

TOMORROW HAPPENS HERE



Boston, MA
August 27–29, 2022

EXHIBITOR SERVICE MANUAL

Schedule

All events will be held at the Boston Convention & Exhibition Center unless specified.

Friday, August 26, 2022

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| 8:00 a.m. – 6:00 p.m. | Registration & Information Desk <i>North Lobby</i> |
| 8:00 a.m. – 6:00 p.m. | Exhibit Hall Installation <i>Exhibit Hall</i> |
| 5:00 p.m. – 6:30 p.m. | Maximize Your NACDS Relationships and Outcomes (By Invitation) <i>Room 151</i> |

Saturday, August 27, 2022

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|------------------------|--|
| 7:30 a.m. – 6:00 p.m. | Registration & Information Desk <i>North Lobby</i> |
| 8:00 a.m. – 9:00 a.m. | Meet the Market Networking Continental Breakfast <i>North Lobby</i> |
| 8:00 a.m. – 5:00 p.m. | Meet the Market Information Desk <i>Ballroom Foyer</i> |
| 8:00 a.m. – 6:00 p.m. | Exhibit Hall Installation <i>Exhibit Hall</i> |
| 9:00 a.m. – 5:00 p.m. | Meet the Market <i>Ballroom</i> |
| 12:30 p.m. – 4:00 p.m. | Meet the Industry <i>Room 253</i> |
| 3:00 p.m. – 4:30 p.m. | NACDS Institute <i>Room 252</i> |
| 5:00 p.m. – 6:00 p.m. | NACDS Political Involvement Reception (NACDS-PAC Donors) <i>Omni Boston at the Seaport, Momentum Ballroom</i> |
| 6:30 p.m. – 9:00 p.m. | NACDS Leadership Reception & Dinner (By Invitation) <i>Omni Boston at the Seaport, Momentum Ballroom</i> |

Sunday, August 28, 2022

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| 7:00 a.m. – 9:30 a.m. | Exhibitor Final Prep <i>Exhibit Hall</i> |
| 7:00 a.m. – 6:00 p.m. | Registration & Information Desk <i>North Lobby</i> |
| 7:30 a.m. – 8:00 a.m. | Networking Continental Breakfast <i>Omni Boston at the Seaport, Ensemble Ballroom Foyer</i> |
| 8:00 a.m. – 9:30 a.m. | Business Program <i>Omni Boston at the Seaport, Ensemble Ballroom</i> |
| 10:00 a.m. – 12:00 noon | NACDS Board of Directors Meeting (By Invitation) <i>Omni Boston at the Seaport, Momentum Ballroom</i> |
| 10:00 a.m. – 6:00 p.m. | Exhibit Hall Open <i>Exhibit Hall</i> |
| 11:30 a.m. – 2:00 p.m. | Lunch <i>Exhibit Hall C</i> |
| 12:00 noon - 1:30 p.m. | NACDS Executive Committee Meeting (By Invitation) <i>Omni Boston at the Seaport, Momentum Ballroom</i> |
| 6:00 p.m. – 7:30 p.m. | Total Store Expo Reception <i>Omni Boston at the Seaport, Ensemble Ballroom</i> |

Monday, August 29, 2022

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|------------------------|--|
| 7:00 a.m. – 6:00 p.m. | Registration & Information Desk <i>North Lobby</i> |
| 7:30 a.m. – 8:00 a.m. | Networking Continental Breakfast <i>Rooms 151 – 157 & 252 – 257 Foyers</i> |
| 8:00 a.m. – 9:00 a.m. | Insight Sessions (Concurrent Sessions) <i>Rooms 151 – 157 & 252 – 257</i> |
| 9:30 a.m. – 6:00 p.m. | Exhibit Hall Open <i>Exhibit Hall</i> |
| 11:30 a.m. – 2:00 p.m. | Lunch <i>Exhibit Hall C</i> |
| 6:00 p.m. – 10:00 p.m. | Exhibit Hall Dismantle <i>Exhibit Hall</i> |
| 7:30 p.m. – 10:30 p.m. | Boston Extravaganza <i>Omni Boston at the Waterfront, Ensemble Ballroom</i> |

Tuesday, August 30, 2022

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| 8:00 a.m. – 6:00 p.m. | Exhibit Hall Dismantle <i>Exhibit Hall</i> |
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Exhibitor, EAC Personnel, and Techs Exhibit Hall Access Schedule

(As of September 20, 2021)

Thursday, August 25

8:00 a.m. – 6:00 p.m.

Targeted Move-In

See the [Freeman Targeted Move-In Schedule](#) available Spring 2022
Specific Exhibitors, EACs & Techs have access to the Exhibit Hall

Friday, August 26

8:00 a.m. – 6:00 p.m.

Targeted Move-In

See the [Freeman Targeted Move-In Schedule](#) available Spring 2022
Specific Exhibitors, EACs & Techs have access to the Exhibit Hall

Saturday, August 27

8:00 a.m. – 6:00 p.m.

Exhibit Hall Installation

All Exhibitors, EACs & Techs have access to the Exhibit Hall
All booths to be set by 6:00 p.m.

Sunday, August 28

7:00 a.m. – 9:30 a.m.

Exhibitor Final Prep

Exhibitors, EACs, & Techs have access to Exhibit Hall

10:00 a.m. – 6:00 p.m.

Exhibit Hall Open

Exhibitors Only, no EACs and Techs allowed in Exhibit Hall

6:00 p.m. – 6:30 p.m.

Exhibit Hall Closing

Exhibitors, EACs, & Techs to exit Exhibit Hall by 6:30 p.m.

Monday, August 29

8:30 a.m. – 9:30 a.m.

Exhibitors, EACs, & Techs have access to the Exhibit Hall

EACs, & Techs must exit Exhibit Hall **prior to 9:30 a.m.**

9:30 a.m. – 6:00 p.m.

Exhibit Hall Open

Exhibitors Only, no EACs or Techs allowed in Exhibit Hall

6:00 p.m. – 10:00 p.m.

Exhibit Hall Dismantle

EACs Personnel & Tech may NOT enter Exhibit Hall until 6:00 p.m.

Tuesday, August 30

8:00 a.m. – 6:00 p.m.

Exhibit Hall Dismantle

2022 NACDS Total Store Expo Rules and Regulations

(As of March 7, 2022)

SECTION I: All Attendees

1. Agreement to Conditions

Each Attendee, and each Exhibitor for himself and his employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the Total Store Expo rests with the National Association of Chain Drug Stores (hereinafter called NACDS) and that NACDS may render final and binding decisions with respect to interpretation of all rules and regulations herein and with respect to eligibility and participation in this event.

A. Health & Safety

For the health and safety of everyone, NACDS requires that all Total Store Expo attendees be fully vaccinated. NACDS has partnered with **HealthShield by 42Chat** to collect vaccination information and store it privately. **Each registrant must complete the NACDS Vaccination Verification Form and provide a mobile number, and that of their spouse/companion if attending.** This form will be sent directly to all registrants at a later date. Following the completion of this form, registrants will receive a text message to the mobile phone number(s) provided with instructions on submitting vaccination information. **Failure to provide this information will prevent your attendance at the 2022 NACDS Total Store Expo.**

**Medical Exceptions*

If a bona fide medical condition prevents you from being vaccinated, you will only be able to attend if you provide negative PCR COVID-19 test results taken 72 hours prior to the date of when you pick up your meeting credentials at the conference, and you upload those results to HealthShield prior to your arrival. By providing a negative test result in lieu of proof of vaccination, you certify that you are unable to be vaccinated because of a bona fide medical condition. **Anyone who does not provide either proof of vaccination or negative test results taken within 72 hours before arrival, will not be permitted to attend.**

NACDS reserves the right to alter, modify, and/or limit registration to the Total Store Expo based on recommendations made by public health officials and its own judgment concerning health and safety.

2. Individual Registration

- The Total Store Expo is an **exhibit-based trade show. All Associate/Supplier participants must purchase an exhibit booth in order to attend.**
- Complimentary Retailer registration is available to qualified operators of four or more retail locations (other companies should contact NACDS for paid registration options).
- Exhibit Hall is only open to fully paid Total Store Expo Registrants. Invoicing is not available after **April 22, 2022.**
- Booth fees include one complimentary registration per 100 square feet of booth space purchased.
- No one **under the age of 21** will be allowed on the Exhibit Floor at any time without the expressed permission of NACDS.
- **Limitations:** In order to equitably accommodate NACDS Associate/Supplier attendees, NACDS reserves the right to limit attendance per exhibiting company.
- **Qualification:** NACDS reserves the right to render final and binding decisions as to qualification for participation.

3. Spouse Registration

Complimentary Spouse/Companion registration is available and includes participation in all official NACDS receptions, the Extravaganza, and the Business Program(s). Spouses/Companions will not be given access to the Exhibit Hall. **Spouses/Companions assisting in booths must purchase a full registration badge.**

4. Individual Cancellations and Substitutions

DEADLINES:

- **Cancellations: April 22, 2022.** Final date that a **Cancellation Form** must be received by NACDS to cancel an attendee's registration and receive a partial refund, if applicable.
 - Registration fees for cancellations received by April 22, 2022 will be refunded in full (less a \$350 administrative fee per registrant).
 - Registration fees for cancellations received after April 22, 2022 will not be refunded.
 - Registrants who do not attend forfeit the entire fee. Unused complimentary badges are also forfeited.
 - Note: For exhibitors - booth space cancellation must be submitted in writing separately from the cancellation of any booth personnel. (See Section #13 for instructions).
- **Substitutions: August 19, 2022.** Final date that a **Substitution Form** must be received by NACDS to substitute one company representative for another company representative (from the same company) without penalty. NACDS will apply the registration fee from the prior registrant to the new registrant. It is the new registrant's financial responsibility to make any necessary accounting updates/changes to reflect the substitution with their company.

PROCEDURES:

All individual cancellations and substitutions must be submitted in writing. Cancellation and Substitution Forms are available on the TSE website at <http://tse.nacds.org/register>.

5. Hotel Room Reservations

NACDS is the official housing bureau for the Total Store Expo. Once registered for the conference, the registrant will receive a confirmation email with a custom link to the online hotel reservation page to make a hotel reservation at one of the official NACDS hotels.

Hotel reservation confirmations will be sent from the NACDS housing bureau upon completion of booking and will include a confirmation number and custom link to make any reservation changes. **After July 22, 2022**, registrants will need to contact the hotel directly in order to change a reservation.

