena Chair - White Plastic	318.00	349.80	445.20	
	81038 —	Tech Chair - Gray Vinyl	378.00	415.80	529.20	
	81039	Tech Tablet Chair - Gray Vinyl	378.00	415.80	529.20	
cutive	Seating					
	71046	Gray Gaslift Chair With Arms	N/A	N/A	N/A	
	71045 —	Gray Gaslift Chair Without Arms	189.10	208.00	264.75	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric	308.25	339.10	431.55	
	810175	Genesis Chair - Black	377.00	414.70	527.80	
	810844	Pro Executive High Back Chair - White Vinyl	272.85	300.15	382.00	
	810946	Pro Executive High Back Chair - Black Vinyl	277.50	305.25	388.50	
	810945	Pro Executive Mid Back Chair - White Vinyl	344.65	379.10	482.50	
	810944	Pro Executive Mid Back Chair - Black Vinyl	338.20	372.00	473.50	
	810947	Pro Executive Guest Chair - Black Vinyl	360.30	396.35	504.40	
	810170	Cupertino Mid Back Chair - Black Vinyl	436.70	480.35	611.40	
stools	5					
	71088	Black Diamond Stool	196.65	216.30	275.30	
	71048	Gray Gaslift Stool with Arms	N/A	N/A	N/A	
	71047	Gray Gaslift Stool without Arms	246.60	271.25	345.25	
	810860	Laguna Barstool - Maple/Chrome	169.15	186.05	236.80	
	210109	Limerick® Stool by Herman Miller	139.10	153.00	194.75	
	810872	Lift Barstool - Gray VinylChrome	158.90	174.80	222.45	
	810873	Lift Barstool - Red Vinyl/Chrome	158.90	174.80	222.45	
	810871	Lift Barstool - Black Vinyl/Chrome	158.90	174.80	222.45	
	810870	Lift Barstool - White Vinyl/Chrome	158.90	174.80	222.45	
	810103	Banana Barstool - White Vinyl/Chrome	183.55	201.90	256.95	

01/21 (506860) 10205

NAME OF SHOW:	Natural Gas Conference & Expo / October 17 - 20, 2021
COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:
E-MAIL ADDRESS	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
arstool	s (continue	ed)				
	810104	•	183.55	201.90	256.95	
	— 810850	Zenith Barstool - White/Chrome	151.50	166.65	212.10	
	— 810840	Zoey Barstool - White Vinyl/Chrome	297.65	327.40	416.70	
	— 810848	Christopher Barstool - White Vinyl/Chrome	205.90	226.50	288.25	
	— 810202	Shark Swivel Barstool - White Plastic/Chrome	326.65	359.30	457.30	
	— 810839	Rustique Barstool - Gunmetal	120.80	132.90	169.10	
	— 81080	Blade Barstool - Red	152.45	167.70	213.45	
	— 81081	Blade Barstool - Sky Blue	152.45	167.70	213.45	
	81092	Lucent Barstool - Frosted Acrylic	203.95	224.35	285.55	
	810135	Task Stool - Black Fabric	168.90	185.80	236.45	
	81026	Marina Barstool - Ocean Blue			_	
	_		264.00	290.40	369.60	
	— <sup>81027</sup>	Marina Barstool - Black Vinyl	264.00	290.40	369.60	
	81028	Marina Barstool - Brown Fabric	264.00	290.40	369.60	
	81029	Marina Barstool - Red Fabric	264.00	290.40	369.60	
	81030	Marina Barstool - White Vinyl	264.00	290.40	369.60	
	Tables & Co			_		
		Tables are 24" wide Blue □ White □ Gray □ Red				
	124330	Draped Table 3'L x 30"H	125.15	137.65	175.20	
	124430	Draped Table 4'L x 30"H	152.40	167.65	213.35	
	124630	Draped Table 6'L x 30"H	179.85	197.85	251.80	
	124830	Draped Table 8'L x 30"H	207.15	227.85	290.00	
	12404630	4th Side Drape 6'L x 30"H	57.10	62.80	79.95	
	12404830	4th Side Drape 8'L x 30"H	57.10	62.80	79.95	
	— 124342	Draped Counter 3'L x 42"H	172.95	190.25	242.15	
	_	Draped Counter 4'L x 42"H	200.30	220.35	280.40	
	_	Draped Counter 6'L x 42"H	227.75	250.55	318.85	
		Draped Counter 8'L x 42"H	255.05	280.55	357.05	
	_	4th Side Drape 6'L x 42"H	57.10	62.80	79.95	
	_	4th Side Drape 8'L x 42"H	57.10	62.80	79.95	
ndrane	d Tables &		07.10	02.00		
iiaiapo		Undraped Table 3'L x 30"H	62.45	68.70	87.45	
	125430	Undraped Table 4'L x 30"H	70.15	77.15	98.20	
	125630	Undraped Table 6'L x 30"H	80.35	88.40	112.50	
	125830	Undraped Table 8'L x 30"H	89.35	98.30	125.10	
	125342	Undraped Counter 3'L x 42"H	89.35	98.30	125.10	
		·				
	_	Undraped Counter 4'L x 42"H	107.20	117.90	150.10	
		Undraped Counter 6'L x 42"H	125.20	137.70	175.30	
	_	Undraped Counter 8'L x 42"H	142.90	157.20	200.05	
able T	•	- Risers are 8" wide			4	
	_	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	
	_	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	
	4500404	White 8'L x 7"H Corrugated Riser	40.70	44.75	57.00	

01/21 (506860) 10205 Page 4 of 9

NAME OF SHOW:	Natural Gas	Conference &	& Expo /	October 17	- 20,	2021
---------------	-------------	--------------	----------	------------	-------	------

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table T	op 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	
	_	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	
edestal	_ Tables - So	oho Series				
	72069	Black Top Cafe Table - 30"H x 24"W	263.65	290.00	369.10	
		Black Top Cafe Table - 30"H x 36"W	263.65	290.00	369.10	
		Black Top Mini Table - 18"H x 18"W	156.25	171.90	218.75	
		Black Top Bistro Table - 42"H x 24"W	263.65	290.00	369.10	
	72068	Black Top Bistro Table - 42"H x 36"W	263.65	290.00	369.10	
edestal	— Tables - Cl	nelsea Series				
	72063	Butcher Block Top Cafe Table - 30"H x 30"W	201.35	221.50	281.90	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W	201.35	221.50	281.90	
	720163	Butcher Block Top Bistro Table - 42"H x 30"W	201.35	221.50	281.90	
		Butcher Block Top Bistro Table - 42"H x 36"W	201.35	221.50	281.90	
edestal	Tables				_	
	8201208	Hydraulic Base Cafe Table - Maple	338.20	372.00	473.50	
	8201207	Hydraulic Base Bar Table - Maple	351.40	386.55	491.95	
	8201209	Hydraulic Base Cafe Table - Graphite	375.55	413.10	525.75	
	8201211	Hydraulic Base Bar Table - Graphite	386.50	425.15	541.10	
	8201206	Hydraulic Base Cafe Table - Maple	384.30	422.75	538.00	
	8201205	Hydraulic Base Bar Table - Maple	382.15	420.35	535.00	
	— 820126	Hydraulic Base Cafe Table - White Laminate	384.30	422.75	538.00	
	— 820125	Hydraulic Base Bar Table - White Laminate	401.90	442.10	562.65	
	— 820241	Madison Hydraulic Base Cafe Table - Gray Acajou.	300.20	330.20	420.30	
	820240	Madison Hydraulic Base Bar Table - Gray Acajou	300.20	330.20	420.30	
	820265	Madison Cafe Table - Gray Acajou	236.90	260.60	331.65	
	_	• •			_	
	820264 —	Madison Bar Table - Gray Acajou	259.45	285.40	363.25	
	8201220 —	30" Cafe Table Black Base - White Laminate	251.95	277.15	352.75	
	8201221	30" Bar Table Black Base - White Laminate	271.00	298.10	379.40	
	8201222	30" Bar Table Chrome Base - White Laminate	388.05	426.85	543.25	
	8201223	30" Cafe Table Chrome Base - White Laminate	388.05	426.85	543.25	
	820920	30" Bar Table Chrome Hydraulic Base - Red	300.20	330.20	420.30	
	820921	30" Cafe Table Chrome Hydraulic Base - Red	300.20	330.20	420.30	
	820922	30" Bar Table Chrome Hydraulic Base - Graphite	300.20	330.20	420.30	
	820923	30" Cafe Table Chrome Hydraulic Base - Graphite	300.20	330.20	420.30	
	— 820930	30" Bar Table w/ Hydraulic Base - Blue	282.20	310.40	395.10	
	— 820931	30" Bar Table w/ Black Base - Blue	224.55	247.00	314.35	
	820932	30" Bar Table w/ Hydraulic Base - Wood	344.00	378.40	481.60	
	- 820933	30" Bar Table w/ Black Base - Wood	238.95	262.85	334.55	
	- 820933 - 820940	30" Cafe Table w/ Hydraulic Base - Blue	282.20	310.40	395.10	
	_	30" Cafe Table w/ Black Base - Blue				
	820941		201.90	222.10	282.65	

01/21 (506860) 10205 Page 5 of 9

NAME OF SHOW:	Natural Gas Conference & Expo / October 17 - 20, 2021				
COMPANY NAME:	BOOTH#:				
CONTACT NAME :	PHONE #:				
E-MAIL ADDRESS					

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
destal	Tables (co					
	820943	30" Cafe Table w/ Black Base - Wood	218.35	240.20	305.70	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal	370.80	407.90	519.10	
	820911	30" Bar Table w/ Hydraulic Base - Black	370.80	407.90	519.10	
	820912	30" Bar Table w/ Hydraulic Base - Green	370.80	407.90	519.10	
	820913	30" Bar Table w/ Hydraulic Base - Orange	370.80	407.90	519.10	
	820914	30" Bar Table w/ Hydraulic Base - Yellow	370.80	407.90	519.10	
	820915	30" Bar Table w/ Black Base - Gunmetal	259.55	285.50	363.35	
	820916	30" Bar Table w/ Black Base - Black	259.55	285.50	363.35	
	— 820917	30" Bar Table w/ Black Base - Green	259.55	285.50	363.35	
	— 820918	30" Bar Table w/ Black Base - Orange	259.55	285.50	363.35	
	— 820919	30" Bar Table w/ Black Base - Yellow	259.55	285.50	363.35	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal	370.80	407.90	519.10	
	8201231	30" Cafe Table w/ Hydraulic Base - Black	370.80			
	_	30" Cafe Table w/ Hydraulic Base - Green		407.90	519.10	
	8201232	30" Cafe Table w/ Hydraulic Base - Orange	370.80	407.90	519.10	
	8201233	30" Cafe Table w/ Hydraulic Base - Yellow	370.80	407.90	519.10	
	8201234	30" Cafe Table w/ Flydraulic Base - Tellow	370.80	407.90	519.10	
	8201235	30" Cafe Table w/ Black Base - Black	241.00	265.10	337.40	
	8201236		241.00	265.10	337.40	
	8201237 —	30" Cafe Table w/ Back Base - Green	241.00	265.10	337.40	
	8201238	30" Cafe Table w/ Black Base - Orange	241.00	265.10	337.40	
	8201239	30" Cafe Table w/ Black Base - Yellow	241.00	265.10	337.40	
	8201240	36" Bar Table w/ Hydraulic Base - Black	385.20	423.70	539.30	
	8201241	36" Bar Table w// Black Base - Black	263.70	290.05	369.20	
	8201242	36" Cafe Table w/ Hydraulic Base - Black	366.70	403.35	513.40	
	8201243	36" Cafe Table w// Black Base - Black	282.20	310.40	395.10	
cent T	ables					
	82015	Silverado End Table - Tempered Glass/Painted Steel	248.45	273.30	347.85	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel	264.10	290.50	369.75	
	820252	Alondra End Table - Glass/Chrome	219.55	241.50	307.35	
	820250	Alondra Cocktail Table - Glass/Chrome	304.65	335.10	426.50	
	820253	Alondra End Table - Wood/Chrome	219.55	241.50	307.35	
	820251	Alondra Cocktail Table - Wood/Chrome	304.65	335.10	426.50	
	8201224	Atomic 36" Round Table - Glass/Chrome	339.10	373.00	474.75	
	8201225	Atomic 42" Round Table - Glass/Chrome	339.10	373.00	474.75	
	82028	Geo End Table - Wood/Black Steel	260.05	286.05	364.05	
	82027	Geo Cocktail Table - Wood/Black Steel	265.55	292.10	371.75	
	82035	Geo End Table - Glass/Chrome	191.05	210.15	267.45	
	82034	Geo Cocktail Table - Glass/Chrome	210.85	231.95	295.20	
	82054	Sydney End Table - Black Laminate/Brushed Steel	230.60	253.65	322.85	
	82055	Sydney End Table - White Laminate/Brushed Steel	230.60	253.65	322.85	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel	281.10	309.20	393.55	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel	281.10	309.20	393.55	
	82079	Sydney End Table - Blue Laminate/Brushed Steel	220.40	242.45	308.55	
	82080	Sydney End Table - Wood Laminate/Brushed Steel	220.40	242.45	308.55	
	— 82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel	265.75	292.35	372.05	_

01/21 (506860) 10205 Page 6 of 9

NAME OF SHOW:	Natural Gas Conference & Expo / October 17 - 20, 2021
COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:
E-MAIL ADDRESS	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
cent Ta	ables (con					
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel	265.75	292.35	372.05	
	82075	Regis End Table - Brushed Metal	234.95	258.45	328.95	
	82074	Regis Bench Table - Brushed Metal	331.20	364.30	463.70	
	820844	Aura Round Table - White Metal	127.65	140.40	178.70	
	82043	Geo Square-Round Table - Glass/Black Steel	307.45	338.20	430.45	
	82044	Geo Square-Round Table - Glass/Chrome	307.45	338.20	430.45	
	8201226	Rustique Square Metal Bar Table - Gray	298.20	328.00	417.50	
	820130	Mesa Cocktail Table - Black/Bronze	271.90	299.10	380.65	
	820131	Mesa Cocktail Table - Glass/Bronze	271.90	299.10	380.65	
	820132	Mesa Cocktail Table - Wood/Bronze	271.90	299.10	380.65	
	820133	Mesa End Table - Black/Bronze	243.10	267.40	340.35	
	820134	Mesa End Table - Glass/Bronze	243.10	267.40	340.35	
	820135	Mesa End Table - Wood/Bronze	243.10	267.40	340.35	
	820310	Sedona Side Table - Black/Bronze	201.90	222.10	282.65	
	820311	Sedona Side Table - Wood/Bronze	201.90	222.10	282.65	
	820312	Sedona Side Table - White/Bronze	201.90	222.10	282.65	
	— 820320	Taos Side Table - Black/Bronze	201.90	222.10	282.65	
	820321	Taos Side Table Wood/Bronze	201.90	222.10	282.65	
	820322	Taos Side Table - White/Bronze	201.90	222.10	282.65	
nferen	_ ce Tables				_	
	82041	Geo Conference Table - Glass/Black Steel	419.45	461.40	587.25	
	82051	Geo Conference Table - Glass/Chrome	373.75	411.15	523.25	
	820260	Madison Conference Table - Gray Acajou	405.70	446.25	568.00	
	820708	42" Round Conference Table - White Laminate	400.75	440.85	561.05	
	820261	Madison 5' Conference Table - Gray Acajou	491.55	540.70	688.15	
	820262	Madison 8' Conference Table - Gray Acajou	981.70	1,079.85	1,374.40	
	820263	Madison 10' Conference Table - Gray Acajou	981.70	1,079.85	1,374.40	
	820951	Ventura Bar Table - Maple w/ Grommets	698.00	767.80	977.20	
	- 820952	Ventura Communal Bar Table - Black	720.30	792.35	1,008.40	
	- 820953	Ventura Bar Table - White w/ Grommets	698.00	767.80	977.20	
	- 820954	Ventura Communal Bar Table - Maple	698.00	767.80	977.20	
	- 820956	Ventura Communal Bar Table - White	698.00	767.80	977.20	
	_	Ventura Communal Cafe Table - Maple	467.60	514.35	654.65	
	_	Ventura Cafe Table - Maple w/ Grommets	655.10	720.60	917.15	
	- 820961	Ventura Cafe Table - White w/ Grommets	655.10	720.60	917.15	
	_					
	820966	Ventura Communal Cafe Table - White	467.60	514.35	654.65	
	820962 —	Ventura Communal Cafe Table - Black	467.60	514.35	654.65	
	8201244 —	42" Round Conference Table - Black Laminate	383.15	421.45	536.40	
	8201	10' Table - Black Laminate	808.00	888.80	1,131.20	
	8203	5' Table - Black Laminate	416.00	457.60	582.40	
	8205	8' Table - Black Laminate	608.00	668.80	851.20	
ice						
	84075	Madison Desk - Gray Acajou	586.35	645.00	820.90	
	84078	Madison Bookcase - Gray Acajou	417.25	459.00	584.15	

01/21 (506860) 10205 Page 7 of 9

NAME OF SHOW:	Natural Gas	Conference	& Expo /	October	17 - 20,	2021
---------------	-------------	------------	----------	---------	----------	------

COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:
E MAIL ADDDESS.	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Compute	er Desks/T	ables				
	820706	Work Desk - White Laminate	344.80	379.30	482.70	
		P	OWERED			
owered	I Seating					
	810120	Naples Chair, Powered - Black Vinyl	682.50	750.75	955.50	
	— 830122		917.45	1,009.20	1,284.45	
	— 830121	Naples Sofa, Powered - Black Vinyl	1,056.15	1,161.75	1,478.60	
owered	Tables				_	
	820950	Ventura Communal Bar Table, Powered - Black	891.55	980.70	1,248.15	
	— 820955	Ventura Communal Bar Table, Powered - White	810.20	891.20	1,134.30	
	820964	Ventura Communal Cafe Table, Powered - Black	580.90	639.00	813.25	
	820965	Ventura Communal Cafe Table, Powered - White	580.90	639.00	813.25	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal	608.65	669.50	852.10	
	— 84084	Tech Desk, Powered - Black Metal	534.85	588.35	748.80	
	82076	Sydney Cocktail Table, Powered - Black	414.00	455.40	579.60	
	82073	Sydney Cocktail Table, Powered - White	414.00	455.40	579.60	
	8202	10' Table, Powered - Black Laminate	1,010.00	1,111.00	1,414.00	
	8204	5' Table, Powered - Black Laminate	522.00	574.20	730.80	
	8206	8' Table, Powered - Black Laminate	1,010.00	1,111.00	1,414.00	
owered	Pedestals					
	85060	Powered Locking Pedestal 36" H, Black	499.00	548.90	698.60	
	 85061	Powered Locking Pedestal 36" H, White	499.00	548.90	698.60	
	85062	Powered Locking Pedestal 42" H, Black	595.25	654.80	833.35	
	85063	Powered Locking Pedestal 42" H, White	595.25	654.80	833.35	
	820710	Wireless Charging Table, Powered	463.50	509.85	648.90	
idtown	– Counters &	& Bars				
		Midtown Powered Counter Unlighted - Pewter	1,483.20	1,631.50	2,076.50	
	- 850102	Midtown Powered Counter Lighted w/ Plug-In -	1,726.30	1,898.95	2,416.80	
	_	Pewter  Midtown Bar Unlighted - Pewter	1,328.70	1,461.55	1,860.20	
	-	· ·			_	
	- 850100	Midtown Bar Lighted w/ Plug-In - Pewter	1,577.95	1,735.75	2,209.15	
		DISPLAY	& ACCESSO	RIES		
roduct	Storage					
	84080	3 Door File Cabinet on Castors - Black	185.70	204.25	260.00	
	85020	Posh Shelving w/ Chrome Frame - White	542.45	596.70	759.45	
efrigera	tor					
	8503001	Refrigerator - White	762.05	838.25	1,066.85	
ghting	_				_	
	850707	Mason Table Lamp - White/Brushed Silver	153.75	169.15	215.25	
	- 850708	Mason Floor Lamp - White/Brushed Silver	226.20	248.80	316.70	
isplay	_				_	
Piwy	75030	Display Cube - Black - 12" Small	234.35	257.80	328.10	
		Display Cube - Black - 18" Medium	254.50	279.95	356.30	
	- 75032	Display Cube - Black - 24" Large	295.45	325.00	413.65	
	- 73052 - 72056	Display Counter - Black	375.30	412.85	525.40	
	75079	Orion Computer Kiosk - Black	N/A	N/A	N/A	

01/21 (506860) 10205 Page 8 of 9

NAME OF SHOW:	Natural Gas Conference & Expo / October 17 - 20, 2021				
COMPANY NAME:	BOOTH #:				
CONTACT NAME :	PHONE #:				
E-MAIL ADDRESS					

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Boxwoo	d Hedges					
	85030	7' Boxwood Hedge	659.20	725.10	922.90	
	85035	4' Boxwood Hedge	360.50	396.55	504.70	
Accesso	ries					
	220121	Chrome Stanchion w/ 8' Retractable Belt	108.90	119.80	152.45	
	220118	Chrome Sign Holder	112.25	123.50	157.15	
		Round Literature Rack	264.65	291.10	370.50	
	750136	Flat Literature Rack	200.85	220.95	281.20	
	220109	Chrome Coat Tree	71.60	78.75	100.25	
	220134	Aluminum Easel	46.00	50.60	64.40	
	220110	Chrome Bag Rack	127.85	140.65	179.00	
	10201484	Floor Standing Bulletin Board	228.75	251.65	320.25	
	220106	Corrugated Wastebasket	24.10	26.50	33.75	
	8502	Village Charging Hub	254.00	279.40	355.60	
pecial [	Orape					
□ Blac		☐ White ☐ Gray ☐ Red				
	12103	Special Drape 3'H (per ft.)	21.95	24.15	30.75	
	12108	Special Drape 8'H (per ft.)	30.20	33.20	42.30	

		TOTAL COST	
	+	=	
Sub-Total		7.25% 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.

01/21 (506860) 10205 Page 9 of 9

FREEMAN CARPET

# 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.



FREEMAN CARPET

#### 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.



<sup>\*</sup>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.

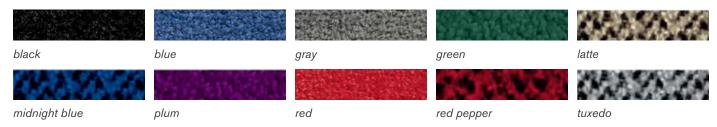
#### **CLASSIC CARPET**

#### **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) 621-5610 ExhibitorSupport@freeman.com

# ONLINE PRICE DISCOUNT PRICE DEADLINE DATE SEPTEMBER 20, 2021

MAN YNAPMC	E:	300TH #:					
ONTACT NAME	E: F	PHONE #:					
MAIL ADDRES	SS:						
Take ad	vantage of the Online price by ordering a	at <u>www</u> .	.freema	n.com	store	e by the o	deadline da
	STANDARD S	IZE CAR	PET & P	ADDING	3		
Orders recevailability.	eived after the deadline date or without payme	ent will b	e charge	d the S	tanda	rd Price a	nd are subje
_	Custom Cut Classic Carpet are subject to a 100% (		_				
-	es must be installed before carpet installation. Utilit adding and plastic covering contain recycled conte				vance		
	CARPET, PADDING & PLASTIC COVERING	iit aiiu are	recyclan	ne.			
	CHOOSE YOUR CARPET C	OI OR:					
	☐ Black ☐ Blue ☐ Gray ☐ Midnight Blue		☐ Tu	xedo			
Qty	Description		Online Price	Disc Pri		Standard Price	Total
,	10' x 10' Classic Carpet	\$	225.00	\$ 247	.50 \$	315.00	
	10' x 20' Classic Carpet		450.00		.00 \$		
	10' x 30' Classic Carpet	\$	675.00	\$ 742	.50 \$		
	10' x 10' Carpet Padding - Single Layer	\$	135.00	\$ 148	.50 \$	189.00 _	
	10' x 20' Carpet Padding - Single Layer	\$	265.00	\$ 291	.50 \$	371.00 _	
	10' x 30' Carpet Padding - Single Layer	\$	400.00	\$ 440	.00 \$	560.00 _	
		•			•		
	10' x 10' Carpet Padding - Double Layer					_	
	10' x 20' Carpet Padding - Double Layer 10' x 30' Carpet Padding - Double Layer						
	To Xoo Garper, adding Boable Edyor		000.00	+ 000	.00 +	1,120.00_	
	Plastic Covering (price per sqft)	\$	.55	\$	.60 \$	.75 _	
USTOM CU	T CLASSIC CARPET						
Order Custo	om Cut Classic Carpeting by the sqft if your size	is not lis	ted abov	e.			
Sample:	Booth Size: 10 x 25 = 250	sqft	\$	3.85			
	CHOOSE YOUR CARPET CO	DLOR - 10	6 oz. Car	pet:			
☐ Bla	ck ☐ Blue ☐ Gray ☐ Midnight Blue ☐ Red [	Tuxedo	☐ Lat	tte 🗌	Green	n 🗌 Red	Pepper
6 oz. Carpe	et Rental - Price per sqft (100 sqft minimum)		Onli		Discou		
er sqft	Booth Size: X =	sqft	Pric		Price		
•		•	\$ 3.8	<b>35</b> \$	4.2	5 \$ 5.40	

7.25% Tax

Sub-Total

Total Cost

## FREEMAN

(888) 508-5054 Fax: (469) 621-5610 ExhibitorSupport@freeman.com

## ONLINE PRICE DISCOUNT PRICE DEADLINE DATE SEPTEMBER 20, 2021

COMPANY NAM															
	ME:						BOOTH	l #:							
CONTACT NAM	ИE :						PHONE	#:							
E-MAIL ADDRE	SS:														
Take adv	antage	of the O	nline <sub>l</sub>	price	by o	rderin	g at <u>ww</u> ı	w.free	mar	ı.co	om/s	tore b	y th	ne dea	idline date
					CU	T TO S	IZE CAR	PET &	PADI	DIN	G				
Guaranteed	l new, high	-quality ca	rpet.												
<ul> <li>Orders recavailability.</li> </ul>	eived afte	er the dea	adline	date o	r witl	hout pa	ıyment wi	ll be o	harg	ed	the S	tandar	d P	rice and	d are subje
Prestige and	d Custom	Cut Classi	c Carpe	et are s	ubjec	t to a 10	0% Cance	llation	Charg	je.					
All utility lin				•								vance.			
All carpet, p															
PRESTIGE	CARPET	include	<u> </u>				aterial hand								
□ Blac	ck 🗌 Ca	rdinal $\square$					PET COL				-		daa	wood	□ \Mbito
			, iui ooai	с	, can		idy i Gaii	INAN	у Ц	10	Jast	vv∈	uye	wood	☐ White
28 oz. Carpet	t Rental -	Price per s	q. ft. (10	00 sqft i	minimu	um)			Onl		ı	Discount		Standard Price	Total
1 - 700 sqft	Во	oth Size:		X	=		sqft	\$	Pri	се <b>50</b>	\$	Price <b>4.95</b>	\$	6.30	
Over 700 sqf								\$	4	05	\$	4.45	\$	5.65	
	- БО	oth Size:		^			sqft	Ψ	٠.	UJ	Ψ	4.43	Ψ	3.03	
				СНОС	SE Y	OUR C	ARPET C	OLOF	R - 40	oz.	Carı	pet:			
			Black		<b>DSE Y</b> ] Cha		ARPET C			Na	avy		White		
10 oz. Carpet	Rental -	☐ Price per so	Black		] Cha	rcoal			On		avy	_		e Standard Price	Total
•		☐ Price per so ooth Size:	Black q. ft. (10	0 sqft r	] Cha minimu	rcoal ım)	☐ Gray F	Pearl	On Pr	Na line	avy	Discount		Standard	Total
1 - 700 sqft	Во		Black q. ft. (10 ——	0 sqft r	Cha minimu =	ircoal im)	☐ Gray F	Pearl	On Pr	Na line ice	avy	Discount	\$	Standard Price	Total
1 - 700 sqft	Bo ft Bo	oth Size: oth Size:	Black q. ft. (10	O sqft r X	] Cha minimu = =	ircoal	☐ Gray F	Pearl	On Pr 5. 5. 4.	Na line ice .15	**************************************	Discount Price 5.65	\$	Standard Price 7.20	Total
1 - 700 sqft Over 700 sqf	Bo Ft Bo	ooth Size: ooth Size: include	Black q. ft. (10	O sqft r  X  X  x  ry, mate	Chaminimu = = = = = = = = = = = = = = = = = = =	ircoal im)  ndling, in	☐ Gray F sqft sqft sqft	Pearl	On Pr 5. 5. 4.	Na line ice .15	\$ \$	Discount Price 5.65 5.10	\$	Standard Price 7.20	Total
1 - 700 sqft Over 700 sqf <i>CARPET P</i>	Bo ADDING arpet Pade	ooth Size: ooth Size: include ding by th	Black q. ft. (10  s deliver	0 sqft r  X  X  ry, mate	Chaminimu = = = erial haminimu	ndling, in	Gray F sqft sqft sqft	Pearl	On Pr 5. 5. 4. oval	Na line ice .15	\$ \$	Discount Price 5.65 5.10	\$	Standard Price 7.20	Total
1 - 700 sqft Over 700 sqf CARPET P • Order Ca	Book Book Book Book Book Book Book Book	ooth Size: ooth Size: include ding by th	Black q. ft. (10  s deliver e sqft i	0 sqft r  X  X  ry, mate f your	Chaminimu = = = erial hassize i	indling, in its not list	Gray F  sqft sqft stallation a sted on th	nd remo e stan q. ft. @	On Pr 5. 5. 4. oval	Na line ice .15	\$ \$ \$	Discount Price 5.65 5.10 er form	\$	Standard Price 7.20 6.50	Total
1 - 700 sqft Over 700 sqf  CARPET P Order Ca	Bo PADDING arpet Pado e: Descr	ooth Size: ooth Size: include ding by th	Black q. ft. (10  s deliver e sqft i n Size:	0 sqft r x x ry, mate f your 10 sqft (90	Chaminimu = = = = = = = = = = = = = = = = = = =	indling, in its not list	Gray F  sqft sqft stallation a sted on th	nd remo e stan q. ft. @	On Pr 5 5 4 4 5 4 5 4 5 4 5 4 5 5 5 4 5 5 5 5 4 5 5 5 6 5 4 5 5 5 6 5 6	Na line ice .15 .65	\$ se orde	Discount Price 5.65 5.10 er form	\$ \$	Standard Price 7.20 6.50	Total
1 - 700 sqft Over 700 sqf  CARPET P Order Ca	Book Book Book Book Book Book Book Book	ooth Size: ooth Size: include ding by th Booth	Black q. ft. (10  s deliver e sqft i n Size: ce per s	0 sqft r x x y, mate f your 10 cqft (90 700 sq	Chaminimu = = erial had size i  X _2 sqft m	indling, in its not list	Gray F  sqft sqft stallation a sted on th	nd remone stan Q. ft. @	On Pr 5 5 4 4 5 5 5 4 5 5 5 5 5 5 5 5 5 5 5	Na lline ice .15 .65	\$ se order	Discount Price 5.65 5.10 er form	\$ \$ Stand Pric	Standard Price 7.20 6.50	Total
• Order Ca	Book to Book t	ooth Size: ooth Size: include ding by th Booth iption Pri adding -1/2	Black q. ft. (10  s deliver e sqft i n Size: ce per s " (90 -	0 sqft r x x y, mate f your 10 sqft (90 700 sq	Chaminimu	andling, in the second	Gray F  sqft sqft stallation a sted on th	nd remone stan Q. ft. @	On Pr 5 5 4. Oval dard dard 1.35	Na line ice .15 .65	\$ se order	Discount Price 5.65 5.10 er form	\$ \$ Stand	Standard Price 7.20 6.50	Total

153.35 \_\_\_\_\_\_ 214.75 \_\_\_\_\_

270.95 \_\_\_\_\_

# FREEMAN

(888) 508-5054 Fax: (469) 621-5610 ExhibitorSupport@freeman.com

NAME OF SHOW: Natural Gas Conference & Expo / October 17 - 20, 2021

Qty (# day			Advance Price	Show Site Price	Total
PORTER	_ 630300 R SERVIC	Shampoo Carpet - 3 Days	2.70	3.00	
	630200	Shampoo Carpet - 2 Days		2.50 3.80	
	630100	Shampoo Carpet - One Time		1.25	
ty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
SHAMP	DOING	(per sqft - 100 sqft minimum)			
	_ 010000	2001. Tacacining o Dajo	2.10	2.00	
	610300	Booth Vacuuming - 3 Days	2.10	2.95	
	610200	Booth Vacuuming - 2 Days	1.40	1.95	
	610100	Booth Vacuuming - One Time	.70	1.00	
ncludes (	emptying o	of your booth's wastebasket(s) at the time of vacuuming.			
Qty (sqft)	Part	# Description	Advance Price	Show Site Price	Tota
/ACUUI	IING <i>(p</i>	er sqft - 100 sqft minimum)			
		n total square footage of booth regardless of area to be cle will apply to all cleaning orders placed at show site.	aned.		
-	•	clusive service. This includes all floor services and tras			
		CLEANING SERVICES			
		For fast, easy ordering, go to www.freema	n.com/sto	ore.	
MAIL ADDF	RESS:				
ONTACT NA	ME:	PHONE #:			
OMPANY N	AME:	BOOTH #:			