Reservations will be taken on a first-come, first-served basis. Hotel reservations should be made **before the housing deadline of July 22, 2022**. After this date, the quoted hotel room rates and availability cannot be guaranteed.

Hotel Cancellation Policy:

All NACDS Total Store Expo official hotels require a first and last night's deposit, which may be charged to the credit card provided **as early as July 22, 2022**. No refunds will be available for changes or cancellations made after this date.

Suite Accommodations:

A limited number of suites are available at the official NACDS Total Store Expo hotels. Suites can be reserved for exhibiting companies ONLY. Companies using suites may not schedule activities that conflict with any official NACDS function. All attendees must comply with this policy.

6. Distribution of Printed Matter, etc.

Neither Exhibitors nor Non-Exhibitors shall distribute to conference attendees printed matter, samples, souvenirs, and the like, except from within rented booth space. Special distribution of such material elsewhere, such as room drops, must be approved in advance by NACDS.

7. Conflicting Meeting and Social Events

In the interest of the success of the entire convention and exposition, attendees and exhibitors agree not to extend invitations, call meetings, or otherwise encourage absence of Retailers or Exhibitors from the convention or Exhibit Hall during the official hours of the convention and exposition.

8. Policy for Manufacturer Agents, Brokers and Sales & Marketing Companies

Definition: NACDS defines "manufacturer agents, brokers, and sales and marketing companies" as non-full-time employees, individuals and/or entities engaged and remunerated by more than one company to assist/consult in these companies' sales, marketing and/or management efforts. Further, they do not take ownership of, or bill for, any products for resale or operations. NACDS reserves the right to render final and binding decisions as to qualification in this category for registration purposes.

A. Manufacturer Agents Policy:

NACDS recognizes the important role manufacturer's representatives, brokers and/or non-manufacturing sales and marketing companies provide to both our chain and associate members.

B. Registration Procedure

Participation is available through three options:

1. **PURCHASE A BOOTH:** Exhibiting companies receive full show privileges, including Meet the Market. *Your company badges will reflect your company's name.*
 2. **NACDS MEMBER COMPANIES:** If your company is a member of NACDS, you may register under your own company name for the Total Store Expo without a booth. The NACDS Member Company registration fee is \$2,700.00. *Your company badges will reflect your company's name.* Meet the Market is not included.
 3. **NON-EXHIBITING:** Register as an attendee under an exhibiting company you represent at the show. *Your company badges will reflect the exhibiting company's name, not your own company's name.* Meet the Market is not included.
- NOTE:** If electing this method, contact the exhibiting company's booth coordinator and request their exhibitor registration password. YOU MUST REGISTER AS A PAID REGISTRANT. Use of the exhibiting company's "complimentary badge allotment" is not allowed.

SECTION II: Exhibitors Only

9. Assignment of Booth Space

Booth assignments will be made at the time of purchase, based on the size of the booth requested and the exhibiting companies ranking on the 2021 NACDS Associate Member Points System (AMPS) Report.

NACDS members will be allowed to purchase and make a booth selection during the "rebooking period" based upon the NACDS sales procedure. The "rebooking period" runs from September 20, 2021 through November 15, 2021. Thereafter, all remaining booth space will be available for purchase by any NACDS member or non-member company.

The exhibit hall is an open floor plan and NACDS does not guarantee competing companies will be separated from each other.

10. Booth Space Application

Applications for booth space must be made online at or by completing the Booth Space Application PDF located on the same page. All information requested must be completed, and the form must be executed by an individual who has authority to act for the applicant (Exhibitor). NACDS reserves the absolute right to reject any application.

BOOTH SPACES SELECTED DURING THE "REBOOKING PERIOD" ARE SUBJECT TO RESALE AFTER SEVEN DAYS IF THE COMPLETED BOOTH SPACE APPLICATION HAS NOT BEEN RECEIVED. NACDS CANNOT GUARANTEE AVAILABILITY OF THE ORIGINALLY SELECTED BOOTH LOCATION AFTER RELEASE OF A BOOTH HOLD.

11. Private Meeting Space on Exhibit Hall Floor

Private Meeting Spaces on the Exhibit Hall Floor are only available to retailers or exhibitors who have purchased a **10'x20' booth or larger**. Each Private Meeting Space measures 13'x13' and features 10' high sound-insulating walls, is carpeted, and comes equipped with a conference table, six chairs, and a locking door. A sign with the company name and room number, placed on the exterior of the meeting room, will be provided by NACDS. Electricity, audio visual equipment, additional furnishings, catering and a roof with lighting and ventilation can be purchased by the exhibitor through the official vendors listed in the exhibitor service manual.

Exhibit Hall Private Meeting Space can be secured online when purchasing booth space, or by contacting NACDS at exhibits@nacds.org, or 703-837-4320. All information requested must be completed and executed by an individual who has authority to act for the applicant (Exhibitor), NACDS reserves the absolute right to reject any application.

12. Booth Payment

Booth payments must be received according the schedule below. On or after March 18, 2022, a check or credit card payment for the entire exhibit booth fee must accompany each application. Failure to provide payment at time of application does not nullify the contract entered into by NACDS and the applicant (Exhibitor) upon receipt of the applicant's (Exhibitor) application for booth space.

Payment in full is due:

- Contracts received prior to **December 3, 2021** pay the following:
 - 25% Due 30 days after contract is received.
 - 75% Due 60 days after contract is received.
- Contracts received from **December 4, 2021 to March 18, 2022** pay the following:
 - 100% Due 30 days after submitting booth contract.
- Payment is due upon receipt of booth contract starting **March 19, 2022.**

Booth space will not be deemed “purchased” until full payment is received. However, the agreement entered into between NACDS and the applicant (Exhibitor) remains from the date an application is received by NACDS until the completion of Total Store Expo 2022. **Conference website access will be limited until NACDS receives full payment.**

Complete information regarding fees is available online at <https://tse.nacds.org/exhibitor-information/>

IF PAYMENT IS NOT RECEIVED IN ACCORDANCE WITH THE TERMS ABOVE, NACDS RESERVES THE RIGHT TO RESELL THE CONTRACTED BOOTH SPACE AND, AT NACDS’ DISCRETION, CANCEL THE UNPAID EXHIBITOR’S CONTRACT OR REASSIGN THE EXHIBITOR TO ANOTHER AVAILABLE BOOTH SPACE.

13. Booth/Private Meeting Space Cancellation / Downgrade

All booth cancellations and requests to downgrade contracted booth and meeting space must be submitted in writing. Exhibitors who are unable to occupy and use the contracted exhibit space, should forward a completed **“[Booth Cancellation Form](#)”**, or letter to the NACDS Exhibits Department. Cancellation form or letters may be emailed to exhibits@NACDS.org.

- Upon Cancellation; all complimentary and paid registrations will be cancelled. Paid registrations will be subject to the cancellation and refund schedule outlined in Section I, #4, “Individual Cancellations and Substitutions.”
- Exhibitors opting to relocate their presence into a shared booth more than seven (7) days after contacting their original booth will be considered a booth downgrade and will be subject to the applicable schedule and associated fees.
- NACDS reserves the right to invoice Exhibitor the cancellation/downgrade fee balance in the event booth payments made are less than the fee amount. Exhibitor’s ability to participate in future NACDS events may be impacted due to unpaid cancellation/downgrade fees.
- Upon booth downgrade, Exhibitor’s complimentary registration allotment will be reduced in accordance with the exhibitor’s new booth size. Exhibitors will be required to pay for previously complimentary registration at the appropriate rate.
- NACDS reserves the right to relocate downgraded booth spaces to a more suitable location in the exhibit hall.

13.1 Booth/Private Meeting Space Cancellation / Downgrade Refund Schedule

- **Received in writing September 20, 2021 – March 18, 2022:**
 - Cancellations will be refunded minus an administrative fee equal to 25% of the contracted booth/meeting space price.
 - Downgrades will be refunded the difference in cost, less a 25% administrative fee applied to the difference in cost between the original booth and the downgraded booth.
- **Received in writing March 19, 2022 and later:**
 - Companies whose booth cancellation form or booth downgrade is received on or after March 19, 2022 will forfeit any refund.
- Exhibitors who fail to attend forfeit the entire booth fee.

14. Booth Set-Up, Dismantle, and Furnishings

Dismantling or packing of exhibits may not begin before 6:00 pm, Monday, August 29, 2022.

Equipment provided for exhibitors: Standard booth equipment includes:

- Back and sidewall draping (in-line booths only).
- Carpet sign indicating the booth number.
- Booth ID sign indicating company name and booth number, if requested in advance through the Exhibitor Service Manual.
- All other furnishings, including electricity, will be the responsibility of the Exhibitor.

Equipment required of exhibitors:

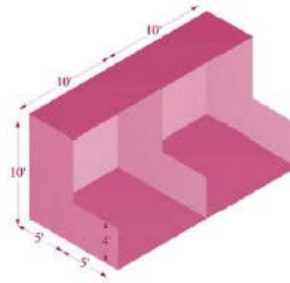
- Exhibitors must provide or purchase carpet that fully covers their booth floor. Other booth equipment (tables, chairs, etc.) and/or services (electrical, internet, etc.) may be contracted through the General Services Contractor or convention center’s official provider, as applicable.
- NACDS reserves the right to require changes, at the exhibitor’s expense, if the booth is deemed inappropriate (See Section II, #15.3.4).

15. Booth Display and Content

15.1 INLINE BOOTHS

Inline booth spaces are defined as being 10 feet deep regardless of length, and regardless of the presence or absence of adjoining booth spaces.

15.1.1 Inline Booth Height: No part of any display may exceed 10 feet in height. Within the booth, only the back half, or 5 feet, of exhibit space may be occupied from the floor up to 10 feet in height. The front 5 feet of the exhibit space may only be occupied from the floor up to 4 feet in height. (See following diagram).



15.1.2 Booth Contents and Display: All graphics, logos, branding, and products must face into the contracted booth space and not interfere with the display of neighboring booth spaces. **NO PORTION OF AN EXHIBITORS DISPLAY OR BOOTH CONTENT MAY EXTEND BEYOND THE EDGES OF THE CONTRACTED BOOTH SPACE. NACDS RETAINS THE RIGHT TO REQUIRE CHANGES AT THE EXHIBITOR'S EXPENSE IN THE EVENT ADJUSTMENTS ARE REQUIRED TO REMAIN INSIDE THE CONTRACTED BOOTH "FOOTPRINT".**

15.1.3 Booth Drapes: Booth back and side drapes must remain in place in all inline and corner booths and may not be removed or repositioned. Exhibitors may purchase drapes of a different color from the official General Service Contractor, to be placed in front of existing show drapes.

15.2 ISLAND BOOTHS:

15.2.1 Island Booth Height: Island booths (20x20 feet or larger) have no height restrictions other than the limitations of the facility, however, NACDS must grant special approval for certain island booths as detailed below.

15.2.2. Booth Orientation: Island booths located on main aisles (defined as full-length aisles greater than 10 feet wide) must open facing into the main aisle.

15.2.3 Solid Walls: Solid walls along and near the perimeter of island booths must be finished in company branding or graphics, or signage to aid navigation on the exhibit floor. Graphics must cover a minimum of 50% of the wall on each side of the booth.

15.2.4 Multi-Level Booths and Island Booths with Ceilings

- ALL multi-level / two-story booths must submit engineer-stamped drawings (elevation and plot plan, with dimensions) to NACDS for Fire Marshal approval NO LATER THAN MAY 27, 2022.

The following design items must be incorporated in order to comply with the City of Boston Fire Code and Massachusetts Convention Authority (MCCA) rules:

- A sprinkler system must be installed underneath any area portion of a booth covered by a ceiling or upper level.
- A working smoke detector must be mounted on the underside of any double deck or ceiling inside a booth.
- Local fire rules do not permit fabric to be attached to a ceiling or to be used to cover any portion of a booth.
- A visible and accessible 10lb ABC fire extinguisher must be located on each level of a booth with a ceiling and/or upper level.
- The maximum occupancy load for an upper level must be posted at the bottom of the stair case and enforced by the exhibitor.

15.2.5 Island Booth Special Approval: NACDS approval is required in the following circumstances:

- Booths with structure in excess of 16 feet high.
- Overhead hanging signs or anything else hung from a booth or the exhibit hall ceiling.
Note: All hanging signs must maintain a minimum 10' height clearance from the exhibit hall floor and may not create any show visibility obstruction (to be determined at NACDS management discretion.)
- Overhead structures and fabric.
- Ground Supported Signs (may not exceed 10' in height).

In each of these cases, exhibitors must:

- Submit to NACDS and the Official General Service Contractor by **May 27, 2022**, or as early as possible thereafter, a detailed engineering diagram of the two story/double decker island configurations (required by Fire Marshall).
- And/or detailed description and photo of the overhead hanging sign to NACDS Management at exhibits@nacds.org by **May 27, 2022**. Show management response time may be up to 30 days, please allow for extended response time.

NACDS Show Management will review designs for booths and hanging items and make every reasonable effort to identify physical limitations of the exhibit hall which may impact or make impossible the Exhibitor's planned structure or

hanging sign. NACDS will advise the Exhibitor and/or their appointed contractor (EAC) as soon as such details are known.

SPECIAL APPROVALS ARE NOT CONSIDERED AUTHORIZED WITHOUT ADVANCE, WRITTEN CONFIRMATION FROM NACDS.

15.3 ALL BOOTHS:

Aesthetics & Safety: All booths are subject to both safety and aesthetic review. NACDS reserves the right, at its discretion, to require changes at the Exhibitor's expense.

15.3.1 Alcohol

NACDS reserves the right to restrict the serving and/or sampling of alcohol products on the exhibit hall floor to designated dates and times. Exhibitors wishing to serve alcohol should contact exhibits@nacds.org and include the planned times and number of people. Sampling of alcoholic beverages must comply with sampling guidelines set forth by the convention center's in-house catering and may require a licensed bartender if required by state or local ABC laws. These guidelines are available in the Exhibitor Service Manual.

15.3.2 Cannabis and Hemp Products

NACDS abides by the Massachusetts Convention Center Authority (MCCA), policies and regulations pertaining to all products containing marijuana and CBD:

- Sampling and distribution of products containing CBD is not permitted at the Boston Convention & Exhibition Center.
- Products displayed may not be food, beverage, or dietary supplement products.
- Therapeutic claims must be FDA-approved.
- Products containing greater than 0.3% THC content are not permitted.

15.3.3 Sales and Order Taking

"Cash and carry" sales from the booth, or any other location of the Total Store Expo, is not permitted.

15.3.4 Care, Appearance and Safety of Booth Space:

No Exhibitor shall assemble a booth so that its appearance detracts from the appearance of any neighboring booth (e.g., exposed wiring, unsightly duct tape, uncovered booth framing). The Exhibitor must, at his expense, vacuum, maintain, and keep his exhibit in good order along with the space for which he has contracted for the duration of the show.

Displays must utilize a finished back wall if they exceed the 8-foot height of the rear drape (INLINE BOOTHS) or anywhere in an Island booth. Unfinished back walls above the 8-foot drape height as well as unfinished open sides will be covered with a drape by the General Contractor at the exhibitor's expense to maintain a consistent look to the exhibits. Boxes, crates, and any other containers used for storage or transport of display materials or product samples must not be visible from aisles.

Booths located on the end of aisles, particularly those using elliptical telescoping backdrops, are required to dress the outside edge such that there appears to be a flush, finished appearance where one space abuts another. In the event that the outside end of a display is unfinished, the General Service Contractor will erect a 3'x 8'-foot drape for a fee.

During the two hours prior to the opening of the Exhibit Halls, at NACDS' discretion, if it is determined that a booth needs vacuuming and/or visual improvements to conform with show standards, NACDS reserves the right to require changes at the Exhibitor's expense. In those cases where NACDS determines a violation has occurred NACDS reserves the right to require changes **at the Exhibitor's expense**, with or without the exhibitor's prior approval.

NACDS reserves the right to require changes to an exhibitor's booth at any time during the show if it is determined that the booth poses a potential safety hazard. Boxes and crates may not be stored behind displays at any time (see #19 for more information). In cases posing an extreme safety hazard, NACDS may require the booth to "shut down" until the problem is rectified (e.g., faulty wiring posing fire hazard).

15.3.5 Celebrities:

All exhibitors hosting celebrities within their booth must:

- Notify NACDS prior to the conference.
- Register them at the demonstrator rate. For Demonstrator registration instruction, please email the NACDS Registration Department at registration@nacds.org.
- In coordination with NACDS, at the Exhibitor's expense, provide security and/or crowd control personnel to ensure their presence does not interfere with traffic flow or access to a neighboring booth.

15.3.6 Maximum Occupancy and Sharing of Booth Spaces: Only one company per 10'x10' space is allowed, apart from jointly owned companies and their wholly owned subsidiaries (Exception: Manufacturer's Agents purchasing an island space). Partner companies may not share booth space. Each company sharing booth space (when permitted) must hold an active NACDS membership.

15.3.7 On-Site Relocation of Booth Space: If for any reason an exhibitor wishes to move to an open booth location, and such a move is deemed both feasible and appropriate by NACDS, the exhibitor will be permitted to do so during the scheduled move-in hours or after the close of the exhibit hall for the day. All costs associated with the relocation and furnishing the new location will be the exhibitors responsibility.

15.3.8 "Attendance Draw" Display Items: NACDS requires written approval if an exhibitor wishes to include "items" in their booth that may create a disruption to other exhibitors and attendees. Such "items" include, but are not limited to, arcade and sports game machines, flashing lights, and sound systems. NACDS reserves the right to require changes or removal of "items" in question at the exhibitor's expense if NACDS has not given written approval.

16. Exhibition Insurance

NACDS strongly encourages exhibitors to obtain booth and product insurance. Please reference below, Section II, #29, in these "Rules & Regulations" regarding liability.

17. Shipping

Exhibit materials shipped in advance of the conference must be sent to the "advance warehouse" of the Official Service Contractor. Materials received after the designated "advance warehouse freight deadline date" will be subject to a late penalty, as defined in the General Contractor's Exhibitor Service Manual. Please review the Exhibitor Service Manual for specific details, rates and shipping addresses.

18. Labor Requirements

Exhibitors agree to comply with all union regulations applicable to the convention or conference facility, city and state in which the convention or conference is being held.

19. Protection of the Exhibit Facility

Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel or Exhibit Hall without permission of NACDS and the proper building authority. Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibit Manager, the Hotel or Convention Hall Manager, or their assistants.

The Fire Marshall requires that nothing be stored behind booths at any time. Product samples and other handout materials must be stored within the Exhibitor's booth or arrangements can be made with the decorator for rental of storage space in an "accessible storage" area. Should it become necessary for NACDS to arrange for the removal of improperly stored materials, appropriate charges will be made to the Exhibitor's account.

20. Security

NACDS provides perimeter security throughout the Total Store Expo Exhibit Hall on a 24-hour basis. However, NACDS does not assume responsibility for any theft. NACDS strongly suggests that all items of value be secured. Booth security and protective storage is available for hire. Details will be provided in the Exhibitor Service Manual.

21. Exhibit Hall Access

Daily opening of show:

Exhibitors only may enter the Exhibit Hall one hour prior to scheduled Exhibit Hall hours. Exhibitors may not visit another exhibitor's booth unless they are present and have specifically invited the exhibitor into their booth.

Daily closing of show:

All exhibitors must depart the hall within 30 minutes after scheduled closings.

22. Default Occupancy

Any Exhibitor failing to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price, and NACDS shall have the right to use such space as it sees fit, provided such booth space is not occupied **by 6:00 p.m. on Saturday, August 26, 2022.**

23. Access to Displays

NACDS may from time to time promulgate such regulations governing hours of access to the Exhibit Hall and eligibility for admission thereto as may be found in its judgment to be most practical.

24. Conference Personnel

Registration, Appearance and Conduct:

All personnel:

- May not remove ANY items from an Exhibitor's booth or Private Meeting Space without consent of the Exhibitor. Removal of any item (not limited only to product samples) is considered theft.

- At the conclusion of the conference, exhibiting personnel may exchange product samples only with each other's permission.
- Must be fully registered for the conference.
- May not share badges.
- Must maintain their appearance and conduct themselves in accordance with the ambitious standards of the exhibition and meeting.
- Agree to limit their business activities during exhibit hours and the NACDS Exhibit Hall.
- Booth personnel must confine their activities to the space for which they have contracted.
- Demonstrators are expected to comply with the same standards of conduct expected of representatives of the exhibiting company they represent.

Dress Code: Business Casual Attire (long slacks, collared shirts, casual shoes – no jeans, sneakers, sandals, etc.) is required for entrance to the Exhibit Hall during all Exhibit Hall hours.

Conference Conclusion - Last Day:

- At the conclusion of the conference, exhibiting personnel may exchange product samples only with each other's permission.
- Demonstrators may accept product samples only from the company employing their services. Out of courtesy to other exhibitors, exhibiting companies are asked to ensure that any demonstrators employed by their companies do not violate this condition.