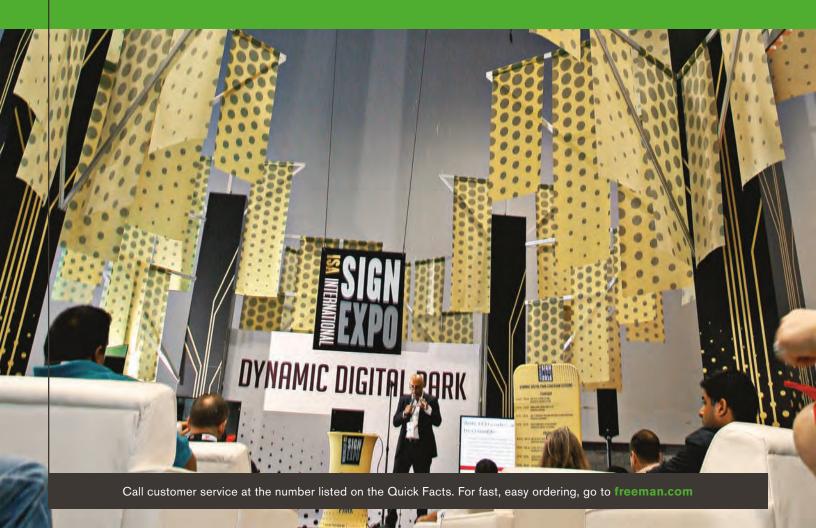
		TOTAL COST		
	+		_	
Sub-Total		7.25 %Tax	_	Total Cost

\_ 6202500 Exhibit Area / 1,501 - 2,500 sqft...... 193.55

# 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 highresolution 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



## **EVENT GRAPHICS**

# CREATING VISUAL EXCITEMENT

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

# STATE-OF-THE-ART CAPABILITIES

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

# SUPERIOR QUALITY CONTROL

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

# DEPTH OF RESOURCES

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

# REPRODUCTION AND INSTALLATION

- Suspended banners
- Logo reproduction

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





# FREEMAN

(888) 508-5054 Fax: (469) 621-5610 ExhibitorSupport@freeman.com

Ø

## DISCOUNT PRICE DEADLINE DATE SEPTEMBER 20, 2021

NAME OF SHOW:	Natural Gas Conference & Expo / C	October 17 - 20	), 2021			
COMPANY NAME:		воотн	#:			
CONTACT NAME :		PHONE	#:			
E-MAIL ADDRESS :						
	For fast, easy ordering	a. ao to www.	.freeman.co	m/store.		
		APHICS				
To order your a	raphics, complete this order form an		sian conv or	alactronic f	ilo	
	ork guidelines for electronic files on			electronic i	iie.	
Note: All graph	ics are subject to a 100% Cancellation	on Charge.				
DIGITAL GRAF		STANDAR				
	capabilities to provide you with the hic reproduction available.	CHOOSE YO	OUR SIZE:	Discount	Standard	TOTAL
	de four-color, photo-quality, high-	7" x 11"	<u> </u>	<u>Price</u> 63.70	<u>Price</u> 95.55 =	
resolution digital	printing virtually any size for banners,	7" x 22"				
signage, exhibit graphics and more.				66.00	99.00 =	
LX	W = sqft	7" x 44"		72.90	109.35 =	
	\$ 22.45 per sqft discount price	9" x 44"		96.25	144.40 =	
sqft	x or = \$	11" x 14"		67.90	101.85 =	
. Minimum and	\$ 33.70 per sqft standard price	14" x 22"		96.25	144.40 =	
	ler per graphic 9 sqft (1296 sqin) or double-sided graphics	14" x 44"		109.40	164.10 =	
• Round sqft to	next whole increment	22" x 28"		115.00	172.50 =	
	on, retouching, cloning or color ay incur additional labor charges.	28" x 44" 20" x 60"		174.15	261.25 =	
	side for graphic guidelines.)			233.85	350.80 =	
LARGE DIGITA	AL GRAPHICS_	(white only)	.am.varaiam rat	auahina alam		
	Exhibitor Sales Specialist for		conversion, ret additional labo			
	n graphics over 80 sqft.	_	aphic guidelin	-		
File Information: Electronic File	Name		YOUR SIGN to attach additional s			
	- Name	r lease leel liee t	o attaci i additional s	igii copy on sepan	ate page.	
Application						
PMS Colors						
Backing Material: ── Freeman Foar	m					
(Foamcore)	Masonite					
Freeman PVC (PVC)	Plexi					
Freeman HD F	Foam Preeman Honeycomb (Eco-Board)	Vertical	Horizon	tu:	Your Judgmer <sup>-</sup> Sign Layout	nt
└─ (Gatorfoam) ┌─ Freeman Polyl	_ ` '				Olgii Layout	
(Ultra Board)	loam culei					
	ed has recycled content or has eco-					
the manufacturer's	and is 100% recyclable according to specifications.	Background C	Color:			
Vertical	Horizontal Use Your Judgment					
	For Sign Layout	Lettering Cold	or:			_
						_
Special Instru	Letions		TO <sup>*</sup>	TAL COST		
Special Instru			+	=		
		Sub-Total	7.25	% Tax	Total Co	St
01/21 (50686	60)				Р	age 1 of 2

## **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:

- Al 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)
- Al 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.

Page 2 of 2

# LABOR JURISDICTIONS NORTH CAROLINA

#### LABOR:

Since North Carolina is a "right-to-work" state, exhibitor personnel may set up their own exhibits if so desired. Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged at established rates, using the enclosed order forms.

## **EXHIBIT LABOR JURISDICTION:**

Local exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual. They are not required to place your products on your display: to open cartons containing your products; nor to perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

## FREIGHT HANDLING JURISDICTION:

Freeman has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Freeman will not be responsible, however, for any material they do not handle. Freeman will have complete control of the loading docks at all times.

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

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates. Please refer to the Freight brochure in this manual for information regarding the handling of empties, disposal of skids, etc.

## **GRATUITIES:**

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

## IN GENERAL:

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Freeman and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Freeman.

## **SAFETY:**

The safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of our furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and all necessary ladders and tools will be provided.

## FREEMAN

# 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.



## FREEMAN

## INSTALLATION + DISMANTLE

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.



(N/A)

7.25% Tax = \$ \_\_\_\_

Total Dismantle = \$ \_\_\_

## FREEMAN

(888) 508-5054 Fax: (469) 621-5610 ExhibitorSupport@freeman.com

MPANY NAM	∕: <b>Natural Ga</b> E:			BOOTH #:		
NTACT NAME	 ≣:			PHONE #:		
IAIL ADDRES	SS:					
		For fast, easy o	rdering, go to	www.freeman.c	om/store.	
				MANTLE L		
		INSTALLA	HON & DIS	OMANTEE E	ABOR	
cription					Advance Price	Show Site Price
aight Time: ertime:		PM Monday through I ) AM Monday through				\$153.50 \$230.00
	All day Saturday	and Sunday	•			•
uble Time:	Midnight to 8:00	AM and recognized h	olidays		\$219.00	\$306.75
	prices will app person/per hour.	ly to all labor ord	lers placed at sl	now site.		
	p.ioto, opoolai ilis	tructions & inbound	INSTALLATION			
Installation	on of your exhibit wi	- Please complete thill be completed at ou	ne reverse side of t r discretion prior to	this form. show opening.		
<ul><li>Installation</li><li>The charge</li></ul>	on of your exhibit wi	- Please complete the lill be completed at ou s 37.25% of the total	ne reverse side of the reverse side of the record of the r	t <b>his form.</b> show opening. , with a minimum of		
Installatio     The charge    Emergency	on of your exhibit wi ge for this service is y contact:	- Please complete the life be completed at ou so 37.25% of the total	ne reverse side of tool of the reverse side of the rest of the rest of the rest of the reverse side of the	th <b>is form.</b> show opening. , with a minimum of	Phone Number:	
<ul><li>Installation</li><li>The charge Emergency</li><li>Exhibitor</li></ul>	on of your exhibit wi ge for this service is y contact:	Please complete the street of the completed at our street of the total street of the s	ne reverse side of tool of the reverse side of the restriction of the restriction of the reverse side of t	this form. show opening. , with a minimum of an Service Center to	Phone Number:	
<ul><li>Installation</li><li>The charge mergence</li><li>Exhibitor</li></ul>	on of your exhibit wi ge for this service is y contact:	Please complete the street of the completed at our street of the total street of the s	ne reverse side of tool of the reverse side of the restriction of the restriction of the reverse side of t	this form. show opening. , with a minimum of an Service Center to	Phone Number: pick up labor)	
Installatio     The charge charg	on of your exhibit wi ge for this service is y contact:	Please complete the life of the completed at our sold sold sold sold sold sold sold sold	ne reverse side of to a discretion prior to installation labor bill eck in at the Freeman	this form. show opening. , with a minimum of an Service Center to Total Hrs.	Phone Number: pick up labor) Phone Number:	Estimated Total Cost
Installatio     The charge charg	on of your exhibit wi ge for this service is y contact:	Please complete the property of the total of	re reverse side of to rediscretion prior to installation labor bill eck in at the Freeman Approx. Hrs. per Person	this form. show opening. , with a minimum of an Service Center to Total Hrs.	Phone Number: pick up labor) Phone Number: Hourly Rate	Estimated Total Cost
Installatio     The charge charg	on of your exhibit wi ge for this service is y contact:	Please complete the property of the total of	re reverse side of to rediscretion prior to installation labor bill eck in at the Freeman Approx. Hrs. per Person	this form. show opening. , with a minimum of an Service Center to Total Hrs.  =	Phone Number: pick up labor) Phone Number: Hourly Rate	Estimated Total Cost
<ul><li>Installation</li><li>The charge</li><li>Emergence</li><li>Exhibitor</li><li>Supervisor</li></ul>	on of your exhibit wi ge for this service is y contact:	Please complete the property of the total of	re reverse side of to rediscretion prior to installation labor bill eck in at the Freeman Approx. Hrs. per Person	this form. show opening. , with a minimum of an Service Center to Total Hrs.  =	Phone Number: pick up labor) Phone Number: Hourly Rate  x = x =	Estimated Total Cost  = \$
Installatio     The charge charg	on of your exhibit wi ge for this service is y contact:	Please complete the property of the total of	re reverse side of to rediscretion prior to installation labor bill eck in at the Freeman Approx. Hrs. per Person	this form. show opening. , with a minimum of an Service Center to Total Hrs.  =	Phone Number: pick up labor) Phone Number: Hourly Rate  x = x = rision (30%/\$45.00) = 7.25% Tax =	Estimated Total Cost  = \$
<ul><li>Installation</li><li>The charge</li><li>Emergence</li><li>Exhibitor</li><li>Supervisor</li></ul>	on of your exhibit wi ge for this service is y contact:	Please complete the property of the total of	ne reverse side of to a discretion prior to installation labor bill eck in at the Freema Approx. Hrs. per Person	this form. show opening. , with a minimum of an Service Center to  Total Hrs.  =  Freeman Superv	Phone Number: pick up labor) Phone Number: Hourly Rate  x = x = rision (30%/\$45.00) = 7.25% Tax =	Estimated Total Cost  = \$
Installatic     The charge charg	on of your exhibit wi ge for this service is y contact:	- Please complete the lill be completed at ou so 37.25% of the total so (Supervisor must cheep No. of People	re reverse side of to a discretion prior to installation labor bill eck in at the Freeman Approx. Hrs. per Person	this form. show opening. , with a minimum of an Service Center to  Total Hrs.  =  Freeman Superv	Phone Number: pick up labor) Phone Number: Hourly Rate  x = x = rision (30%/\$45.00) = 7.25% Tax =	Estimated Total Cost  = \$
Installatio     The charge control     Exhibitor Supervisor     Date  Freeman S     Freeman	on of your exhibit wige for this service is y contact:  Supervised Labor will be:  Start Time  Supervised Labor n is not responsible	Please complete the property of the total of	Approx. Hrs. per Person  x  DISMANTLE  ne reverse side of to a side of	this form. show opening. , with a minimum of an Service Center to  Total Hrs.  =  Freeman Superv  LABOR this form. and and labe	Phone Number: pick up labor) Phone Number: Hourly Rate  x = x = rision (30%/\$45.00) = 7.25% Tax = Total Installation =	Estimated Total Cost  = \$
Installatio     The charge control     Exhibitor     Supervisor     Date  Freeman S     Freeman	on of your exhibit wige for this service is y contact:  Supervised Labor will be:  Start Time  Supervised Labor in is not responsible inge for this service	Please complete the street of	Approx. Hrs. per Person  x  DISMANTLE  ne reverse side of to a side of	this form. show opening. , with a minimum of an Service Center to  Total Hrs.  =  Freeman Superv  LABOR this form. and and labe	Phone Number: pick up labor) Phone Number: Hourly Rate  x = x = rision (30%/\$45.00) = 7.25% Tax = Total Installation =	Estimated Total Cost  = \$
• Installatic • The charge Emergency  Exhibitor Supervisor Date  Freeman \$ • Freeman \$ • The chargency  Exhibitor	on of your exhibit wige for this service is y contact:  Supervised Labor will be:  Start Time  Supervised Labor in is not responsible arge for this service y contact:  Supervised Labor in is not responsible arge for this service y contact:  Supervised Labor	Please complete the for product or literatus 37.25% of the total solutions of the total solutions. Please complete the for product or literatus 37.25% of the total solutions.	Approx. Hrs. per Person  X  DISMANTLE  The reverse side of the rev	this form. show opening. , with a minimum of an Service Center to  Total Hrs.  =  Freeman Superv  LABOR this form. rly packed and labe l, with a minimum of	Phone Number: p pick up labor) Phone Number: Hourly Rate  x = x = rision (30%/\$45.00) = 7.25% Tax = Total Installation =  lled by exhibitor. \$45.00. Phone Number:	Estimated Total Cost  = \$  = \$  = \$  (N/A)  = \$
• Installatio • The charge of	on of your exhibit wige for this service is y contact:  Supervised Labor will be:  Start Time  Supervised Labor in is not responsible arge for this service y contact:  Supervised Labor in is not responsible arge for this service y contact:  Supervised Labor	Please complete the for product or literatus 37.25% of the total solutions of the total solutions. Please complete the for product or literatus 37.25% of the total solutions.	Approx. Hrs. per Person  X  DISMANTLE  The reverse side of the rev	this form. show opening. , with a minimum of an Service Center to  Total Hrs.  =  Freeman Superv  LABOR this form. Irly packed and labe I, with a minimum of	Phone Number: pick up labor) Phone Number: Hourly Rate  x = x = rision (30%/\$45.00) = 7.25% Tax = Total Installation =  led by exhibitor. \$45.00. Phone Number: pick up labor)	Estimated Total Cost  = \$  = \$  = \$  (N/A)  = \$
• Installatio • The charge control of the ch	on of your exhibit wige for this service is y contact:  Supervised Labor will be:  Start Time  Supervised Labor in is not responsible arge for this service by contact:  Supervised Labor in is not responsible arge for this service by contact:  Supervised Labor in will be:  Start	Please complete the strain of the total strain	Approx. Hrs. per balance to the reverse side of the reverse side o	this form. show opening. , with a minimum of an Service Center to  Total Hrs.  =  Freeman Superv  LABOR this form. an Service Center to an Service Center to	Phone Number: pick up labor) Phone Number: Hourly Rate  x = x = rision (30%/\$45.00) = 7.25% Tax = Total Installation =  led by exhibitor. \$45.00. Phone Number: pick up labor) Phone Number: phone Number:	Estimated Total Cost  = \$  = \$  = \$  Estimated Total Cost
• Installatio • The charge Emergency Exhibitor Supervisor Date  Freeman \$ • Freeman • The charge Exhibitor Supervisor Supervisor	on of your exhibit wige for this service is y contact:  Supervised Labor will be:  Start Time  Supervised Labor in is not responsible arge for this service by contact:  Supervised Labor in is not responsible arge for this service by contact:  Supervised Labor in will be:  Start	Please complete the street of the total is 37.25% of the total is 37	Approx. Hrs. per everse side of to receive that is not proper I dismantle labor bill eck in at the Freeman.	this form. show opening. , with a minimum of an Service Center to  Total Hrs.  =  Freeman Superv  LABOR this form. rly packed and label, with a minimum of an Service Center to  Total Hrs.  =	Phone Number: pick up labor) Phone Number: Hourly Rate  x = x = rision (30%/\$45.00) = 7.25% Tax = Total Installation =  lled by exhibitor. \$45.00. Phone Number: pick up labor) Phone Number: Hourly Rate	Estimated Total Cost  = \$  = \$  = \$  (N/A)  = \$  Estimated Total Cost  = \$