25. Use of Space

Exhibits shall be shown only in the official exhibit area as established by NACDS. Exhibitors and Non-Exhibitors shall not be permitted to display articles, equipment, or information concerning services, nor shall they be permitted to show films or videos of such articles, equipment, or services in private suites or rooms during the conference or convention.

Exhibitors shall not permit any other corporation or firm or its representatives to use the space allotted to them, nor shall they display articles not manufactured or sold normally by them. Additionally, all exhibitors must confine their business activities to those spaces for which they have contracted. All products displayed/marketed at this show must be manufactured by NACDS Members or the appropriate non-member fee must be paid.

Product samples may be freely distributed from within a booth; however, the sale of product samples is strictly forbidden.

IF A COMPLAINT IS BROUGHT TO SHOW MANAGEMENT CONCERNING THESE RULES AND REGULATIONS, INCLUDING NOISE, AUDIO VISUAL EQUIPMENT, ODORS OR DEMONSTRATIONS OF ANY NATURE, NACDS SHOW MANAGEMENT SHALL HAVE THE SOLE DISCRETION TO RENDER A BINDING AND FINAL DECISION REGARDING THE CONTINUATION, CESSATION OR MODIFICATION OF THE ACTIVITY WITHOUT RECOURSE FROM THE EXHIBITOR.

Photographing, filming, and/or videotaping of other exhibitors' booths without their permission is absolutely prohibited.

26. Cancellation or Relocation of Conference or Convention

In the event of cancellation or relocation of any conference or convention, due to circumstances within NACDS' direct control, the liability of NACDS shall be limited to a pro rata refund of fees paid to NACDS by the Attendee or Exhibitor, less any and all legitimate expenses incurred by NACDS for advertising, administration, and similar and related costs. In the event of cancellation due to force majeure or other circumstances wherein NACDS has no control over the cancellation or relocation of any conference or convention, NACDS shall have no liability of any kind.

27. NACDS' Right to Remove the Exhibitor's Property

NACDS reserves the right to remove from the hotel or Exhibit Hall premises any or all property of the Exhibitor should the conference or convention be canceled or relocated, or should the Exhibitor violate any of the conditions of this agreement. This right may be exercised without prior notice and without hearing.

28. Violations of the Conditions

Any of the following actions by an Exhibitor shall constitute violation of the conditions of this agreement.

- A. Use of display equipment, products, or services that varies in any significant way from the description on the Booth Space Application Form or for which membership or appropriate fees have not been paid.
- B. Violation of any municipal, state, or federal laws, rules, or regulations, including safety codes and union agreements.

- C. Failure to follow the procedures prescribed in these “Rules and Regulations.”
- D. Failure to remove property from the hotel or Exhibit Hall upon cancellation or relocation of the conference or convention.

29. Liability

- A. NACDS undertakes no duty to exercise care, nor does it assume any responsibility for the protection and safety of the Exhibitor, his officials, agents, or employees; or for the protection of the property of the Exhibitor or his representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident, or other cause. Small and easily portable articles should be properly secured or removed after exhibition hours and placed in safekeeping by the Exhibitor. Any protection exercised by the Association shall be deemed purely gratuitous on its part and shall in no way be construed to make it liable for any loss or inconvenience suffered by the Exhibitor.
- B. The Exhibitor agrees to indemnify and hold NACDS and its agents harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the Exhibitor or any of his representatives or from the display or use of property of the Exhibitor.
- C. NACDS shall not be liable for any failure to deliver space to an Exhibitor or for the loss of allotted space of an Exhibitor, who has contracted for exhibit space under the terms of this agreement, if non-delivery is due to any of the following causes: destruction of or damage to the building or the exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control. NACDS will, however, in the event it is not able to hold an exhibit for any of the above-named causes, reimburse Exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by NACDS for advertising, administration, and similar and related costs.

30. Remedies

In the event the Exhibitor violates any of the conditions of this agreement, NACDS reserves an absolute right to invoke either/or both of the following remedies, which shall be in addition to, and not in lieu of, any other rights or remedies granted under this agreement or available under general contract law:

- A. NACDS may order the Exhibitor to remove his exhibit and personnel or have them removed at the exhibitor's expense. In these circumstances, no part of the Exhibitor's fees will be returned.
- B. NACDS may refuse thereafter to enter into any agreement with the same or related Signatory/Exhibitor to lease booth space at future conferences or conventions sponsored by NACDS.

SECTION III: Membership

31. New Members

All exhibiting companies securing space at the member booth rate must complete the Associate Membership Application and pay the appropriate dues amount within 45 days of booth contract receipt. Booth personnel will not be allowed access to the exhibit floor until all outstanding membership dues are paid in full. Any outstanding membership dues will prevent booth occupancy onsite at the Total Store Expo.

32. Non-Members

Companies exhibiting as a non-member may only occupy a 10x10 sized space and must pay all non-member rates for exhibit space and individual registrations.

33. Renewing Members

All members renewing their membership will receive a dues invoice in the fourth quarter for the next calendar year that must be paid by January 1, 2022 in order to retain member pricing on exhibit space.

Exhibitor Appointed Contractor Requirements

If your company plans to use a firm who is not an official service contractor, the EAC form along with a certificate of insurance is required to be submitted to show management, NACDS. Inform your Exhibitor Appointed Contractor that they must send a copy (address below) of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in, **July 27, 2022**, or they will not be permitted to service your exhibit.

General Liability Insurance Certificate Requirements

The exhibitor shall provide NACDS evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the “Exhibitor Appointed Contractor’s” insurance agent with a minimum coverage and limits as described below:

1. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
2. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
3. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease – each employee and \$1,000,000 disease – policy limit.
4. Automobile Liability with a limit of not less than \$1,000,000 combined single limit – each accident.
5. The Commercial General Liability Policy shall name Freeman (official Service Provider), NACDS 2022 Total Store Expo (Show) and the Boston Convention & Exhibition Center (Facility) as additional insured’s on a primary and non-contributory basis.
6. **Send General Liability Insurance Certificate to:**
TOTAL STORE EXPO
NACDS
Exhibits Department
1776 Wilson Boulevard
Suite 200
Arlington, VA 22209
Email: Exhibits@NACDS.org

Notification of Intent to Use Exhibitor Appointed Contractor (EAC)

Please return form to
TOTAL STORE EXPO
NACDS
Exhibits Department
1776 Wilson Boulevard
Suite 200
Arlington, VA 22209
Phone: 703-837-4320
Email: exhibits@nacds.org

Deadline Date:
July 27, 2022

If your company plans to use a firm who is not an office service contractor as designated by Show Management, please complete this form and mail or email to the addresses listed above.

Exhibiting Company Name: _____ Booth #: _____

Contact at Show: _____ Mobile #: _____

Exhibitor Appointed Contractor: _____

Address: _____

Type of service to be performed: _____

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than July 27, 2022, 30 days prior to the first day of the exhibitor move-in, or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

THIS FORM MUST BE RECEIVED BY JULY 27, 2022

Name of Show: 2022 NACDS Total Store Expo Form Deadline Date: July 27, 2022

EAC Company Name: _____ Booth #: _____

Address: _____

Signature: _____ Date: _____

Print Name: _____

Email: _____ Phone: _____

TOMORROW HAPPENS



HERE

Boston, MA
August 27–29, 2022

2022 turnkey booth brochure



OPTIONA

10x10 RENTAL BOOTH PACKAGE

\$3200.00 plus tax

Exhibit Features:

- 8’H single sided structure with reusable fabric graphic
- 3’H drape partitions on right and left of booth space
- Printed fabric graphic (reusable graphic)
- 10’ x 10’ Classic carpet – choice of colors
- Black • Blue • Gray • Midnight • Red • Tuxedo
- 1/2” carpet padding
- (1) Black Diamond barstool
- (1) 3’ draped counter
- (1) wastebasket
- Installation, dismantle, delivery and material handling included for all rental items

Included Graphics:

- A1
- Fabric backwall 116-1/2” x 92-1/2”

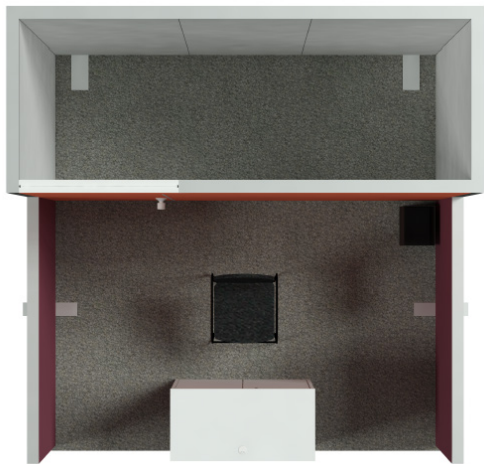
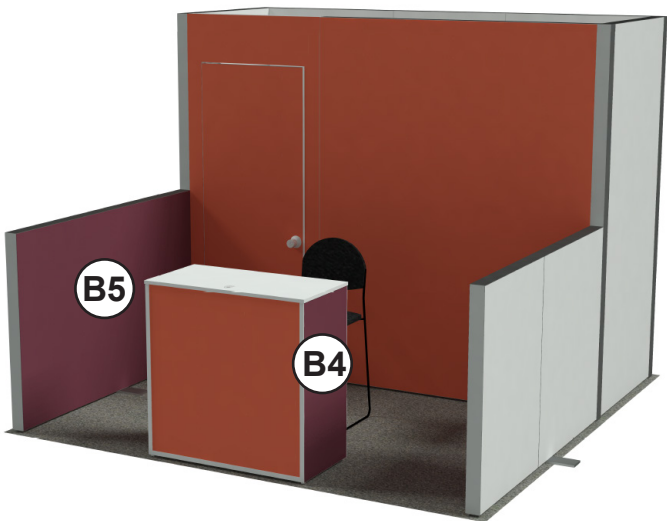
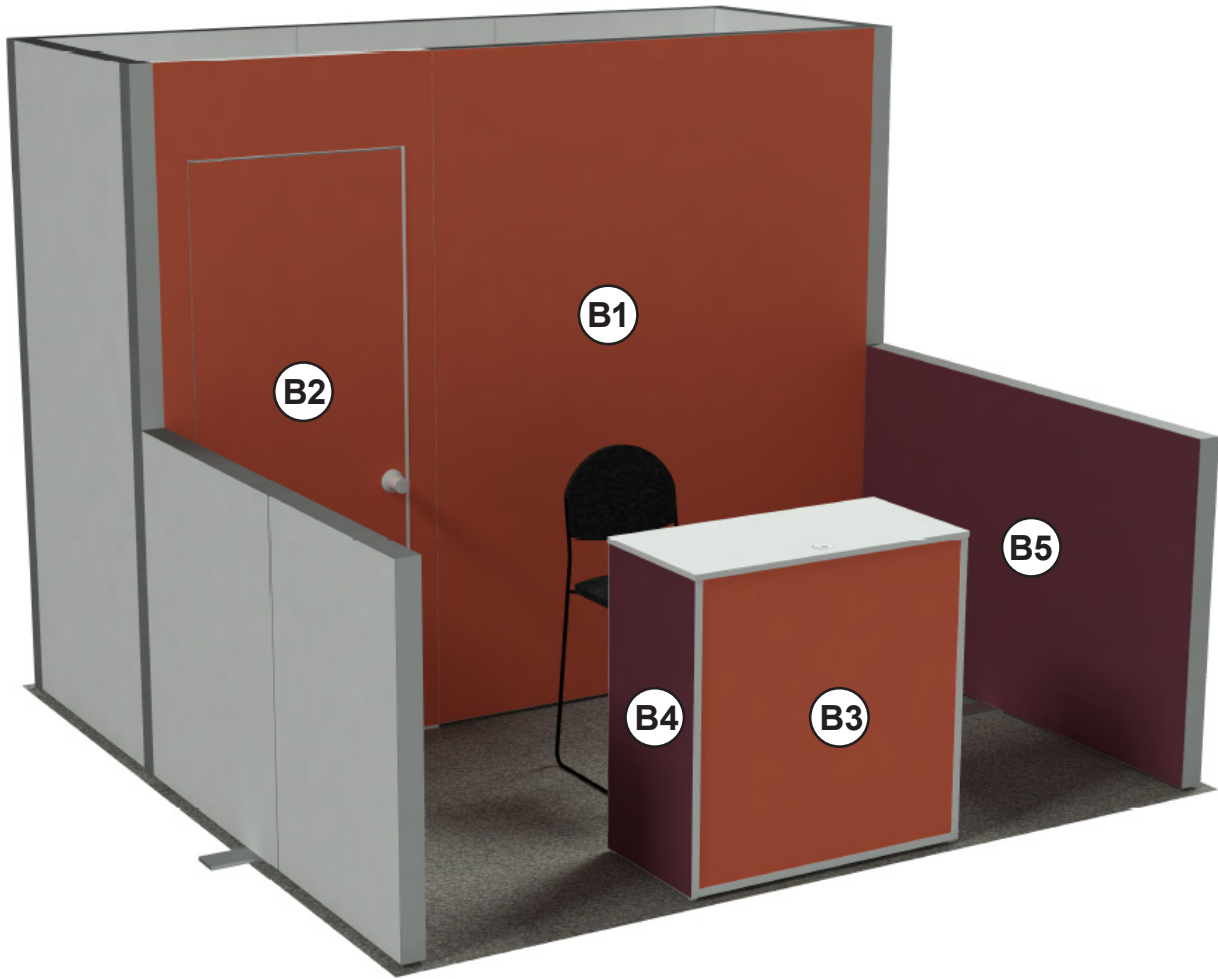
Available Upgrades:

- Furniture, flooring and accessories (see Exhibitor Service Manual)
- Electrical*
- Audio visual*
- Nightly cleaning*

** All third party services need to be ordered directly through the provider in the Exhibitor Service Manual*

For more information, please contact: solutions@freemanco.com

Items in this package cannot be substituted or traded. Rates are based on the full package and do not include tax. Additional rental products and services such as electrical and audio visual can be added à la carte. Changes to the structure will be charged as necessary and may include additional materials and labor.



OPTION

B

10x10 RENTAL BOOTH PACKAGE
\$5500.00 plus tax

Exhibit Features:

- 3M x 1M x 8'H storage closet with locking door
- 1M x 1/2M x 42"H branded reception counter
- Printed fabric graphics (reusable graphics)
- 10' x 10' Classic carpet – choice of colors
- Black • Blue • Gray • Midnight • Red • Tuxedo
- 1/2" carpet padding
- (1) Black Diamond barstool
- (1) wastebasket
- Installation, dismantle, delivery and material handling
Included for all rental items

Included Graphics:

- B1

•Fabric backwall 71" x 92-1/2"
- B2

•Graphic door 32-47/50" x 91-1/2"
- B3

•Counter (front) graphic 37-3/8" x 38-3/8"

Available Upgrades:

- B4

•Counter side graphic 19" x 38-3/8"
- B5

•Fabric graphic side walls 71" x 46"
- Furniture, flooring and accessories (see Exhibitor Service Manual)
- Electrical*
- Audio visual*
- Nightly cleaning*

** All third party services need to be ordered directly through the provider in the Exhibitor Service Manual*

For more information, please contact: solutions@freemanco.com

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OPTION

C

10x20 RENTAL BOOTH PACKAGE

\$6500.00 plus tax

Exhibit Features:

- 6M x 8'H single sided structure
- 2M x 1/2M x 42"H reception counter with interior storage
- Printed fabric graphics (reusable graphics)
- 10' x 20' Classic carpet – choice of colors
- Black • Blue • Gray • Midnight • Red • Tuxedo
- 1/2" carpet padding
- (2) Black Diamond barstools and (1) 36"D x 30"H round table with (4) Black Diamond armless chairs
- (1) wastebasket
- Installation, dismantle, delivery and material handling included for all rental items

Included Graphics:

- C1 •Fabric backwall graphic 233-1/2" x 92-1/2"
- C2 •Counter (front) graphic 78" x 38-3/4"

Available Upgrades:

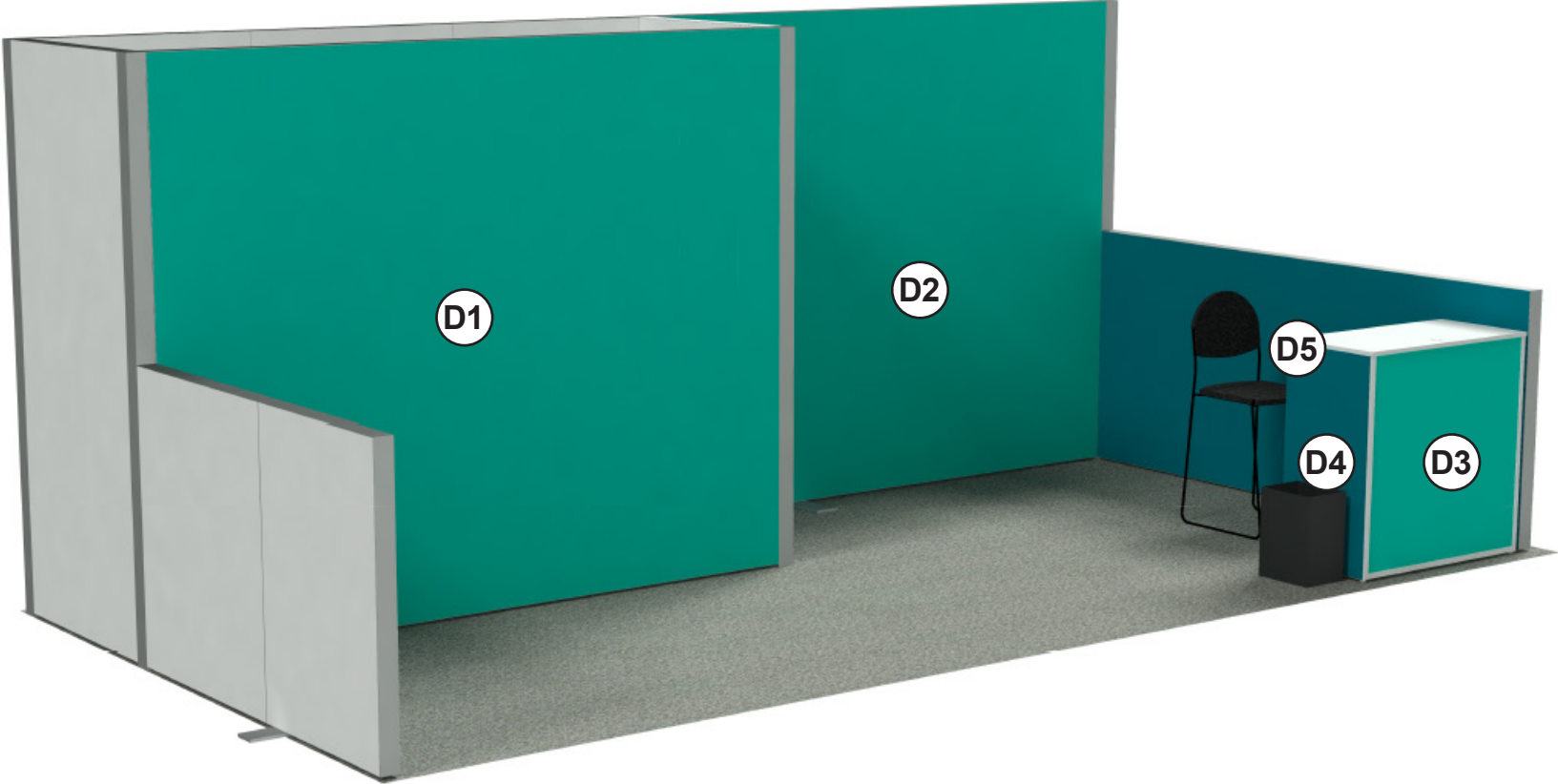
- C3 •Counter side graphic 19" x 38-3/8"
- Furniture, flooring and accessories (see Exhibitor Service Manual)
 - Electrical*
 - Audio visual*
 - Nightly cleaning*

** All third party services need to be ordered directly through the provider in the Exhibitor Service Manual*



For more information, please contact: solutions@freemanco.com

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OPTION

D

10x20 RENTAL BOOTH PACKAGE

\$10500.00 plus tax

Exhibit Features:

- 1M x 3M x 93”H meeting room with lockable door
- (1) 110”W x 93”H back wall connected to meeting room
- (2) 46”H single sided wing walls
- 1M x 1/2M x 42”H reception counter with interior storage
- (1) Black Diamond Barstool
- Printed fabric graphics (reusable graphics)
- 10’ x 20’ Classic carpet – choice of colors
- Black • Blue • Gray • Midnight • Red • Tuxedo
- 1/2” carpet padding
- (1) wastebasket
- Installation, dismantle, delivery and material handling included for all rental items