(506860) FY22 Page 1 of 2

OMPANY NAME:	BOOTH #:
DNTACT NAME:	PHONE #:
MAIL ADDRESS:	
FREEMAN SU	JPERVISED LABOR
	ete the following information if your display is to be set-
<u> </u>	be present to supervise the installation and/or disman
INBOUND SHIPPING	& SET-UP INFORMATION
eight will be shipped to: Warehouse Show S	
otal No. of Pieces: Crates Cartons	
etup Plan/Photo: Attached To Be Sent With Exhibi	
	Color Size
lectrical Placement: Drawing Attached Drawing W	
Comments:	
raphics: With Exhibit Shipped Separately	
Comments:	
pecial Tools/Hardware Required:	
OUTROUND SHI	IPPING INFORMATION
HIP TO:	
<del></del>	
elect a Carrier:	
Freeman Exhibit Transportation:	Other Carrier:
Freeman Exhibit Transportation:  No need to schedule your outbound shipment.	Carrier Name:
Freeman Exhibit Transportation:  No need to schedule your outbound shipment.  Charges will appear on your Freeman invoice.	Carrier Name: Carrier Phone:
Freeman Exhibit Transportation:  No need to schedule your outbound shipment.  Charges will appear on your Freeman invoice.  Freeman will make arrangements for all	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the
Freeman Exhibit Transportation:  No need to schedule your outbound shipment.  Charges will appear on your Freeman invoice.	Carrier Name:
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.  elect Level of Service:	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.
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.  elect Level of Service:  1 Day: Delivery next business day	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  □ Standard Ground
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.  elect Level of Service:  1 Day: Delivery next business day 2 Day: Delivery by 5:00 PM second business day	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.
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.  elect Level of Service:  1 Day: Delivery next business day	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  □ Standard Ground
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.  elect Level of Service:  1 Day: Delivery next business day 2 Day: Delivery by 5:00 PM second business day	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  □ Standard Ground
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.  elect 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	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  □ Standard Ground
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.  elect 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  reight Charges:	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  □ Standard Ground
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.  elect 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  reight Charges: Same as ship to	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  □ Standard Ground
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.  elect 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  reight Charges: Same as ship to	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  □ Standard Ground
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.  elect 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  reight Charges: Same as ship to Bill To:	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  □ Standard Ground
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.  elect 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  reight Charges: Same as ship to Bill To:  elect Shipment Options (if apllicable) Have loading dock	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  Standard Ground Specialized: Pad wrapped, uncrated or truckload
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.  elect 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  reight Charges: Same as ship to Bill To:  elect Shipment Options (if apllicable) Have loading dock Inside delivery	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  Standard Ground Specialized: Pad wrapped, uncrated or truckload  Lift gate required Air ride required
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.  elect 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  reight Charges: Same as ship to Bill To:  elect Shipment Options (if apllicable) Have loading dock Inside delivery Pad wrap required	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  Standard Ground Specialized: Pad wrapped, uncrated or truckload  Lift gate required
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.  elect 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  reight Charges: Same as ship to Bill To:  elect Shipment Options (if apllicable) Have loading dock Inside delivery	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  Standard Ground Specialized: Pad wrapped, uncrated or truckload  Lift gate required Air ride required
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.  elect 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  reight Charges: Same as ship to Bill To:  elect Shipment Options (if apllicable) Have loading dock Inside delivery Pad wrap required Do not stack	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  Standard Ground Specialized: Pad wrapped, uncrated or truckload  Lift gate required Air ride required Residential
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.  elect 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  reight Charges: Same as ship to Bill To:  elect Shipment Options (if apllicable) Inside delivery Pad wrap required	Carrier Name: Carrier Phone: Arrangements for pick-up by other carriers is the responsibility of the exhibitor.  Standard Ground Specialized: Pad wrapped, uncrated or truckload  Lift gate required Air ride required Residential

(506860) FY22

## FREEMAN

(888) 508-5054 Fax: (469) 621-5610 ExhibitorSupport@freeman.com

NAME OF SHOW:	Natural Gas Conference & Expo / October 17 - 20, 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 6:00 AM to 8:00 AM and 5:00 PM to 12:00 Midnight Monday through Friday Overtime:

6:00 AM to 12:00 Midnight Saturday & Sunday

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

- · Show site prices will apply to all labor orders placed at show site
- · Start time guaranteed only at start of working day
- One hour minimum labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at the Freeman Service Center to pickup labor

Part #	Description						Advance Price	Show Site Price
FORKLIF	T LABOR							
304050	Forklift w/ope	erator - up to 5,0	000 lbs - ST				\$185.25	\$259.50
304051	1 Forklift w/ope	erator - up to 5,0	000 lbs - OT				\$240.00	\$336.00
304052	2 Forklift w/ope	erator - up to 5,0	000 lbs - DT				\$294.75	\$412.75
304015	50 Forklift w/ope	rator - up to 15	TS - sdl 000,				\$233.25	\$326.75
304015	51 Forklift w/ope	rator - up to 15	TO - adl 000,				\$288.00	\$403.25
304015	52 Forklift w/ope	rator - up to 15	TD - adl 000,				\$342.50	\$479.50
304030	00 Forklift w/ope	rator - up to 30	TS - sdl 000,				\$285.25	\$399.50
304030	01 Forklift w/ope	rator - up to 30	TO - adl 000,				\$340.00	\$476.00
304030	02 Forklift w/ope	rator - up to 30	TD - adl 000,				\$394.50	\$552.50
304040								\$308.00
304041								\$385.00
304042	2 Forklift w/ope	rator - 4-Stage	- DT				\$329.50	\$461.50
RIGGING	LABOR							
302010	00 Rigger - ST						\$113.00	\$158.25
302010	01 Rigger - OT						\$169.50	\$237.50
302010	02 Rigger - DT						\$226.00	\$316.50
EQUIPME	ENT							
309060							\$ 51.50	\$ 72.25
309070	· ·						•	\$ 72.25
309080	00 Pallet Jack						\$ 51.50	\$ 72.25
INSTALL	ATION							
Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost
escribe v	work to be done:						Sub-Total	\$
	_							· <del></del>
							7.25 Tax	\$(N/A)
						Т	otal Installation	\$
DISMANT		T 0/ /	1 0	1 No. 5 1 1		T. ( )	1	
Part#	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost
		†		1	<del>                                     </del>		<u> </u>	1

Sub-Total \$

Total Dismantle \$

7.25 Tax \$\_ **(N/A)** 

Describe work to be done: \_



# CATERING MENU

Food & Beverage Program



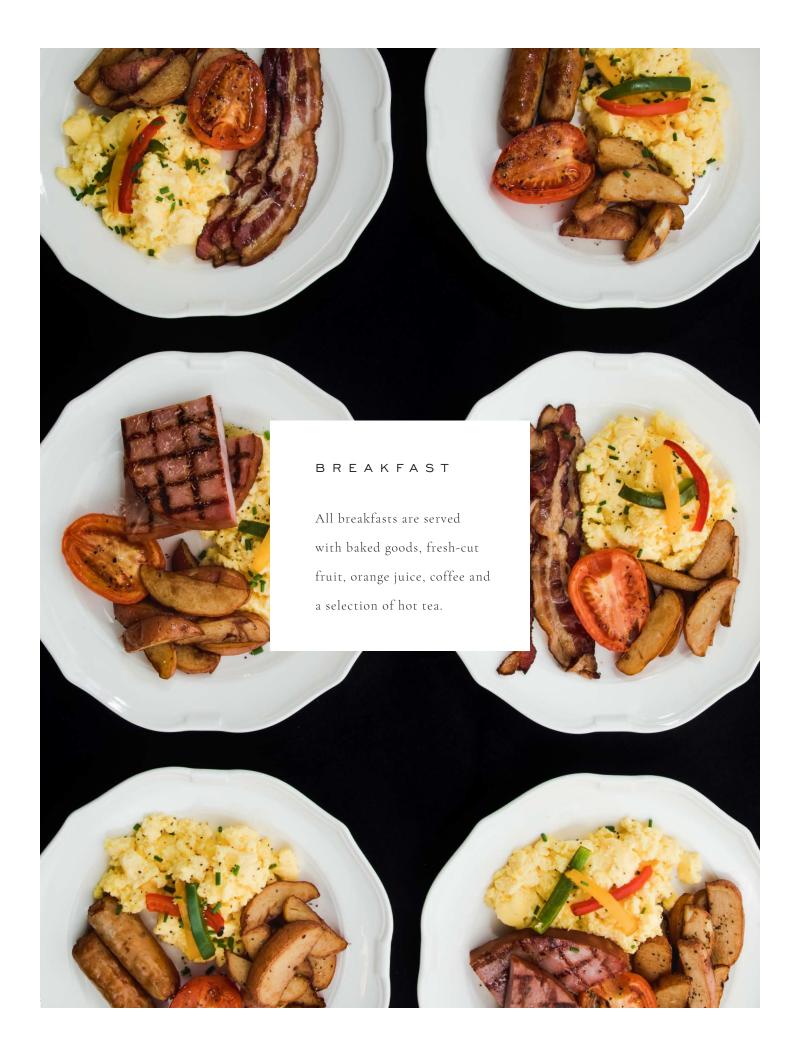


- 4 BREAKFAST
- 8 SNACKS
- IO LUNCH
- I4 DINNER
- I6 VEGETARIAN
- 18 BUFFET
- 22 SMALL PLATES / ACTION STATIONS
- 26 HORS D'OEUVRES
- 28 BEVERAGES
- 30 FOOD & BEVERAGE INFORMATION

#### OUTSIDE FOOD & BEVERAGE POLICY:

Please note that food nor beverage of any kind, including bottled water, may be brought on the premises by the event organizer, their guests or other invitees, including exhibitors. You may distribute bite-sized, wrapped candy from exhibit booths only.

Please contact your catering sales manager in advance with any dietary requests. We do not operate as an allergen-free kitchen; dishes made on-site are prepared on shared equipment and may come in contact with other products containing gluten or other noted allergens.



#### Carolina Benedict

Fresh croissant layered with scrambled eggs, shaved ham, green tomato, hollandaise and breakfast potatoes \$23 per person, plated

## Steak & Eggs

Grilled tenderloin, hollandaise, scrambled eggs with cheese and home fries

\$32 per person, plated

## Southern-Style Breakfast

Scrambled eggs with sugar-cured ham and potato hash

\$20 per person, plated • \$23 per person, buffet

## The Charlotte Scramble

Scrambled eggs with peppers, mushrooms, cheddar cheese, sausage and breakfast potatoes

\$20 per person, plated • \$23 per person, buffet

## Breakfast Quesadilla

Scrambled eggs folded in a flour tortilla with pepper jack cheese. Served with ranchero sauce, chicken cilantro sausage and Southwestern hash browns

\$20 per person, plated • \$23 per person, buffet

## Quiche Classic

Spinach and Gruyere, breakfast sausage and homestyle potatoes

\$20 per person, plated • \$23 per person, buffet

#### BREAKFAST

## Á LA CARTE

1 dozen minimum per selection

## Egg & Cheese Croissant

Topped with sausage, ham or Canadian bacon \$52 per dozen

#### Monte Cristo

Ham, turkey and Swiss cheese layered between cinnamon French toast

\$52 per dozen

## Southern Chicken Biscuit

\$52 per dozen

## Egg & Cheese English Muffin

Topped with sausage, ham or Canadian bacon \$52 per dozen

## Fresh Baked Danish & Muffins

\$42 per dozen

## Assorted Einstein Bros. Bagels™ & Cream Cheese

\$42 per dozen

## Assorted Coffee Cakes & Baked Goods

\$46 per dozen

#### BREAKFAST

## CONTINENTAL

Pricing is based on 90 minutes of service

## Continental Breakfast

Assorted breakfast-baked goods served with orange juice, coffee and a selection of hot tea

\$14 per person

Starbucks® upgrade \$16.50 per person

## Premium Continental Breakfast

Assorted breakfast-baked goods, seasonal fruits and berries served with orange juice, coffee and a selection of hot tea

\$17 per person

Starbucks® upgrade \$19.50 per person

ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND APPLICABLE TAXES.

## Additions

Add these selections to either continental breakfast option:

#### Hot Breakfast Sandwich

Add \$3 per person

# Individually Boxed Cereal & Milk \$3.50 each

# Individual Bowl of Oatmeal \$3.50 each

## Assorted Greek Yogurt

\$3.50 each

#### Sunrise Parfait

Yogurt, granola, fresh-cut fruit and berries \$9.00 per person (25-person minimum)

## Hard-Boiled Eggs

\$18 per dozen

## Fresh-Cut Fruit & Berries

\$6.50 per person

#### Whole Fresh Fruit

Apples, oranges, bananas \$3.00 each

#### Cereal & Granola Bars

\$36 per dozen

## PowerBar®

\$54 per dozen

## Kind® Bars

\$54 per dozen



#### BREAKFAST

## BUFFET

Pricing is based on 90 minutes of service. \$28 per person; 50-person minimim. Starbucks® upgrade \$30

## Breakfast Buffet

- Selection of Seasonal Fruit and Berries
- Assorted Breakfast-baked Goods
- · Orange Juice, Apple Juice and Grapefruit Juice
- Coffee, Decaffeinated Coffee and a Selection of Hot Tea

## Your Choice of:

- Scrambled Eggs
- · Spinach Florentine Omelet
- Southwestern Omelet

## Your Choice of:

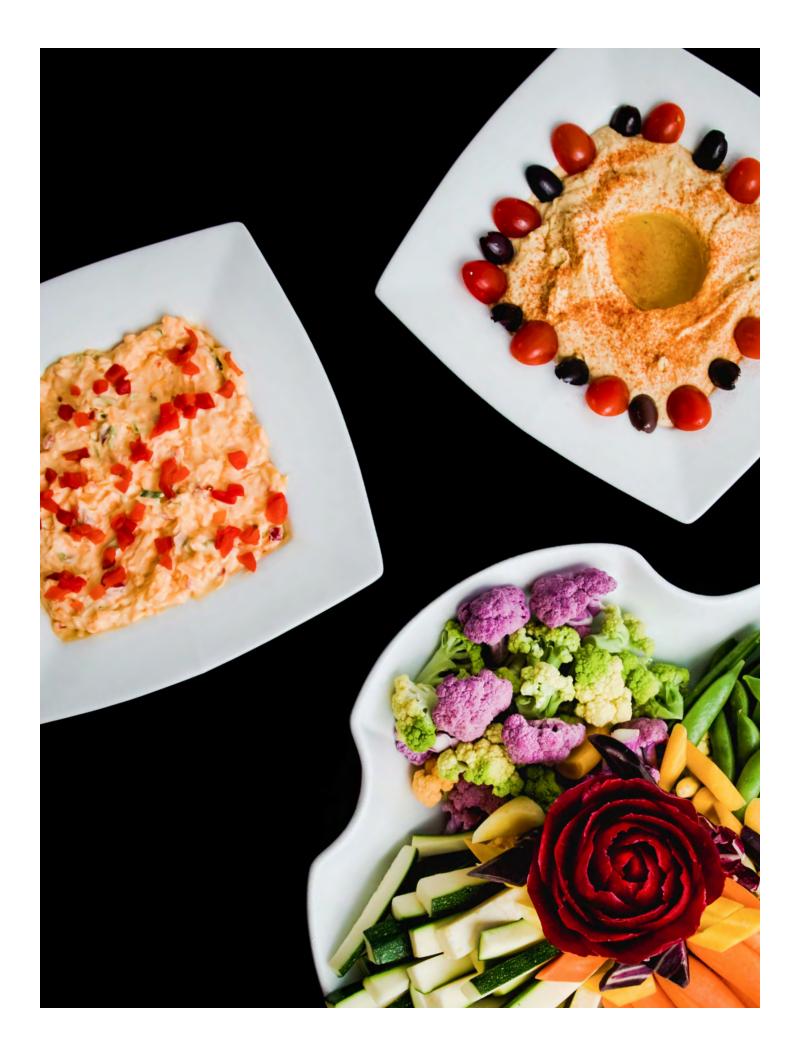
- French Toast
- Buttermilk Pancakes
- Cheese Blintzes with Fresh Berry Compote

## Your Choice of:

- Southern-style Grits
- Sweet Potato Hash
- Breakfast Potatoes
- · Biscuits and Gravy

## Choose Two:

- · Applewood-smoked Bacon
- Breakfast Sausage
- Honey-glazed Ham
- Country Fried Chicken
- Smoked Pork Loin
- · Chicken Apple Sausage
- · Cinnamon Apples



## SNACKS

For additional gluten free, vegan and vegetarian options, please see our breakfast and reception sections for fresh fruit and vegetables.

#### SAVORY SNACKS

## Tortilla Chips, Pita Chips, Potato Chips, Bar Mix or Pretzels

\$20 serves approx. 12-14 people

## Ranch Dip, French Onion Dip or Salsa

\$20 serves approx. 12-14 people

## Pimento Cheese, Hummus or Spinach Dip

\$28 serves approx. 12-14 people

## Mixed Nuts

\$30 serves approx. 12-14 people

# Individually Bagged Chips, Pretzels or Popcorn

\$3 each

## Individually Bagged Trail Mix

\$4 each

## Individually Bagged Peanuts

\$4 each

#### SWEET TREATS

## Blondies, Brownies or Cookies

\$42 per dozen

## Pecan Squares or Fruit Bars

\$44 per dozen

## French Mini Pastries

\$50 per dozen

## Assorted Cupcakes

\$50 per dozen

## Premium Ice Cream Bars

\$60 per dozen

## Snack-sized Candy Bar

\$12 per dozen

## Hard Candy

\$16 per pound

## SNACKS

## THEMED SNACK BREAKS

Pricing is based on 90 minutes of service. For groups with less than 10 people, please add \$4 per person.

Speak to your Catering Sales Manager about adding Starbucks® coffee and other à la carte options.



## High Energy

Gourmet selection of trail mix, dry snacks, nuts and dried fruit, served with energy drinks

\$13 per person

## Chocoholic

Chocolate chunk cookies, Oreo™ cookies, double fudge brownies and M&M's®, served with assorted soft drinks

\$13 per person

## Light & Healthy

Fresh fruit with Greek yogurt, granola bars, peanuts and trail mix, served with bottled water

\$15 per person

#### For the Kid in You

Brownies, cookies, Rice Krispies Treats™, potato chips and snack-sized candy bars, served with assorted soft drinks

\$13 per person

## Newport

Vegetable crudité, fresh-cut fruit, hummus with pita and sesame lavash, served with lemonade

\$15 per person

## Pit Stop

Caramel corn, fruit squares and pimento cheese, spinach dip with crackers, served with fresh-brewed iced tea

\$13 per person

## Ice Cream Parlor

Vanilla ice cream served with assorted toppings, including chocolate sauce, fruit topping, M&M's<sup>®</sup>, nuts, crushed Oreo<sup>™</sup> cookies and whipped cream, served with bottled water

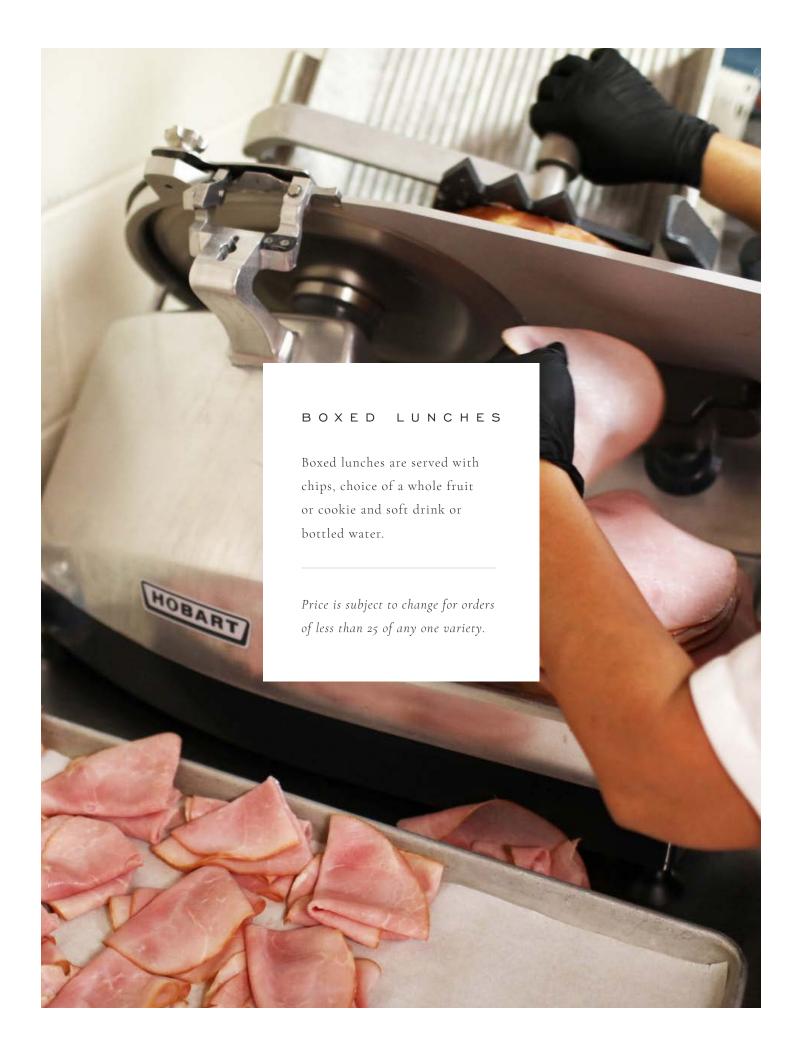
\$16 per person

## Build-Your-Own Trail Mix

Granola, M&M's®, assorted dried fruit, mixed nuts, pretzels, pumpkin seeds

\$13.95 per person • 25-person minimum

ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND APPLICABLE TAXES.



All boxed lunches are \$20 per person.

## Boar's Head™ Oven-roasted Turkey, Lean Roast Beef, Honey-cured Ham or Shaved Herb Chicken Breast

With lettuce, tomato and cheese on a kaiser roll

## Homemade Chicken or Tuna Salad

Served with lettuce and tomato on a large flaky croissant

## Chicken Cordon Bleu

Deli chicken, creamy havarti cheese, ham, lettuce and tomato on a kaiser roll

## Roasted Vegetables with Hummus

Served with lettuce and tomato on a whole-wheat wrap

## Roasted Portobello & Sweet Pepper

Served with mixed greens and smoked Gouda cheese on a whole-wheat roll

## California Wrap

Chicken, applewood-smoked bacon, lettuce, tomato and avocado ranch on a spinach wrap

## Alternative Sides

Add \$1.50 per person

Macaroni Salad

Southern Red Potato Salad

Spicy Southern Slaw

## Need a gluten free or vegan option?

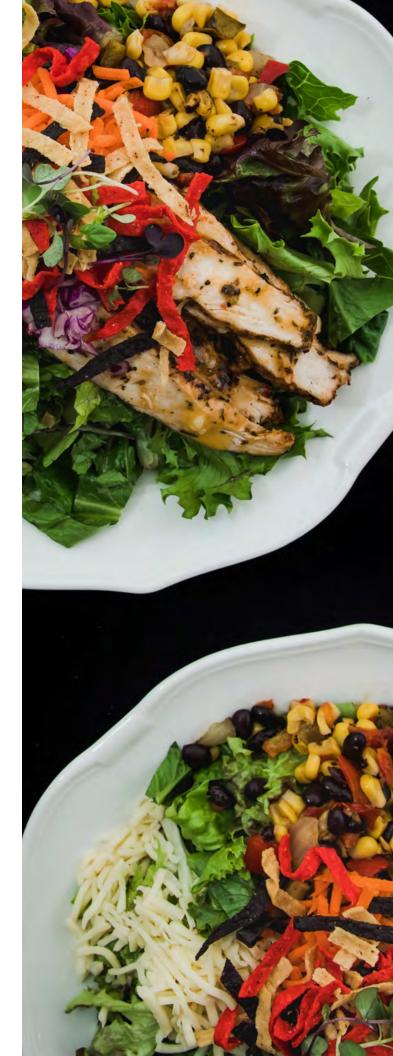
Box any of our Gluten Free Entrée Salads with chicken or vegetable napoleon. The meal includes a gluten free brownie or whole fruit, soft drink or bottled water.

\$27 per person

## ENTRÉE SALADS

LUNCH

All salads are served with fresh rolls, cookies and iced tea. Salads can be made gluten free, dairy free, vegetarian and vegan upon request.



## The Caesar

Crisp romaine, herb-roasted chicken, focaccia croutons, tomatoes, Parmesan cheese and traditional Caesar dressing

#### Southwestern

Mixed greens, corn and black bean relish, pico de gallo, crispy tortilla strips, jalapeño jack cheese, chili lime chicken breast and chipotle ranch

#### Grecian

Crisp romaine, feta cheese, Kalamata olives, tomatoes, cucumbers, pepperoncini, marinated chicken and garlic oregano vinaigrette

#### Charlotte Cobb

Julienne romaine, Ashe County cheddar, tomatoes, chopped egg, cucumbers, carrots, red cabbage, Boar's Head™ turkey and creamy avocado ranch

## Napa Valley

Baby spinach, mixed greens, sun-dried tomato-crusted chicken, candied pecans, grapes, strawberries, goat cheese and Champagne vinaigrette dressing

## Italian Caprese

Mixed greens, pesto chicken, Buffalo mozzarella, Roma tomatoes, marinated artichokes and white balsamic vinaigrette

## Superfoods

Scarlet kale, kohlrabi, shaved Brussels sprouts, Craisins®, pumpkin seeds, lemon grilled chicken and yogurt poppy seed dressing

#### Alternative Proteins

Madagascar-crusted Tenderloin of Beef Add \$1.50 per person

Grilled Shrimp

Add \$1.50 per person

Sweet Chili-glazed Salmon
Add \$3 per person

#### Enhancements

Individually plated dessert from our Lunch Dessert selection

Add \$2 per person

House coffee with any plated entrée Add \$2 per person

Starbucks® coffee with any plated entrée

Add \$4 per person



## PLATED LUNCHEON

All plated lunches are served with a house salad, fresh rolls, iced tea and a lunch dessert.

Add coffee to any lunch entree. House coffee is \$2 per person. Starbucks® coffee is \$4 per person.

ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND APPLICABLE TAXES.

## Southern Chicken Supreme

Corn-crusted chicken breast, Southern green tomato vin blanc with three-cheese smashed potatoes and sautéed green beans \$30 per person

## Chicken Chardonnay & Fresh Herbs

Pan-seared chicken breast, Chardonnay cream, sautéed baby spinach, confetti rice and glazed carrots

\$30 per person

## Herb Chicken

Pan-seared chicken breast, Chardonnay cream, sautéed baby spinach, confetti rice and glazed carrots

\$30 per person

## Chicken Chasseur

Braised chicken breast, wild mushrooms, shallots and roasted Roma tomatoes with saffron rice and baby spinach

\$30 per person

#### Barbecue Chicken

Grilled chicken breast basted in barbecue sauce with caramelized sweet potatoes and cider-braised greens

\$30 per person

## Caribbean Chicken

Roasted chicken breast, black beans and rice, mango salsa and seasonal vegetables

\$30 per person

#### Chicken Piccata

Sautéed chicken breast, lemon caper sauce, tomato, basil and Parmesan risotto with sautéed green beans and carrots

\$30 per person

#### Roasted Pork Loin

Pork loin, Calvados apple stuffing, buttermilk whipped potatoes, ciderbraised greens and garlic cranberry pan jus

\$28 per person

## Atlantic Salmon

Pan-roasted salmon, Dijon dill beurre blanc, wild rice pilaf and haricot verts

\$34 per person

## Petite Filet of Beef

Filet of beef topped with merlot demi-glace, garlic-creamed Yukon Gold potatoes and seasonal vegetables

\$42 per person

## Angus Short Rib

Cabernet-braised short rib with white cheddar mashed potatoes and roasted root vegetables

\$38 per person

## Lasagna Bolognese

Layers of pasta, beef, Bolognese sauce, zucchini and yellow squash

\$28 per person

#### Lunch Desserts

Your Choice of:

Chef's Seasonal Dessert

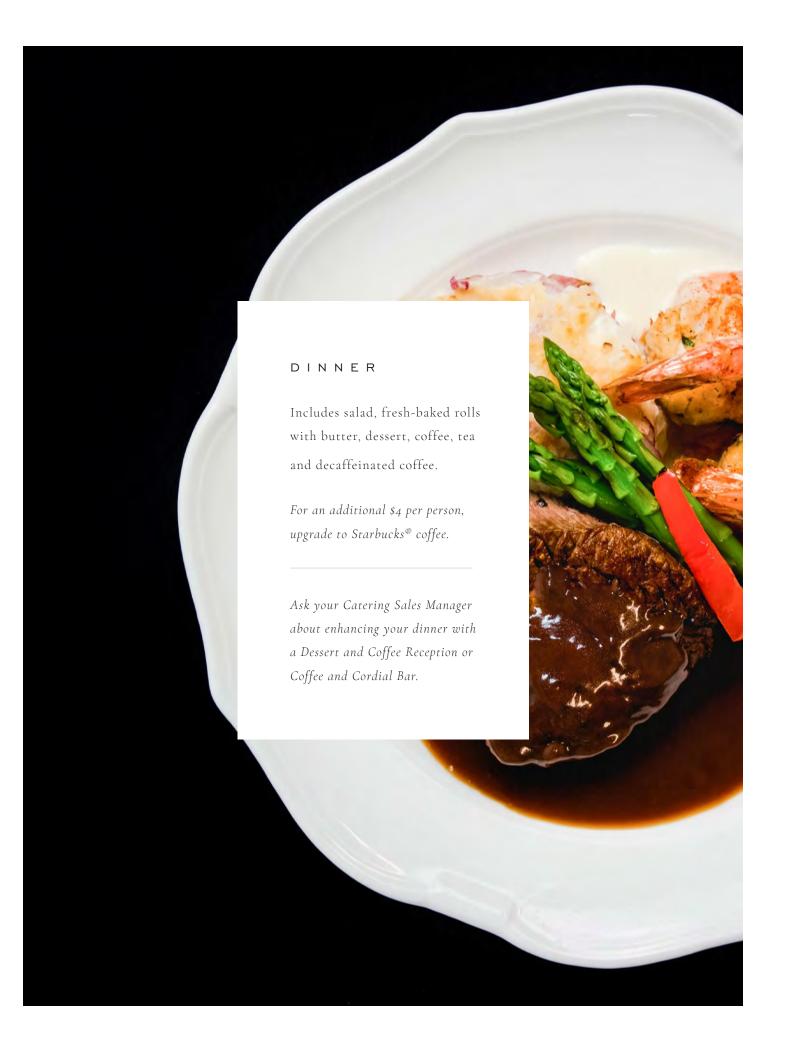
Bourbon Pecan Pie

Chocolate Espresso Tart

Carrot Cake

New York-Style Cheesecake

Triple Berry Tart



#### PLATED ENTRÉES

## Chicken Chardonnay

Pan-seared chicken breast, butternut squash, asparagus and Chardonnay cream on a bed of rice pilaf

\$38 per person

#### Filet & Prawns

Beef au poivre; jumbo crab-stuffed prawn topped with lobster sauce; Parmesan risotto and sautéed spinach

\$60 per person

## Chicken Marsala

Sautéed chicken breast, wild mushrooms, Parmesan-creamed new potatoes and seasonal vegetables

\$38 per person

#### Niman Ranch Pork

Bourbon-grilled pork chop, caramelized sweet potatoes and cider-braised greens

\$42 per person

ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND APPLICABLE TAXES.

## Seafood Coquille & Filet Mignon

Lump crab, shrimp and scallops; Angus tenderloin with cognac demi-glace; caramelized onions, au gratin potatoes, asparagus and roasted red peppers

\$62 per person

## Filet & Coastal Crab Cake

Beef tenderloin with cabernet demi-glace; jumbo lump crab cake with sherry nantua; potato and leek gratin and seasonal vegetables

\$62 per person

## Garlic Herb Chicken & Beef Tenderloin

Garlic herb chicken; porcini-crusted beef with Madeira demi-glace; rosemary new potatoes and seasonal vegetables

\$56 per person

## Land & Sea Duet

Pan-roasted halibut with green and golden tomato confit; chargrilled filet; bourbon reduction, forest mushroom risotto and sautéed green beans

\$64 per person

## Grilled Tenderloin & Chicken Supreme

Black Angus steak with green peppercorn demi-glace; sautéed chicken with pearl onions; fresh sage, garlic and thyme roasted potatoes and seasonal vegetables

\$56 per person

## Filet of Beef Oscar

Filet mignon, merlot demi-glace, lump crab, béarnaise sauce, sautéed asparagus and creamed Yukon Gold potatoes

\$58 per person

## Alaskan Halibut

Seared halibut Francese, tomato, leek and Parmesan risotto and root vegetable mélange

\$62 per person

## Fire-Roasted Black Angus Filet

Port wine demi-glace, dauphinoise potatoes, jumbo asparagus, seared heirloom tomatoes

\$58 per person

#### Scottish Salmon

Seared wild salmon, saffron risotto and broccolini

\$53 per person



#### SALADS

DINNER

Your Choice of:

## House Salad

Mixed greens, tomatoes, cucumbers, carrots, red cabbage and white balsamic vinaigrette

## Caesar Salad

Crisp romaine, shaved Parmesan, garlic focaccia croutons and traditional Caesar dressing

#### Southern BLT

Iceberg wedge, smoked bacon, tomatoes, white cheddar cheese and buttermilk ranch dressing

## Country Greens

Field greens, grapes, goat cheese, spiced pecans, radish and apple cider vinaigrette

## Greek Salad

Crisp romaine, feta, Kalamata olives, tomatoes, red onion, pepperoncini and red wine vinaigrette

#### DESSERTS

DINNER

Your Choice of:

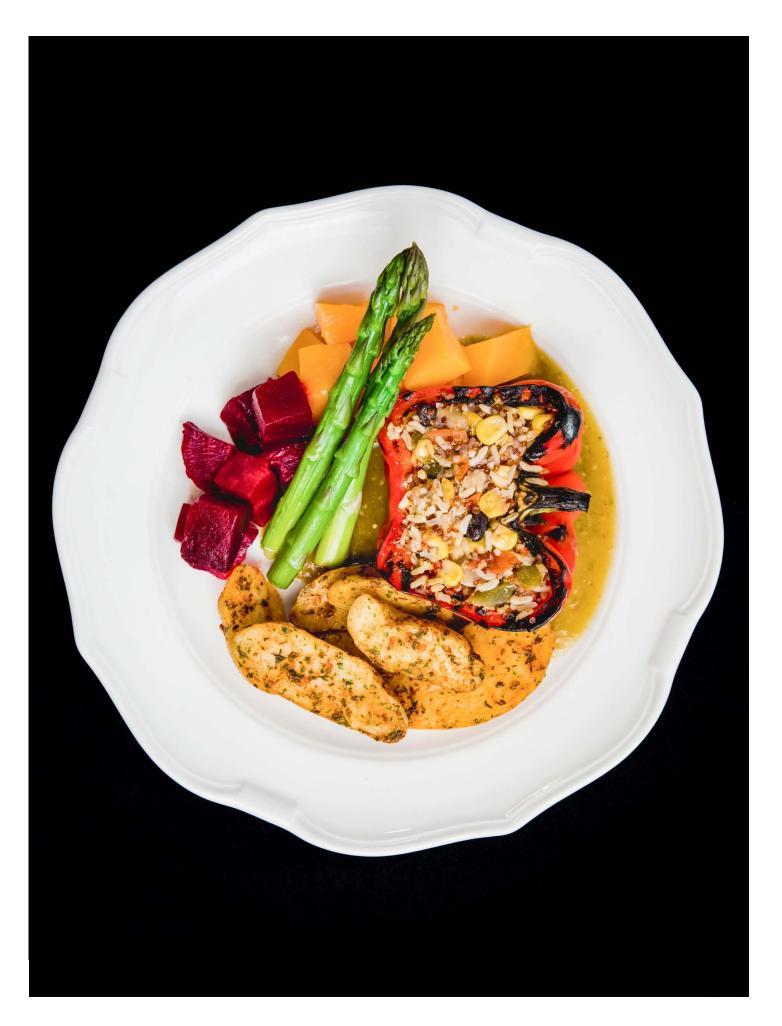
Southern Pecan Cheesecake

Key Lime Tart

Tiramisu

Chocolate Truffle Torte

Pear Almond Tarte



#### VEGETARIAN

#### PLATED LUNCH OR DINNER

## Medley of Seasonal Vegetables

Sesame-crusted tofu, Japanese eggplant, baby bok choy and jasmine rice \$28 per person