Included Graphics:

- D1

•Fabric backwall graphic 116–1/2”x 92–1/2”
- D2

•Fabric backwall graphic 110”x 92–1/2”
- D3

•Counter (front) graphic 37–3/8” x 38–3/8”

Available Upgrades:

- D4

•Counter side graphic 19” x 38–3/8”
- D5

•Conference room door graphic 32–47/50” x 91–1/2”
- D6

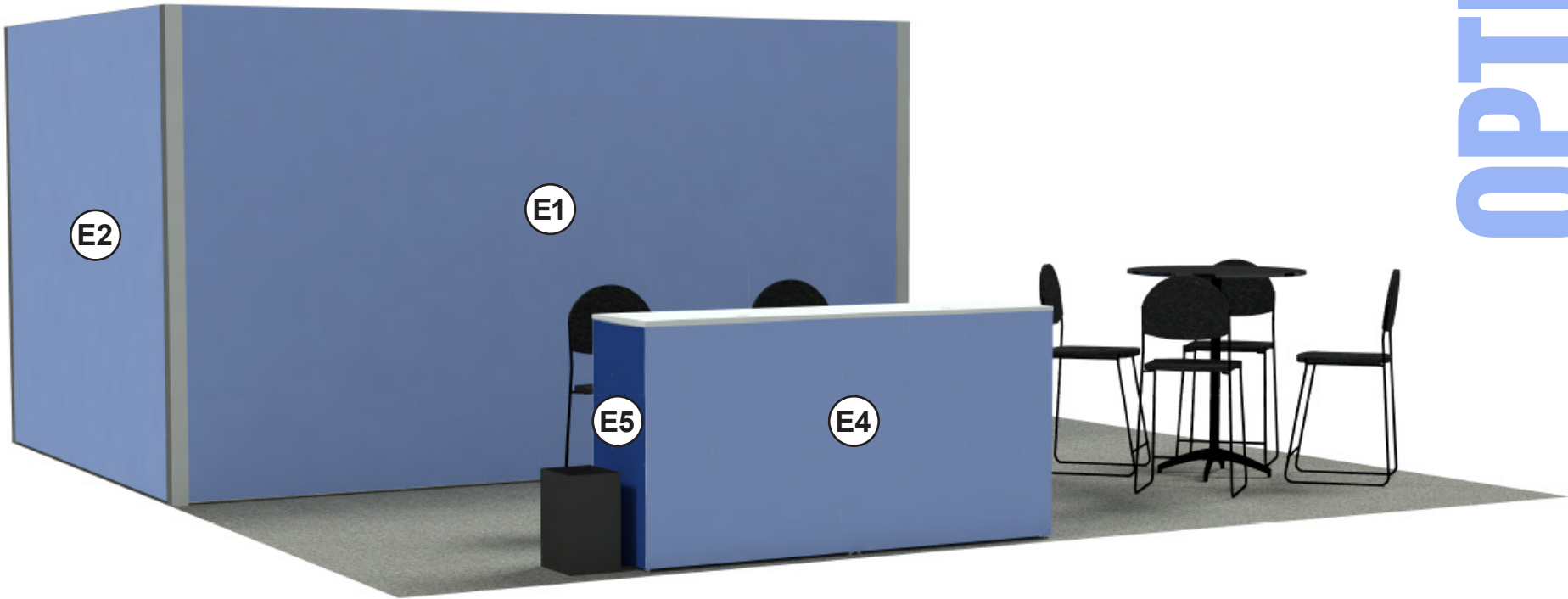
•Wing wall graphic 110” x 46”
- D7

•Wing wall (left) graphic 71” x 46”
- Furniture, flooring and accessories (see Exhibitor Service Manual)
- Electrical*
- Audio visual*
- Nightly cleaning*

** All third party services need to be ordered directly through the provider in the Exhibitor Service Manual*

For more information, please contact: solutions@freemanco.com

Items in this package cannot be substituted or traded. Rates are based on the full package and do not include tax. Additional rental products and services such as electrical and audio visual can be added à la carte. Changes to the structure will be charged as necessary and may include additional materials and labor.



OPTION

E

20x20 RENTAL BOOTH PACKAGE

\$16000.00 plus tax

Exhibit Features:

- (1) 4M x 3M x 93”H meeting room with lockable door
- 2M x 1/2M x 42”H reception counter
- Printed graphics (reusable graphics)
- (1) 30”D x 42”H Soho black table, (6) Black Diamond barstools, (1) conference table, (4) armless Black Diamond chairs
- 20’ x 20’ Classic carpet – choice of colors
- Black • Blue • Gray • Midnight • Red • Tuxedo
- 1/2” carpet padding
- (1) wastebasket
- Installation, dismantle, delivery and material handling included for all rental items

Included Graphics:

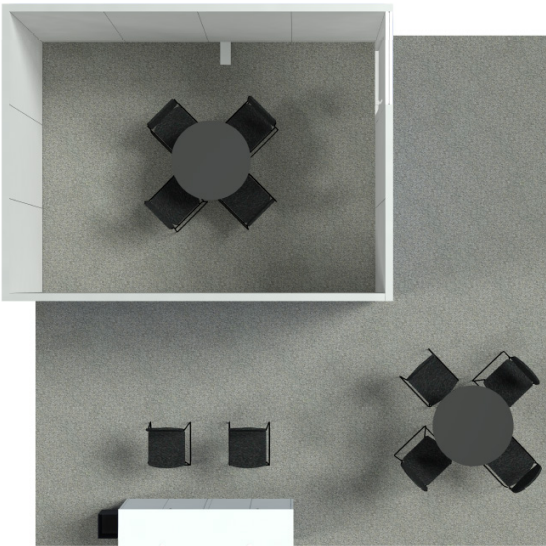
- E1 •Office wall front /back graphic 155-1/2” x 92-1/2”
- E2 •Office aisle side wall graphic 116-1/2” x 92-1/2”
- E3 •Office wall – adjacent to door graphic 77-1/2” x 38-3/8”
- E4 •Counter (front) graphic 78” x 38-3/4”

Available Upgrades:

- E5 •Counter side graphic 19” x 38-3/8”
- E6 •Conference room door graphic 38-5/8” x 91-1/2”
- Interior wall – front/back graphic 155-1/2” x 92-1/2”
- Interior wall – aisle side graphic 116-1/2” x 92-1/2”
- Interior wall – next to door graphic 77-1/2” x 92-1/2”
- Furniture, flooring and accessories (see Exhibitor Service Manual)
- Electrical*
- Audio visual*
- Nightly cleaning*

** All third party services need to be ordered directly through the provider in the Exhibitor Service Manual*

For more information, please contact: solutions@freemanco.com



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OPTION F

20x20 RENTAL BOOTH PACKAGE
\$24000.00 plus tax

Exhibit Features:

- (1) 4M x 3M x 93”H meeting room with lockable door
- 2M x 1/2M x 42”H reception counter
- 120”W x 36”H square hanging sign *labor not included, provided by JCALPRO
- Printed graphics (reusable graphics)
- (1) Regis bench/table, (4) Fairfax arm chairs in white vinyl, (1) conference table, (8) armless Black Diamond chairs, (2) Black Diamond armless barstools
- 20’ x 20’ Classic carpet – choice of colors
- Black • Blue • Gray • Midnight • Red • Tuxedo
- 1/2” carpet padding
- (1) wastebasket
- Installation, dismantle, delivery and material handling included for all rental items

Included Graphics:

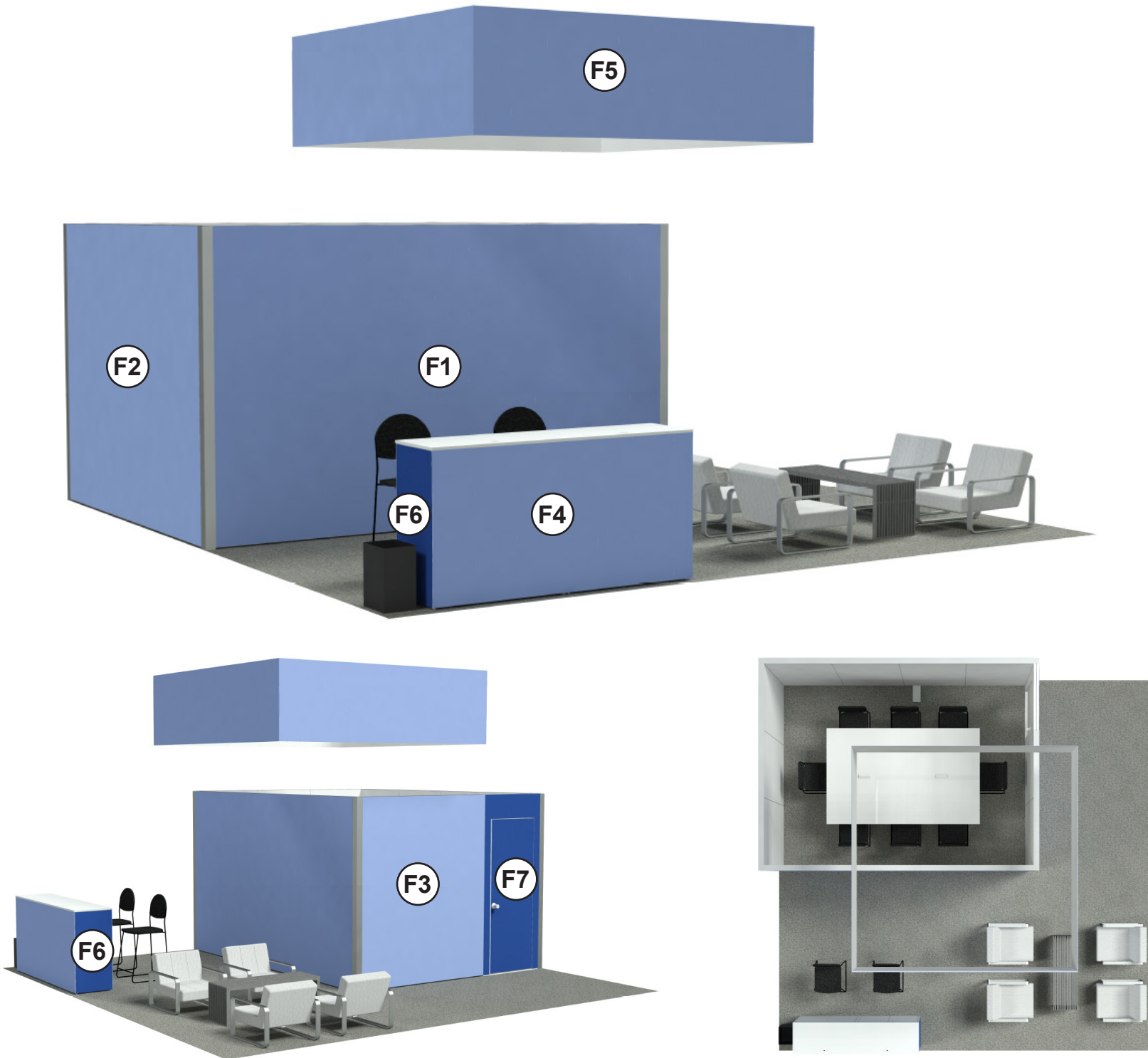
- F1 •Office wall front /back graphic 155-1/2” x 92-1/2”
- F2 •Office aisle side wall graphic 116-1/2” x 92-1/2”
- F3 •Office wall – adjacent to door graphic 77-1/2” x 38-3/8”
- F4 •Counter (front) graphic 78” x 38-3/4”
- F5 •Square hanging sign graphic 120” x 36”