## Vegetable Lasagna

Layers of pasta, vegetables and fire-roasted tomato sauce with sautéed baby green beans

\$30 per person

## Grilled Stuffed Portobello Mushroom

Spinach, sun-dried tomatoes and artichokes served on a bed of Champagne risotto

\$30 per person

## Eggplant Parmesan

Pomodoro sauce, ricotta cannelloni on sautéed baby spinach

\$30 per person

## Butternut Squash Ravioli

Sage and wild mushroom cream with pan-seared tomatoes and rainbow chard

\$30 per person

## Stuffed Sweet Pepper

Filled with brown rice, quinoa, black beans and corn alongside roasted potatoes, grilled asparagus, spaghetti squash and salsa verde \$30 per person

#### Kale & White Bean Fricasee

Roasted butternut squash, fresh asparagus and heirloom tomato succotash

\$30 per person

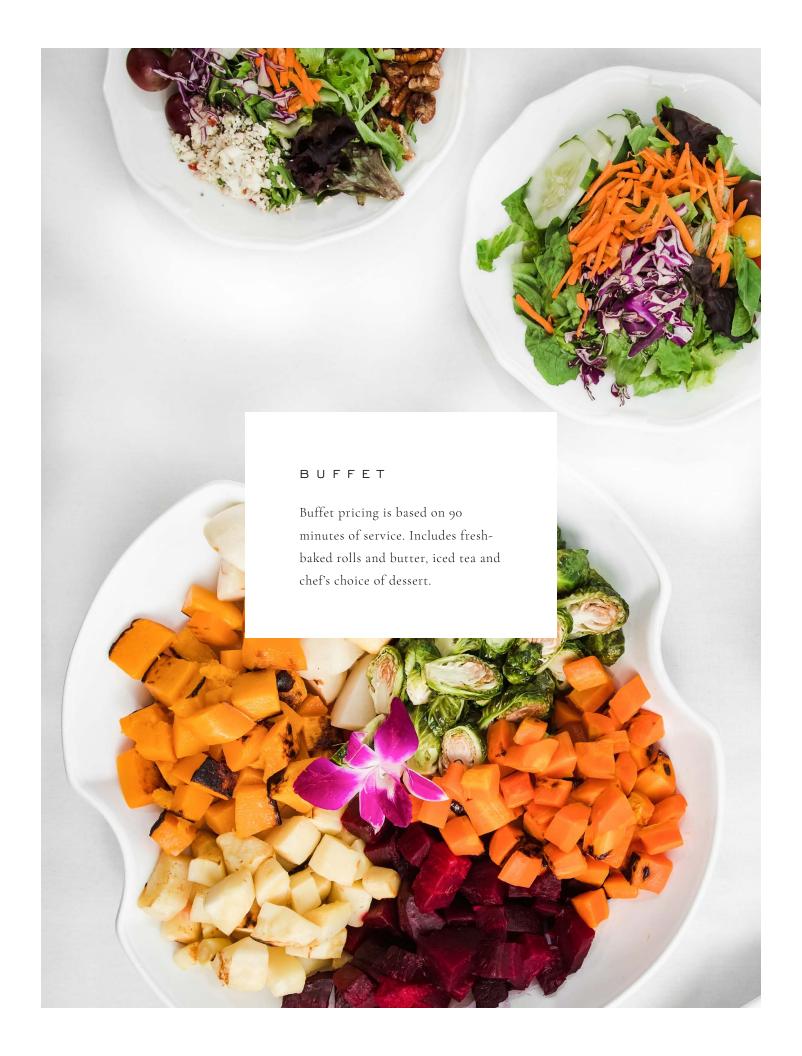
## BBQ Tofu

Southern greens, black-eyed peas, caramelized root vegetables and saffron rice
\$30 per person

#### Slow Cooked Lentils

Grilled vegetable mélange, sautéed baby spinach, herb roasted new potatoes and baby carrots

\$30 per person



### CUSTOM SELECTIONS

\$35 per person; 25-person minimum

### Your Choice of:

- · Garden Salad
- · Caesar Salad
- · Spinach Salad
- Greek Salad

### Your Choice of:

- Roasted Vegetable Pasta Salad
- Pimento Cheese Macaroni Salad
- Red Skin Potato Salad
- Shaved Brussels Sprouts Salad
- Country Coleslaw
- · Tomato, Cucumber and Artichoke Salad
- Cauliflower, Broccoli and Cranberry Salad
- Fresh Fruit Salad
- Napa Cabbage, Edamame, Carrot and Sunflower Seeds

### Your Choice of:

- Rosemary New Potatoes
- Mashed Potatoes
- Au Gratin Potatoes
- Roasted Sweet Potatoes
- Saffron Rice
- Wild Rice with Cranberries
- Macaroni and Cheese
- Southern Bean Cassoulet

# Your Choice of:

- · Grilled Zucchini and Yellow Squash
- Edamame Succotash
- Glazed Carrots
- Sautéed Green Beans
- Roasted Brussels Sprouts
- Seasonal Vegetables
- Roasted Root Vegetables
- · Broccoli, Cauliflower and Carrots
- Cider-Braised Greens

### Choose Two Entrées:

- Chicken Vin Blanc
- · Chicken Marsala
- Garlic Herb Chicken Breast
- Chicken Cacciatore
- Country Fried Chicken
- · Caribbean Jerk Chicken with Mango Salsa
- Bojangles™ Country Fried Chicken
- Turkey Breast with Cornbread Dressing and Gravy
- Braised Beef Tips and Mushrooms
- Sliced Pot Roast

- Petite Sirloin au Poivre
- Roasted Pork Loin with Apple Jus
- Shrimp Creole
- Alaskan Cod with Tomatoes, Olives and Artichokes
- Atlantic Salmon with Lemon and Dill
- Vegetable Lasagna
- · Lasagna Bolognese
- Penne Pasta Primavera
- Eggplant Parmesan



#### BUFFET

ENHANCEMENTS

# Choose a third entrée Add \$5 per person

Add house coffee to any buffet Add \$2 per person

Add Starbucks® coffee to any buffet Add \$4 per person

Add homemade soup to your lunch or dinner Add \$4 per person

# Your Choice of:

Roasted Red Pepper Bisque

Creamy Cheddar and Broccoli

Crab and Corn Chowder

Clam Chowder

Creole Red Beans and Andouille Sausage

Tomato Basil Bisque

Chunky Vegetable

Lentil



### BUFFET

# THEMED SELECTIONS

All buffet pricing is based on 90 minutes of service. Includes iced tea and chef's choice of dessert unless otherwise noted.

ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND APPLICABLE TAXES.

### The Southern Barbecue

Barbecue chicken and Carolina pork barbecue; macaroni and cheese; baked beans; mixed greens and spicy Southern slaw; corn muffins and yeast rolls; hot peach cobbler

\$32 per person

### The Carolina Deli

Boar's Head™ sliced turkey breast, honey-baked ham and lean roast beef; Swiss, provolone and cheddar cheese; tomatoes, red onions, lettuce, pickles, mustard and mayonnaise; artisan breads and rolls; potato salad; tossed green salad and coleslaw

\$28 per person

#### The Southwest

Fiesta salad with corn and black bean relish, salsa, sour cream, shredded cheese, guacamole and crispy tortilla chips; beef fajitas with flour tortillas; chicken enchiladas; Spanish rice and pinto beans

\$32 per person

# Soup, Salad & Potato Bar

Mixed greens and assorted dressings; homemade soup; jumbo baked potatoes with bacon, cheddar, sour cream, scallions and butter; Brussels sprouts, slaw, fresh-cut fruit and fresh rolls \$28 per person

# The Sandwich Board

Italian torpedo with tapenade; roasted turkey, cheddar and herbed aioli on a whole-wheat wrap; shaved London broil with havarti cheese and horseradish Dijon, lettuce and tomato; mixed greens, fresh fruit salad and coleslaw

\$30 per person

#### Gourmet Salad Bar

Crisp garden salad greens, cucumber, tomatoes, red cabbage, grated carrots, chickpeas, beets, hard-boiled eggs, feta, grated cheddar, grilled chicken breast, fresh-baked rolls and butter

\$28 per person Add tuna or chicken salad for \$2 per person Add a homemade soup for \$4 per person

# Feast of Little Italy

Traditional Caesar salad, sliced tomato and mozzarella salad, grilled chicken pomodoro, vegetable lasagna, garlic green beans and focaccia bread

\$32 per person

# The Tailgate Party

Red skin potato salad, Southern slaw and macaroni and cheese; all-beef hot dogs; hamburgers; toppings include cheese, lettuce, tomatoes, onions, pickles, mayonnaise, ketchup and mustard

\$26 per person

Add fried chicken for \$4 per person

Add baby back ribs for \$6 per person

# Southern Low Country Connection

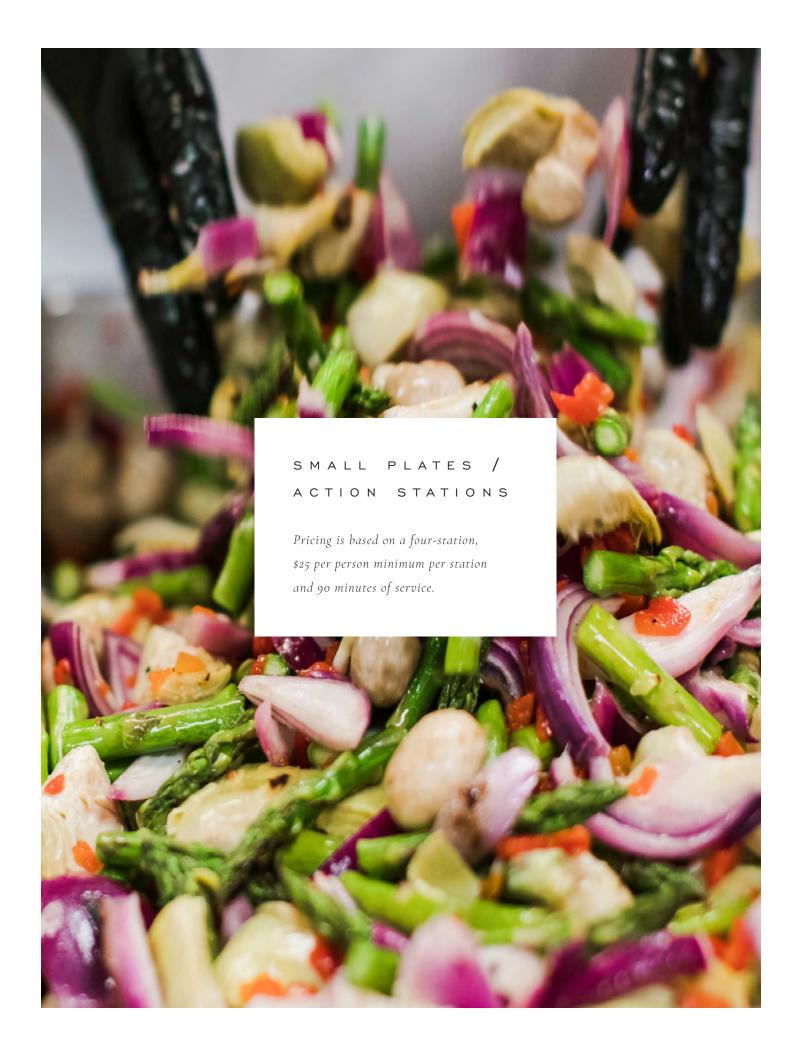
Local farmers' greens and fresh produce with Mountain Cider vinaigrette and Parmesan peppercorn ranch dressing; pimento macaroni salad; tenderloin tips braised in Yadkin Valley red wine with local mushrooms; roasted turkey with cornbread dressing and pan gravy; Yukon Gold mashed potatoes, Southern greens and fresh-baked rolls

\$32 per person; 35-person minimum

# Uptown Charlotte

Garden salad with local tomatoes, cucumbers, red cabbage, carrots, buttermilk ranch and house vinaigrette; vegetable pasta salad; hickory molasses chicken; peppercorn and sage roasted pork loin with caramelized apples and sweet onion pan jus; smashed new potatoes, roasted asparagus and fresh-baked rolls

\$32 per person; 35-person minimum



# Local Shrimp & Grits

Served with tasso gravy and scallion and pepper confetti

\$9 per person

# Artisan Flatbread Station

Margherita, pepperoni and quattro formaggio \$9 per person

# Teriyaki Chicken Skewers

Caramelized pineapple and coconut rice

\$9 per person

### Smoked Pork Tenderloin

Sun-dried tomato pesto, Tuscan white bean ragout and garlic crostini

\$9 per person

# Butternut Squash Ravioli

Sage pancetta, shiitake mushroom cream and sweet onion crisps

\$9 per person

# Thai Chicken Satay

Curry slaw and sweet chili glaze

\$9 per person

### Chicken Pot Pie

Creamed chicken and vegetables served with a Southern buttermilk biscuit

\$9 per person

# Soup & Grilled Cheese

Creamy tomato bisque served with homemade cheese toast

\$9 per person

#### Seared Carolina Crab Cake

Served with Southern slaw and South Carolina peach chutney

\$10 per person

# Sesame Soy Chicken

Honey and ginger glaze, napa cabbage slaw and toasted almonds

\$9 per person

#### Pork Chili Verde

Spanish rice, pico de gallo and queso fresco \$10 per person

# Cavatappi Pasta with White Cheddar

Cheese sauce, chives, smoky bacon crumbles and sweet tomato compote

\$10 per person

### Chicken & Waffles

Buttermilk fried chicken with Belgian waffles, maple syrup and hot sauce

\$9 per person

#### Mashed Potato Bar

Whipped Yukon Gold potatoes topped with beef bourguignon, creamed chicken fricassee, scallions, bacon crumbles and cheddar cheese

\$14 per person

#### Risotto Bar

Creamy risotto with your choice of shrimp cioppino or chicken piccata and roasted vegetable ragout

\$14 per person

Pricing is based on a four-station, \$25 per person minimum per station and 90 minutes of service.

#### Nacho Bar

Crispy tortillas, seasoned beef, green chili queso, black bean corn relish, jalapeños, sour cream and salsa

\$12 per person

# City Pasta Station

Penne pasta, roasted tomato and basil marinara, Italian beef meatballs, rich Alfredo sauce, garlic cheese focaccia, grated Parmesan cheese and crushed red pepper

\$12 per person

### South of the Border

Spicy beef fajitas, peppers and onions, flour tortillas, chicken taquitos, tomatillo salsa and lime crema

\$12 per person

### The NoDa

Mahi fish tacos, soft tortillas, homemade pico de gallo, shredded cabbage, Monterey Jack cheese and cilantro lime cream

\$12 per person

### The Sweet Life

Triple fudge brownies and blondies; bananas foster and vanilla bean ice cream; parlor toppings and a coffee and hot tea station

\$16 per person

ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND APPLICABLE TAXES.

#### THE FOOD TRUCK

Gourmet slider station with coleslaw and condiments.

#### Choose from:

- · Angus cheeseburgers
- · All-beef hot dogs
- · Barbecue chicken
- Pulled pork barbecue
- · Veggie burgers

#### One Selection

\$10 per person

### Two Selections

\$14 per person

### Three Selections

\$16 per person



#### ACTION STATIONS

#### COLD DISPLAYS

Pricing is based on a four-station, \$25 per person minimum per station and 90 minutes of service.

### Mediterranean Trio

Chicken souvlaki; marinated olive, feta and vegetable display; tzatziki and garlic hummus with crisp pita triangles
\$15 per person

# Antipasto

Marinated tomatoes and mozzarella, mortadella, Genoa salami, capicola ham, roasted vegetables, olives, breadsticks and crackers \$12 per person

# Vegetable Farmers Market

Fresh seasonal vegetables with ranch dip \$8 per person

#### Fresh Fruit

Artistic display of fresh seasonal fruit and berries \$8 per person

# The Myers Park

Selection of imported and domestic cheese, fresh baguette and crackers

\$9 per person

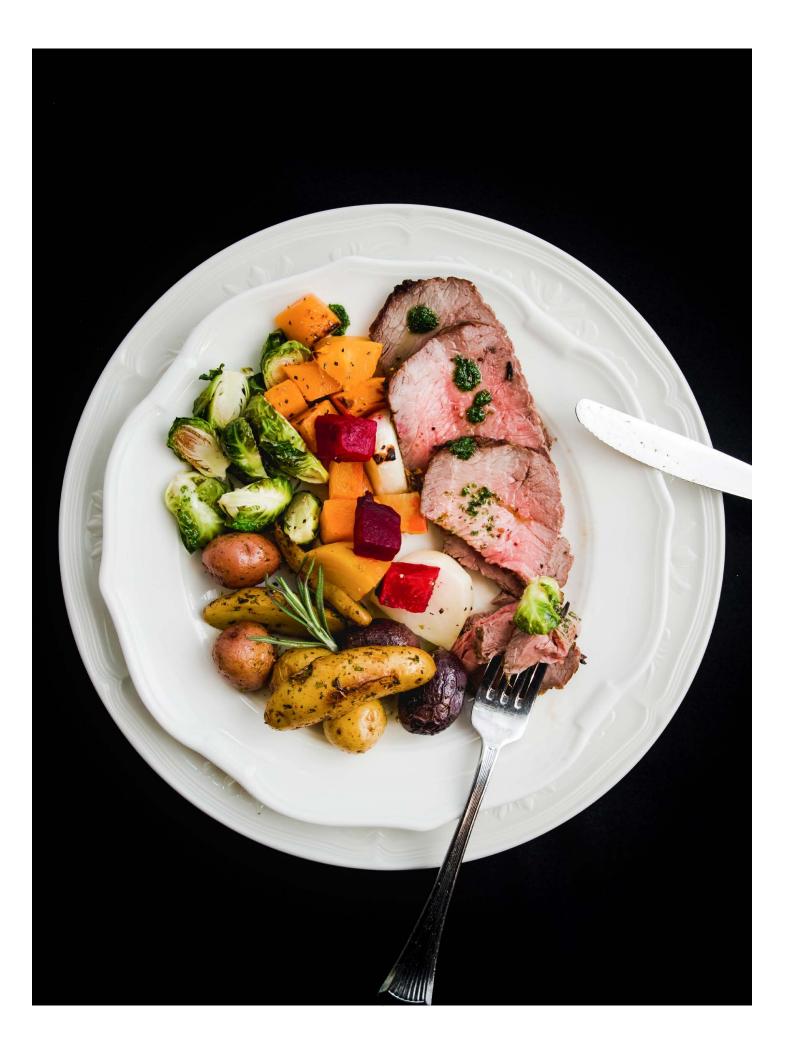
# The Outer Banks (50-person minimum)

Jumbo prawns, freshly shucked oysters, Alaskan crab and PEI mussels
\$22 per person

# Sushi Display (50-person minimum)

Fresh assorted sushi with wasabi and pickled ginger \$18 per person

page / 33



#### SALAD STATIONS

Individuals may request the attendant to customize their salad for gluten free, vegan, vegetarian, dairy free or nut free.

Pricing is based on a four-station, 25 per person minimum per station and 90 minutes of service.

### Southern BLT

Iceberg, romaine, local tomatoes, bacon crumbles, white cheddar cheese and buttermilk ranch dressing
\$10 per person

# Country Fields

Spring mix, candied pecans, strawberries, cucumber, goat cheese and herb-crusted chicken breast, and balsamic vinaigrette
\$10 per person

### The Caesar

Crisp romaine, lemon and coriander grilled chicken, shaved Parmesan cheese, garlic croutons and traditional Caesar dressing

\$10 per person

#### THE BUTCHER BLOCK

Carving stations served with assorted rolls. 25-person minimum.

# Pepper-Crusted Tenderloin of Beef

With horseradish cream and whole-grain mustard
\$18 per person

# Seared Black Angus Rib-Eye

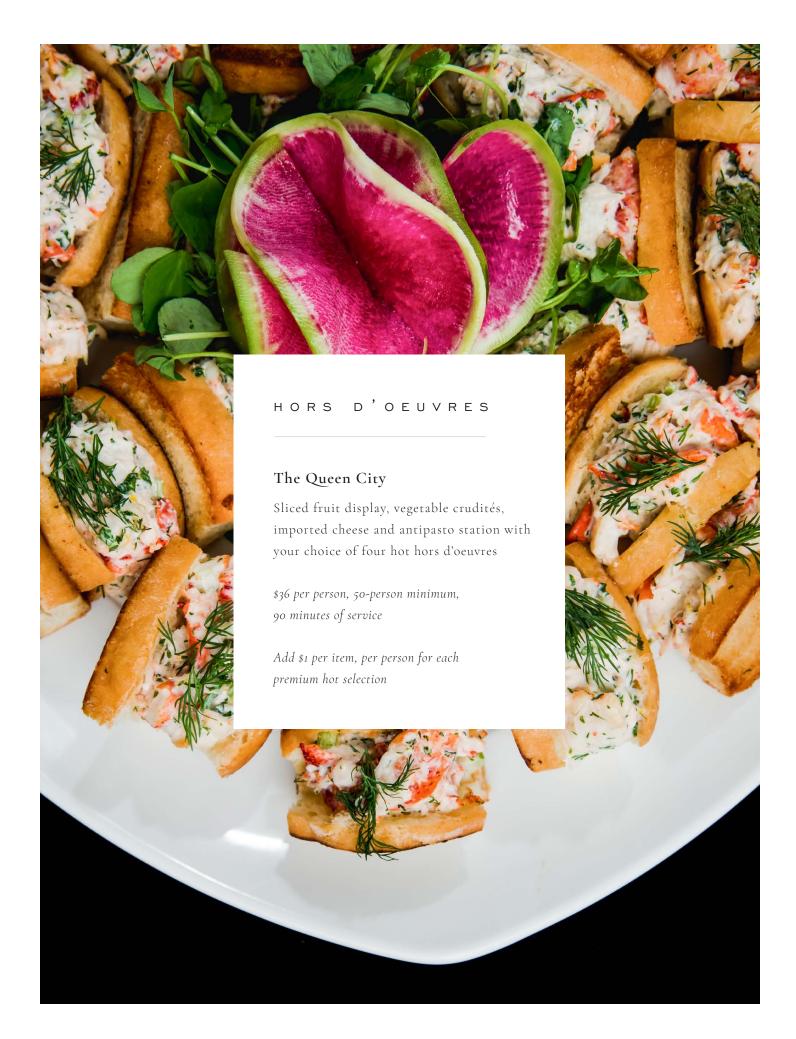
With horseradish cream and whole-grain mustard
\$13 per person

# Mountain Honey-Glazed Ham

With herb mayonnaise and Dijon mustard
\$9 per person

### Slow-Roasted Turkey Breast

With cranberry relish and herb mayonnaise
\$9 per person



### Á La Carte

Pricing is \$500 per 100 pieces per selection and is based on 90 minutes of service.

Tray-passed items are subject to a staffing charge of \$25 per server per hour (four-hour minimum).

#### Hot

- · Chicken Wellingtons
- Buttermilk Fried Chicken Tenders with Honey Mustard
- · Chicken Satay with Peanut Sauce
- · Chicken Taquitos with Chipotle Cream
- · Rosemary Lemon Chicken Skewers
- Boneless Buffalo Wings with Blue Cheese Dressing
- · Spanakopita with Yogurt Cucumber Dip
- · Parmesan-Crusted Artichoke Hearts
- · Vegetable Samosas with Mint Yogurt
- · Pimento Cheese Arancini
- · Baked Brie and Raspberry
- · Falafel with Tahini and House Pickles
- · Mini Spring Rolls with Plum Sauce
- · Spinach and Parmesan-Stuffed Mushrooms
- Corn and Jalapeño Cakes
   with Cilantro Cream Drizzle
- · Swedish Meatballs
- · Teriyaki Beef Brochettes
- · Pot Stickers with Ginger Soy Glaze
- · Country Ham and Collard Green Spring Roll
- · Loaded Potato Skins
- · Breaded Grouper with Tartar Sauce
- · Crab and Green Tomato Fritters

#### Cold

- · Tomato, Pesto, Buffalo Mozzarella
- · Parma Ham-Wrapped Asparagus
- · Salami and Olive Coronets
- · Blue Crab and Cucumber Rondelle
- · Smoked Salmon Canapés
- · Deviled Eggs with Candied Bacon
- Goat Cheese and Dates Wrapped in Prosciutto
- Herbed Cheese and Red Pepper Jelly Crostini
- Curried Chicken Salad with Toasted Coconut



# HORS D'OEUVRES

#### PREMIUM

Pricing is \$550 per 100 pieces per selection and is based on 90 minutes of service. Tray-passed items are subject to a staffing charge of \$25 per server per hour (four-hour minimum).

#### Hot

- · Beef Wellingtons
- Braised Short Ribs and Manchego Empanadas
- Beef Tenderloin-Stuffed Mushrooms
- · Lamb Meatballs with Mint Chimichurri
- · Shrimp and Andouille Skewers
- Bacon-wrapped Scallops
- · Oysters Rockefeller
- · Coconut Shrimp and Orange Ginger Glaze
- Mini Crab Cakes and Red Pepper Tartar Sauce
- · Shrimp and Scallop Skewers

### Cold

- · Tropical Fruit Kabobs
- Heirloom Tomato Gazpacho Shooters with Crème Fraiche
- Vegetable Sushi with Pickled Ginger and Wasabi
- · Carolina Shrimp Cocktail (market price)
- Crab Claws (market price)
- · Lobster Louis Brioche
- Smoked Duck, Pickled Cucumber and Lingonberries
- Thai Shrimp with Sweet Chili
- · Beef Tenderloin Canapés
- Asparagus and Prosciutto Bundles

#### BEVERAGES

#### Á LA CARTE

### Assorted Soda & Bottled Water

\$3.25 each

# Sparkling Water

\$4 each

# **Energy Drinks**

\$4.50 each

### Iced Tea, Lemonade & Fruit Punch

\$42 per gallon

### Infused Water

Choose from cucumber, lemon, lime or orange

\$40 per three gallons, per flavor

# Spring Water Station Cooler

Comes with 5-gallon bottle

\$50 per bottle • \$35 per replacement bottle

# Orange, Apple & Grapefruit Juice

\$44 per gallon

# Milk

\$2.50 per 1/2 pint

# House Coffee Regular & Decaf

\$48 per gallon

### Starbucks® Coffee

Sold in increments of 1.5 gallons

\$90 per gallon

### Hot Herbal Tea Selection

\$42 per gallon

# Bottled Juices

\$3.50 each

# Water Pitcher

\$2 each

# Keurig Kit

5-gallon spring water, 30 assorted individual

coffee pods, 10 decaf and 10 tea pods

\$180 total • \$100 replacement kit (25 pods)

ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND APPLICABLE TAXES.



#### BEVERAGES

### BAR SERVICE OPTIONS

A bartender is required on all bars. The bartender fee is \$150 for up to three hours of service; \$25 each additional hour.

# Option No. 1: Host Bar

Drinks on consumption

Liquor Imported/Microbrew Beer

\$7.50 \$6.50

Beer Wine \$7.50

# Option No. 2: Host Bar

Unlimited by the hour

\$17 per person first hour \$8 per person each additional hour

# Option No. 3: Controlled Host Bar

Ticketed/Cash

Beer, wine and liquor Bottled water and assorted sodas \$6 per ticket collected \$3 per ticket collected

# Option No. 4: Cash Bar

Guests pay on their own

Liquor Imported/Microbrew Beer

\$8 \$7

Beer Wine \$8 \$8

# Liquor Selection

Tanqueray® Gin Jack Daniel's® Whiskey

Bacardi® Rum Dewar's® Scotch

INFORMATION

### Our Commitment

The Charlotte Convention Center and the NASCAR Hall of Fame are committed to the success of your event. The full-service, in-house Catering department offers a variety of tantalizing menu options, including everything from a simple coffee break for 10 people to an elegant dinner for up to 10,000 people. Special themed menus can also be developed for your event. The Catering staff is dedicated to providing your guests with a memorable dining experience.

### Deposit/Guarantee

All catered functions require a 50 percent deposit based on the estimated catering cost. This deposit is required at the time of booking or other appropriate date as determined by your Catering Sales Manager. The remaining balance is due with your final guarantee three (3) to five (5) business days prior to your first food function date, or other appropriate date as determined by your Catering Sales Manager. In an effort to conserve resources and reduce waste, our policy is to set rooms and prepare meals only for the actual number guaranteed. All meals are prepared to order for special dietary requirements. Please consult with a Catering Sales Manager for assistance.

# Tax & Service Charge

All catered functions are subject to 21 percent service charge and applicable taxes.

# Eating/Meeting in the Same Room

If your group decides to dine in a meeting room, we request you recognize the following rules:

- All attendees must vacate the room to allow our staff to reset for the meal function.
- The amount of time required to reset the room will be determined by the Catering department based on the level of service needed for each event.
- Following the meal, our staff must have ample time to clean the room before the meeting begins. Failure to adhere to the above will result in excess labor charges.

# Tax Exemption

All groups or organizations filing a non-tax status must pay all sales tax at the time of billing. Please apply to the North Carolina Department of Revenue for reimbursement. The letter of application must include:

- A copy of the Group Charter
- A "letter of determination" from the federal government concerning the group classification as a not-for-profit organization
- · Copies of receipts showing sales tax paid

The letter and the aforementioned items should be sent to:

Sales & Use Tax Division NC Department of Revenue P.O. Box 25000 | Raleigh, NC | 27640 Phone: 919.733.7983

The Mecklenburg County Tax Office will follow the state's lead in ruling on a refund of Mecklenburg County Prepared Food and Beverage Tax. If the state's ruling is positive, send the same information, along with a copy of the state's ruling to:

City-County Tax Office Mecklenburg County P.O. Box 32728 | Charlotte, NC | 28232 Phone: 704.336.6899

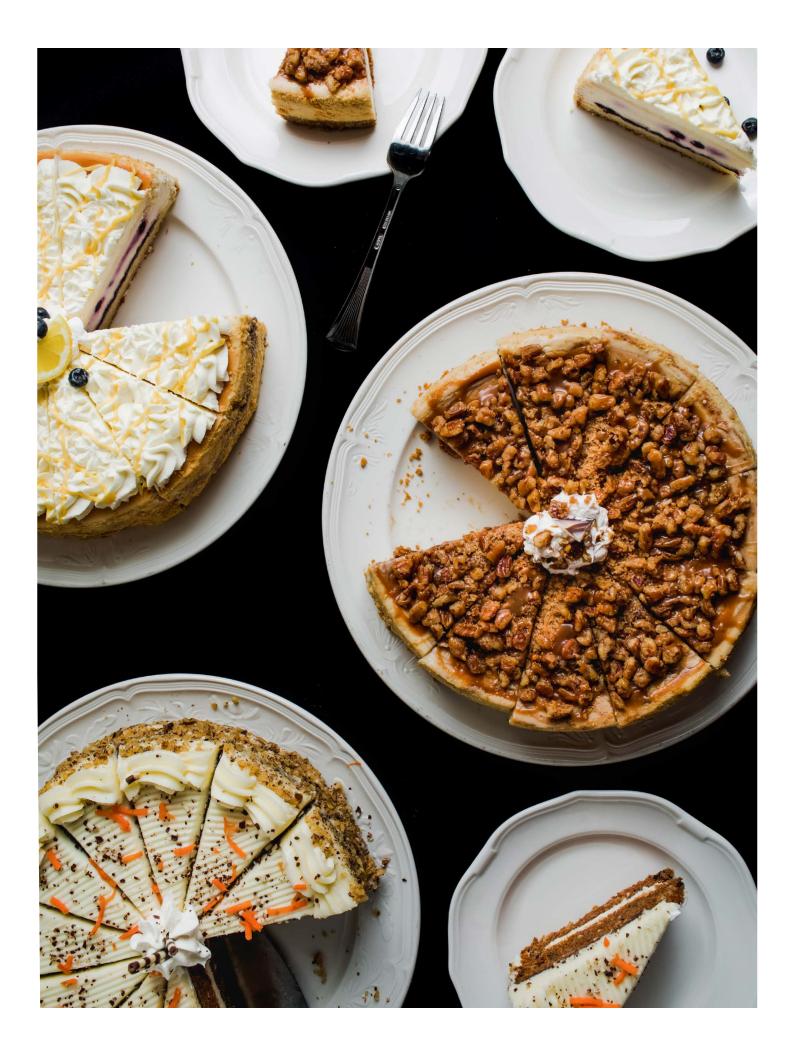
### **Alcohol Policies**

The sale and service of all alcohol in the Charlotte Convention Center and the NASCAR Hall of Fame is regulated by the North Carolina Alcoholic Beverage Control (ABC) Commission. It is our responsibility to administer and abide by the following rules:

- All alcoholic beverages must be dispensed by Convention Center employees.
- All attending guests must be able to produce valid picture identification upon request in accordance with North Carolina ABC laws.
- Convention Center staff reserves the right to refuse service to any patrons for any reason.
- No beer, wine or alcohol may be brought into the Convention Center or the NASCAR Hall of Fame by any person or outside service.
- The Convention Center may require a uniformed security guard at all functions where alcohol is being served (refer to event regulations for additional information).

#### Barrenders

A bartender is required on all host and cash bars. As a general rule, one bartender per 100 guests is recommended. There is a three-hour minimum for each bartender at a cost of \$150, plus \$25 for each additional hour.





# electrical services order form



Effective July 1, 2020 - December 31, 2021

### **Electrical Rules & Regulations**

- 01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by media organizations or the exposition services provider unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
- 02. All equipment regardless of source of power must meet federal, state and local safety codes. The Convention Center reserves the right to refuse electrical connection of equipment based on safety.
- Claims will not be considered unless filed by exhibitors prior to close of show.
- Prices are based on current wage rates and are subject to change without notice.
- 05. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Convention Center will not be responsible for power failure or voltage fluctuation.
- O6. All material and equipment furnished by the Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel at the close of the show.
- 07. Convention Center electricians are authorized to cut floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Workspace layouts are prepared by convention management or media organizations, not the Convention Center.
- 08. All media-provided electrical cords must be of the three-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
- 09. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
- Advance orders must be received a minimum of fourteen (14) days prior to show opening.
- Payment must accompany order. Power will not be installed until payment is received. No exceptions. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.

- 12. Lighting levels for move-in and move-out will be at 50%. Exhibit halls are not air conditioned during move-in and move-out.
- 13. Media organizations are not allowed access to floor pits at any time.
- 14. Floor rate prices apply to orders received after the due date (14 days prior to show opening). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
- 15. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Convention Center. Media organizations may supply their own receptacles. Labor for electrical work on equipment, including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by Convention Center electricians, will be charged at the prevailing rate (\$85.00 per hour, one hour minimum). If floor plans are received in advance (14 days prior to show opening), every attempt will be made to work with the decorator to install cable under the carpet.
- 16. Exhibitor technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes and is subject to inspection by Convention Center personnel.
- 17. Labor rates are based on nine hour days, typically from 7:30 a.m. to 5 p.m. Booth labor will be charged an overtime rate after 5 p.m. at the rate of 1.5 times the normal rate.
- Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.
- 19. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls. Air and water lines are not directed from overhead.
- 20. The Convention Center's power is 120/208 or 277/480 volts, three phase, five wire. Other voltages are not available unless step-up or step-down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.

21.	Will you require a Convention Center electrician
	TIVES TINO

	DESCRIPTION	ADVANCED RATE	FLOOR RATE TOT	ALS
	Power Strip (no power)	_	\$35.00	
	Extension Cord (no power)	_	\$35.00	
	120 VOLT LIGHTING AND	OUTILITY (DUPLEX) OUTLETS		
	5 AMP (600 WATT)	\$87.00	\$118.00	
	10 AMP (1200 WATT)	\$112.00	\$147.00	
	20 AMP (2400 WATT)	\$140.00	\$196.00	
	MOTOR AND EQ	UIPMENT SCHEDULE		
3 VOLT SINGLE PHASE*	0.1.00.44400	<b>#</b> 040.00	<b>*</b> 205.00	
	0 to 20 AMPS 21 to 30 AMPS	\$218.00 \$269.00	\$325.00 \$397.00	
	31 to 50 AMPS	\$364.00		
	51 to 70 AMPS	\$482.00	\$694.00	
	71 to 100 AMPS	\$588.00	\$840.00	
3 VOLT THREE PHASE*				
	0 to 20 AMPS	\$308.00	\$426.00	
	21 to 30 AMPS 31 to 50 AMPS	\$403.00 \$571.00	\$571.00 \$853.00	
	51 to 50 AMPS	\$771.00	\$1,092.00	
	71 to 100 AMPS	\$1,002.00	\$1,355.00	
) VOLT THREE PHASE*				
	0 to 20 AMPS	\$543.00	\$801.00	
	21 to 30 AMPS	\$728.00	\$1,092.00	
	31 to 50 AMPS	\$1,131.00	\$1,658.00	
	51 to 70 AMPS 71 to 100 AMPS	\$1,540.00 \$1,960.00	\$2,296.00 \$2,867.00	
RVICE DROPS				
	208 VOLT, 200 AMPS, SINGLE-PHASE	\$896.00	\$1344.00	
	208 VOLT, 200 AMPS, THREE-PHASE	\$1456.00	\$2061.00	
	208 VOLT, 400 AMPS, SINGLE-PHASE 208 VOLT, 400 AMPS, THREE-PHASE	\$1915.00 \$3024.00	\$2643.00 \$4032.00	
	200 102., 1007 0, 111	<b>400</b> 200	<u></u>	
For direct tie in only. No re	ceptacles provided.		SUBTOTAL	
	ceptacles provided. In estimated needs at the time of order. Over/under 10 will be written off at the conclusion of the event.		SUBTOTAL RENTALS TOTAL CHARGES	
Utility charges are based o ayments of less than \$5.0	n estimated needs at the time of order. Over/under		RENTALS	
tility charges are based of ayments of less than \$5.0 ease Print	n estimated needs at the time of order. Over/under 00 will be written off at the conclusion of the event.		RENTALS	
tility charges are based of ayments of less than \$5.0 ease Print ne of Event	n estimated needs at the time of order. Over/under	Diagon upo the discussion	RENTALS TOTAL CHARGES	7
tility charges are based of ayments of less than \$5.0 ease Print ne of Eventnt Datent Date	n estimated needs at the time of order. Over/under 10 will be written off at the conclusion of the event.	Please use the diagram	RENTALS TOTAL CHARGES  Backline	Right
tility charges are based of ayments of less than \$5.0 ease Print ne of Eventnt Datenpany Name	n estimated needs at the time of order. Over/under 100 will be written off at the conclusion of the event.  Booth No	ĕ	RENTALS TOTAL CHARGES  Backline	Right
tility charges are based of ayments of less than \$5.0 case Print ne of Event nt Date npany Name tact	n estimated needs at the time of order. Over/under 100 will be written off at the conclusion of the event.  Booth No.	on the right to indicate Left	RENTALS TOTAL CHARGES  Backline	Right
tility charges are based of ayments of less than \$5.0 ease Print ne of Event nt Date npany Name attact aphone	on estimated needs at the time of order. Over/under 100 will be written off at the conclusion of the event.  Booth No.	on the right to indicate the desired locations for utility service orders.	RENTALS TOTAL CHARGES  Backline	Right
tility charges are based of ayments of less than \$5.0 ease Print  ne of Event nt Date npany Name ephone	on estimated needs at the time of order. Over/under 300 will be written off at the conclusion of the event.  Booth No.	on the right to indicate Left the desired locations for	RENTALS TOTAL CHARGES  Backline  BOOTH	Right
tility charges are based of ayments of less than \$5.0  ease Print  ne of Event  nt Date  npany Name  ephone  ail Address  lress	n estimated needs at the time of order. Over/under 30 will be written off at the conclusion of the event.  Booth No.	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks	RENTALS TOTAL CHARGES  Backline  BOOTH	Right
tility charges are based of ayments of less than \$5.0 ease Print  ne of Event nt Date npany Name ephone ail Address lress	n estimated needs at the time of order. Over/under 100 will be written off at the conclusion of the event.  Booth No.	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110	RENTALS TOTAL CHARGES  Backline  BOOTH	Right
tility charges are based of ayments of less than \$5.0 ease Print  ne of Event nt Date npany Name tract ephone ail Address lress	n estimated needs at the time of order. Over/under 30 will be written off at the conclusion of the event.  Booth No.	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks	RENTALS TOTAL CHARGES  Backline  BOOTH	Right
ease Print me of Event mpany Name phone phone ail Address	n estimated needs at the time of order. Over/under 300 will be written off at the conclusion of the event.  Booth No Zip Zip	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: Online Ord	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle	rders:
ease Print me of Event mpany Name ephone ail Address dress te horized by	n estimated needs at the time of order. Over/under 30 will be written off at the conclusion of the event.  Booth No  Zip	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: Online Ord	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle	
tility charges are based of ayments of less than \$5.0 case Print  ne of Event nnt Date npany Name tact ail Address tress te horized by tt Name	n estimated needs at the time of order. Over/under 30 will be written off at the conclusion of the event.  Booth No  Zip	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: Online Order 888.446.6911 orders.small	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle  ers: Fax 0 artcitynetworks.com 702-5	rders: 943-6001
tility charges are based of ayments of less than \$5.0 ease Print  me of Event	n estimated needs at the time of order. Over/under 300 will be written off at the conclusion of the event.  Booth No Zip Zip	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: 888.446.6911  Online Orders.small Technical Questions: 704.339.6700  Customers	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle  ers: Fax o artcitynetworks.com 702-5 ers to: ervice@smartcitynetworks.com	rders: 943-6001
ease Print me of Event ent Date mpany Name ephone ail Address dress tte thorized by ent Name	n estimated needs at the time of order. Over/under 30 will be written off at the conclusion of the event.  Booth No Zip	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: Online Order 888.446.6911 orders.small	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle  ers: Fax o artcitynetworks.com 702-5 ers to: ervice@smartcitynetworks.com	rders: 943-6001
tility charges are based of ayments of less than \$5.0 ease Print  ne of Event	n estimated needs at the time of order. Over/under 300 will be written off at the conclusion of the event.  Booth No Zip Zip	on the right to indicate the desired locations for utility service orders.  Make checks payable to: Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave., Suite #110 Las Vegas, NV 89118  Order Verification: Online Orders.smartechnical Questions: Email Order 704.339.6700 customers  When your order is processed, you we	RENTALS TOTAL CHARGES  Backline  BOOTH  Front Aisle  ers: Fax o artcitynetworks.com 702-5 ers to: ervice@smartcitynetworks.com	rders: 943-6001

# plumbing services order form



Effective July 1, 2020 - December 31, 2021

#### Plumbing Rules & Regulations

- 01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors or decorators unless specified otherwise. Equipment in column recesses may not be blocked at any time. Under no circumstances shall anyone other than "house personnel" make service connections or disconnects.
- 02. All equipment must meet federal, state and local safety codes. The Convention Center reserves the right to refuse plumbing connection of equipment based on safety. PVC is not an approved method of air distribution within this facility.
- Claims will not be considered unless led by exhibitors prior to close of show.
- 04. Prices are based on current wage rates and are subject to change without
- 05. All equipment must be properly tagged with complete information as to volume, size and PSI requirements.
- O6. All material and equipment furnished by the Convention Center for plumbing service orders shall remain the Convention Center's property (unless purchased as part of the service order) and shall be removed only by Convention Center personnel at the close of the show.
- Compressed air will be turned on one hour prior to show opening time and turned off at show closing time daily, unless other arrangements are made in advance.
- 08. Convention Center plumbers are authorized to cut exhibitor or decorator floor coverings to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Booth layouts are prepared by show management or decorators, not the Convention Center.
- 09. Service outlet size will be determined by volume required.
- 10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special work. All work performed within the booth will be charged on a time and material basis.
- 11. Advance orders must be received a minimum of fourteen (14) days prior to show opening.
- 12. Payment must accompany order. Plumbing will not be installed until payment is received. No exceptions. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.

- A separate connection fee will be paid for each piece of equipment using connected service, connected direct or otherwise.
- 14. It is recommended that exhibitors provide a filter separator or dryer for all equipment requiring airlines. The Convention Center will not be responsible for moisture or water in airlines.
- If air and water pressure is critical, it is recommended that exhibitors supply a pressure regulator. The Convention Center does not guarantee minimum and maximum pressure.
- 16. Floor rate prices apply to orders received after the due date (14 days prior to show opening). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
- 17. Plumbing prices are for ordered air or water sources only. Hook-ups are not included. Labor for plumbing work on equipment, including repairs, tracing malfunctions, fishing air and water lines under carpet, and hook-ups provided by Convention Center plumbers, will be charged at the prevailing rate (\$85.00 per hour, one hour minimum). If floor plans are received in advance (14 days prior to show opening) every attempt will be made to work with the decorator to install lines under carpet.
- 18. Exhibitor technicians are permitted to perform all plumbing work inside booths, including hook-ups, to ordered plumbing sources. All work must conform to national and local codes, and is subject to inspection by Convention Center personnel.
- 19. Labor rates are based on nine (9) hour days, typically from 7:30 a.m. to 5 p.m. Booth labor will be charged an overtime rate after 5 p.m. at the rate of 1.5 times the normal rate.
- Please consult with the Convention Center on air and water layouts, as
  these lines are round and create a bulge in the carpet. In most cases
  they maybe routed around the perimeter of the booth line and out of high
  traffic areas.
- 21. Air and water lines are not directed from overhead.
- Rates run the duration of the show. Power, air and water are available
   hours.

23.	Will you require	a Convention	Center	plumber?

	YES	N(

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
COMPRESSED AIR (90 - 100 PSI)				
	1 CONNECTION 1/2	\$193.00	\$259.00	
	EACH ADDITIONAL	\$144.00	\$179.00	
	1 CONNECTION 3/4	\$284.00	\$307.00	
	EACH ADDITIONAL 1 CONNECTION 1	\$270.00 \$379.00	\$299.00	
	EACH ADDITIONAL	\$379.00 \$316.00	\$410.00 \$339.00	
	EAGH ADDITIONAL	\$310.00	<b></b>	
WATER AND DRAINAGE 1/2" LINE				
	1 CONNECTION	\$186.00	\$230.00	
	EACH ADDITIONAL	\$138.00	\$168.00	
DD444405 0/4444445				
DRAINAGE 3/4" LINE	1 CONNECTION	\$144.00	\$179.00	
	EACH ADDITIONAL	\$144.00 \$104.00	\$179.00 \$115.00	
	LAGITADDITIONAL	\$104.00	φ115.00	
ONE TIME FILL AND DRAIN WATER	RONLY			
	FIRST 500 GALLON UNIT	\$193.00	\$259.00	
	EACH ADDITIONAL UNIT	\$161.00	\$207.00	
	EACH ADDITIONAL 500 GALLONS	\$42.00	\$54.00	
	30 GALLON WATER HEATER	\$372.00	\$552.00	
	SINGLE UTILITY SINK	\$374.00	\$542.00	
			ONIVENTION OFNITED	
		C	CONVENTION CENTER QUOTE	
			SUBTOTAL	
			TOTAL CHARGES	

NOTES: No chemicals of any kind are to be dumped into the Charlotte Convention Center's drainage system. Exhibitors and/or decorators are responsible for the removal of all liquids other than water. Water service must be ordered for coolants, which are mixed on the show floor, if not ordered as part of booth service. Please contact the Convention Center for pricing on any service not listed in the service order form. All materials used for the connection of an exhibitor's equipment are purchased by and become the property of the exhibitor. Exhibitors are responsible for air dryers and/or water separators for the protection of their equipment. The Convention Center does not guarantee that airlines do not contain moisture or water.

### **Please Print**

Under no circumstances can power be resold by show management, production companies,

show's general contractor or exhibitors.

Name of Event				Backline		
Event Date		Please use the diagram				
Company Name		on the right to indicate	Laft	ВООТН		Diabt
Contact		the desired locations fo utility service orders.	r Left	ВООТП		Right
Telephone		dunity convice ordere.				
Fax						
Connect Andreas on		Make checks payable t  Charlotte Convention		Front Aisle	е	
Address		c/o Smart City Netwo	rks			
City		5795 W. Badura Ave.,	Suite #110			
State	Zip	Las Vegas, NV 89118				
Authorized by		Order Verification:	Online Orders:		Fax orders:	
Print Name		888.446.6911	orders.smartci	itynetworks.com	702-943-6	001
Date		Technical Questions:	Email Orders to	0:		
		704.339.6700	customerservi	ce@smartcitynetwor	ks.com	
Charlotte Convention Center Exhibit Floor Service Desk duri	ng event: 704.339.6700					
Orders must be received 14 days prior to show opening advanced rate.	to be eligible for	When your order is propayment portal.	cessed, you will re	ceive an email with	a link to Sma	rt City Networks
NOTE: Before any additional work can be performed a cred	lit card number must be on file					



### Step 1

To schedule Rigging Services, please visit: <a href="mailto:encoreglobal.com/rigging-portal/">encoreglobal.com/rigging-portal/</a>

By submitting your rigging request electronically, it will go directly into our nationwide rigging system, ensuring a prompt response and follow-up tracking.

### Step 2

If you have additional questions, please contact the area rigging supervisor at:

William Dail
Director of Event Technology
704-654-8053
William.dail@encoreglobal.com

### Step 3

The Area Rigging Coordinator will respond with a rigging estimate for your review and signature, along with verification of your proposed rigging plot.

# **Equipment and Labor Rates**

Equipment rates		Labor Rates	
Motorized Point	\$216	Weekdays	\$100/ Per Hour
Non-motorized Point	\$66	Weekends and Evenir	ngs \$150/ Per Hour
Scissor Lift	\$355	Holidays	\$200/ Per Hour
CAD review	\$275		