Available Upgrades:

- F6 •Counter side graphic 19” x 38-3/8”
- F7 •Conference room door graphic 38-5/8” x 91-1/2”
- Interior wall – front/back graphic 155-1/2” x 92-1/2”
- Interior wall – aisle side graphic 116-1/2” x 92-1/2”
- Interior wall – next to door graphic 77-1/2” x 92-1/2”
- Furniture, flooring and accessories (see Exhibitor Service Manual)
- Electrical*
- Audio visual*
- Nightly cleaning*

* All third party services need to be ordered directly through the provider in the Exhibitor Service Manual

For more information, please contact: solutions@freemanco.com



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OPTION G

20x30 RENTAL BOOTH PACKAGE
\$28000.00 plus tax

Exhibit Features:

- 4M x 3M x 93”H conference room with locking door, with attached 1M x 3M x 93”H storage closet
- (1) rental Smart counter
- 120”W x 36”H square hanging sign *labor not included, provided by JCALPRO
- Printed graphics (reusable graphics)
- (1) Regis bench/table, (4) Fairfax arm chairs in white vinyl, (1) conference table, (8) armless Black Diamond chairs, (2) Black Diamond armless barstools
- 20’ x 20’ Classic carpet – choice of colors
- Black • Blue • Gray • Midnight • Red • Tuxedo
- 1/2” carpet padding
- (1) wastebasket
- Installation, dismantle, delivery and material handling included for all rental items

Included Graphics:

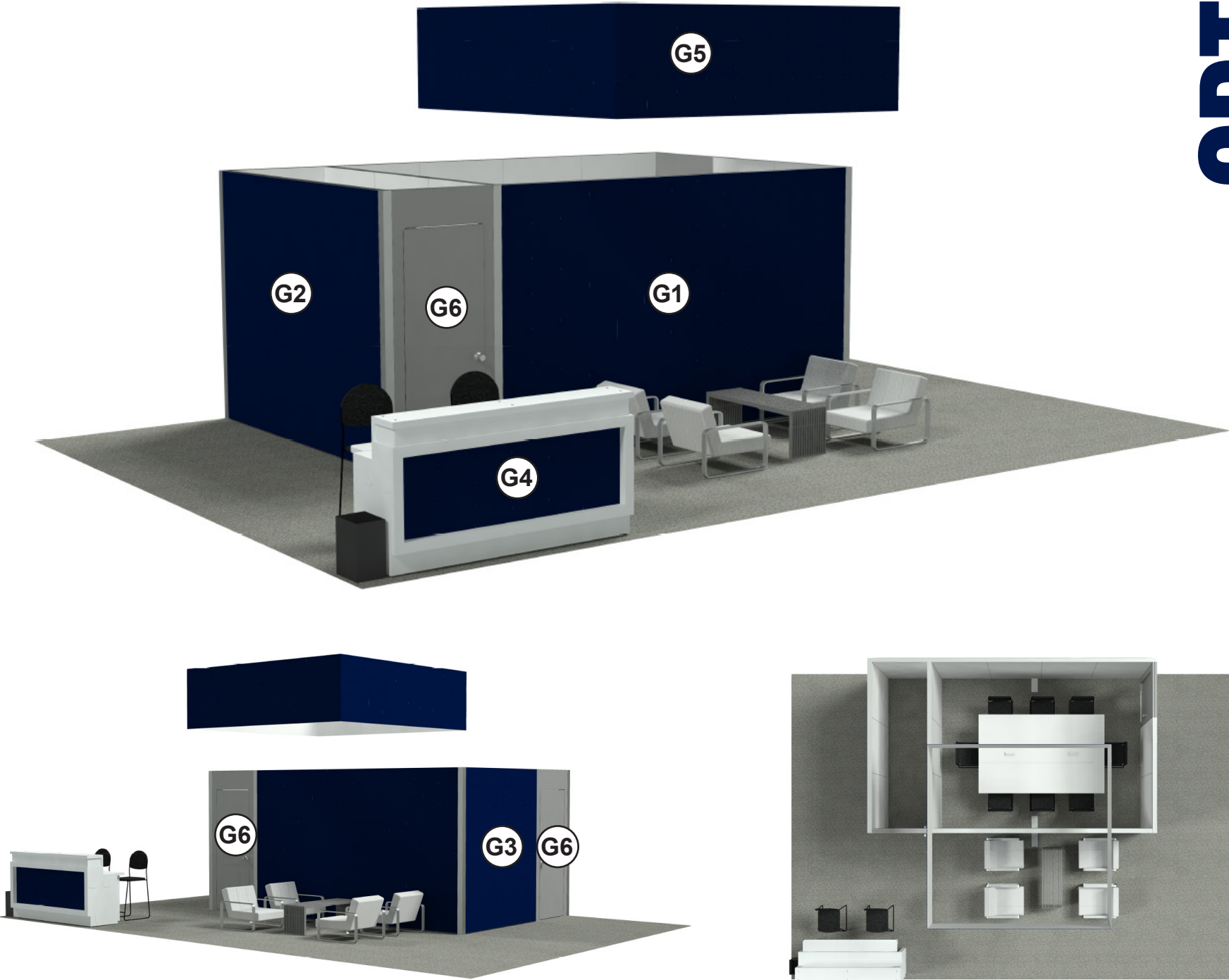
- G1 •Office wall front/back graphic 155-1/2” x 92-1/2”
- G2 •Closet exterior wall graphic 116-1/2” x 92-1/2”
- G3 •Office wall – adjacent to door graphic 77-1/2” x 38-3/8”
- G4 •Smart counter graphic 72-11/16” x 23-3/16”
- G5 •Square hanging sign graphics 120” x 36”

Available Upgrades:

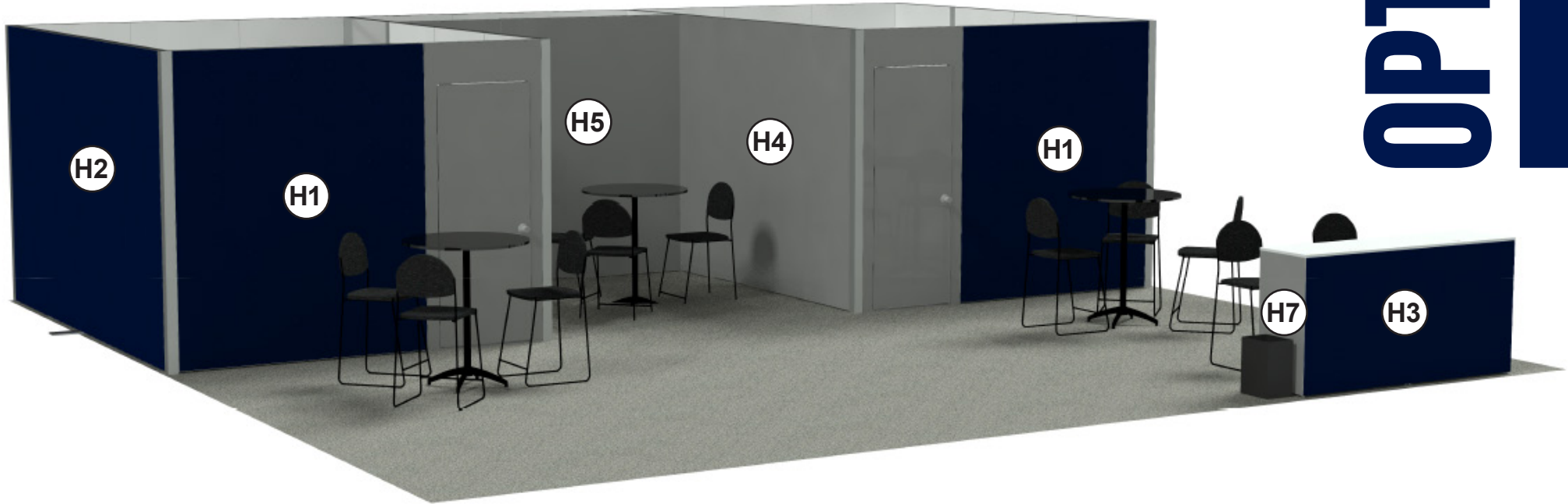
- Interior office wall – front/back graphic 155-1/2” x 92-1/2”
- Interior office wall – next to door graphic 77-1/2” x 92-1/2”
- Interior office wall – storage side graphic 116-1/2” x 92-1/2”
- G6 •Door graphic 30-5/16” x 80-3/16”
- Furniture, flooring and accessories (see Exhibitor Service Manual)
- Electrical*
- Audio visual*
- Nightly cleaning*

* All third party services need to be ordered directly through the provider in the Exhibitor Service Manual

For more information, please contact: solutions@freemanco.com



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OPTION

H

30x30 RENTAL BOOTH PACKAGE

\$34000.00 plus tax

Exhibit Features:

- (2) 3M x 4M x 93”H conference rooms with locking doors, attached by (1) 1M x 3m x 93”H storage closet
- 2M x 1/2M x 42”H reception counter
- Printed graphics (reusable graphics)
- (3) 30” x 42H black Soho tables, (11) Black Diamond armless barstools, (2) conference tables, (16) armless Black Diamond chairs
- 30’ x 30’ Classic carpet – choice of colors
- Black • Blue • Gray • Midnight • Red • Tuxedo
- 1/2” carpet padding
- (1) wastebasket
- Installation, dismantle, delivery and material handling Included for all rental items

Included Graphics:

- H1

•(2) office walls – front graphic 77-1/2” x 92-1/2”
- H2

•Office aisle side wall graphic 158-5/8” x 92-1/2”
- H1

•(2) office walls – back graphic 116-1/2” x 92-1/2”
- H3

•Counter graphic front graphic 78” x 38-3/4”

Available Upgrades:

- H4

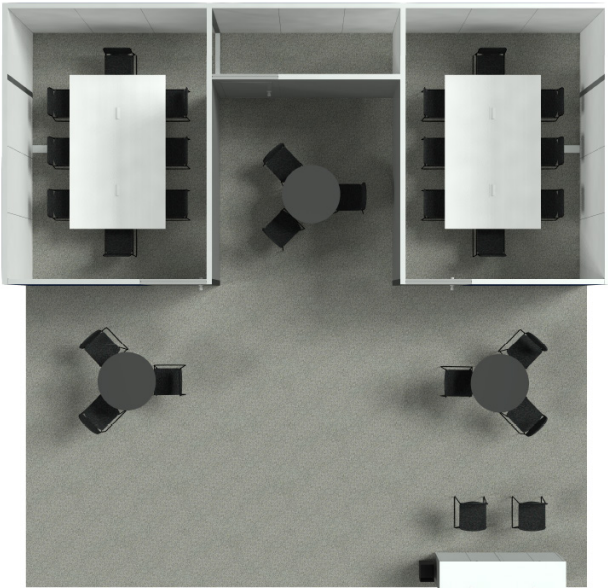
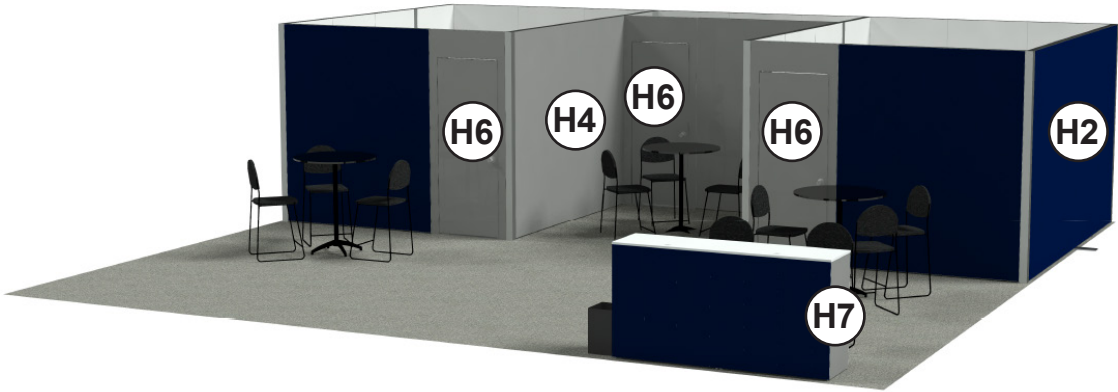
•(2) alcove side wall graphics 116-1/2” x 92-1/2”
- H5

•Alcove back wall graphic 71” x 92-1/2”
- Interior wall – office aisle side graphic 158-5/8” x 92-1/2”
- Interior wall – next to storage graphic 158-5/8” x 92-1/2”
- H6

•(3) graphic door panels 30-5/16” x 80-3/16”
- H7

•Counter graphic side 19” x 38-3/8”
- Interior wall – front graphic 77-1/2” x 92-1/2”
- Furniture, flooring and accessories (see Exhibitor Service Manual)
- Electrical*
- Audio visual*
- Nightly cleaning*

** All third party services need to be ordered directly through the provider in the Exhibitor Service Manual*



For more information, please contact: solutions@freemanco.com

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2022 Total Store Expo Targeted Move-In Schedule for Exhibitors

To ensure a smooth delivery of freight to exhibitor booths and the exhibit hall as a whole, the Total Store Expo utilizes a targeted move-in schedule for all exhibitor freight. Your target time is determined by your booth size as indicated below, and is the earliest it is possible for your freight to be delivered to the loading docks at the Boston Convention & Exhibition Center.

Move-in target times are as follows:

| | | |
|---------------------------|-------------|--|
| Thursday, August 25, 2022 | 8:00 a.m.: | 20' x 40' booths and all larger booth sizes |
| Thursday, August 25, 2022 | 11:00 a.m.: | 20' x 30' booths |
| Thursday, August 25, 2022 | 1:00 p.m.: | 20' x 20' booths |
| Friday, August 26, 2022 | 8:00 a.m.: | 10' x 40', 10' x 30', 10' x 20', and 10' x 10' booths |

Target Change Requests:

It may be possible to deliver your exhibit freight earlier than your targeted delivery time, however **no direct shipments may move-in before 8:00 a.m. on Thursday, August 25, 2022.** To request an earlier move-in time, you must complete the Target Date And Time Change Request form, located on the next page, and submit it to the Freeman contact listed **no later than July 27, 2022.**

Freeman will review all target change requests to determine if an earlier move-in is possible and inform you if a schedule change is possible.

Advance Freight:

Want to start construction on your booth immediately at your target time? Consider shipping items to the advance warehouse. All correctly-labeled items shipped to the Advance Warehouse will be delivered to your booth space no later than the start of your target move-in time.

Please refer to the Advance Warehouse information contained in this exhibitor service manual, for more details.

NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

TARGET CHANGE REQUEST

Exhibitors requesting a revised targeted move-in date and time must complete and return this form to Freeman by July 27, 2022

- Scheduled target times are for freight delivery only. Exhibitors may move in once their freight has been delivered to their booth. We HIGHLY encourage you to ship to the advance warehouse.
- All Target Change requests must be authorized by Freeman. Revised target times will be communicated by email.
- Small package shipments sent via UPS, FedEx, and DHL do not require target date changes.
- Freeman will make every attempt to schedule you on the day that you have requested; however, due to the number of requests, we reserve the right to refuse your request.
- We will unload target change requests on a first come basis after originally scheduled targets have been unloaded.

| | | |
|--|--|--------------|
| Exhibiting Company | | Booth Number |
| Primary Contact | Telephone | Fax |
| Email | | |
| Estimated Weight of Materials | Estimated Time Required to Set Display | |
| Shipping to: <input type="checkbox"/> Advance Warehouse <input type="checkbox"/> Direct to Show Site | | |
| Please indicate day requested for new target move-in: | | |
| Original Target Date & Time: _____ | | |
| Requested Target Date & Time: _____ | | |

Email Completed Form by
JULY 27, 2022

Freeman
ExhibitorSupport@freeman.com

For Office Use Only

_____ Approved _____ Denied

New Target Date: _____

New Target Time: _____

Signed: _____

Date: _____

target change request

NACDS requires all attendees and workers to be Covid 19 vaccinated. [Click here](#) for more information.

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

EXHIBIT HALL CARPET

The exhibit hall is not carpeted, however the aisles will be carpeted in tuxedo (gray/black). Show Management requires all booths have flooring. Please review the Flooring Brochure and order forms in the Exhibitor Service Manual.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by July 27, 2022.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

| | | | |
|----------|-----------------|-------------------|--|
| Thursday | August 25, 2022 | 8:00 AM - 6:00 PM | Targeted Move-In |
| Friday | August 26, 2022 | 8:00 AM - 6:00 PM | Targeted Move-In |
| Saturday | August 27, 2022 | 8:00 AM - 6:00 PM | All booths must be set by 6:00 PM |
| Sunday | August 28, 2022 | 7:00 AM - 9:30 AM | Final booth preparation. All Tech & EAC Company employees MUST depart floor by 9:30 AM |

EXHIBIT HOURS

| | | |
|--------|-----------------|--------------------|
| Sunday | August 28, 2022 | 10:00 AM - 6:00 PM |
| Monday | August 29, 2022 | 9:30 AM - 6:00 PM |

EXHIBITOR MOVE-OUT

| | | |
|---------|-----------------|--------------------|
| Monday | August 29, 2022 | 6:00 PM - 10:00 PM |
| Tuesday | August 30, 2022 | 8:00 AM - 6:00 PM |

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

EXHIBITOR SERVICE HOURS

Our Exhibitor Services team will be available from 8am - 6pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by **Tuesday, August 30, 2022 at 6:00 PM**. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by **Tuesday, August 30, 2022 at 4:00 PM**. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

[Contact Us](#)

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by July 27, 2022.

Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during and after** your show.

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

NACDS 2022 TOTAL STORE EXPO

C/O FREEMAN

25 DOHERTY AVE

AVON, MA 02322

Freeman will accept crated, boxed or skidded materials beginning **Friday, July 29, 2022**, at the above address. Material arriving after **August 16, 2022** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 10:00 AM - 4:00 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
NACDS 2022 TOTAL STORE EXPO
C/O FREEMAN
BOSTON CONVENTION & EXHIBITION CENTER
415 SUMMER ST
BOSTON, MA 02210-1709

Freeman will receive shipments at the exhibit facility beginning **Thursday, August 25, 2022**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

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

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by July 27, 2022.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

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

Interested in going green and saving money?

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



1 *booth structure*

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 *carpet*

Option 1 Rent

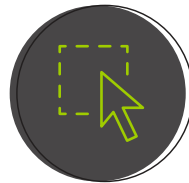
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

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



3 *shipping*



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



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



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

4 *graphics*

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 *printing*



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



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



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

6

ON SITE

save energy



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



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



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



MOVE OUT

train your team

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



8

shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

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



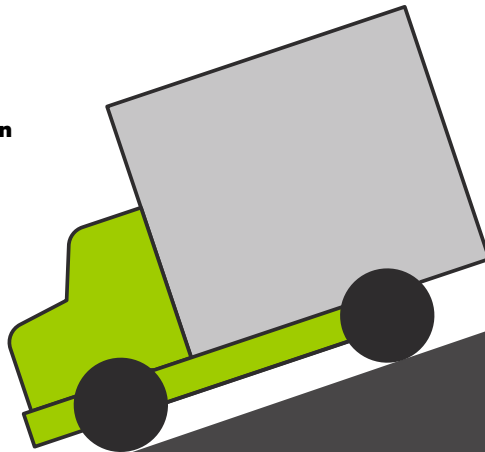
leftover materials

Remember to label.

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

Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor
staging materials

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

Flooring: 100 square feet of
flooring. Excludes carpet.

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

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or
shipping boxes

Glass: Green, brown, clear

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

Metal: Aluminum cans/
steel banding

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

Wood: Non-laminate wood

FREEMAN

FREEMAN.COM

PAYMENT INFORMATION

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

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

1. Submit your payment information

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

<https://www.freemanpay.com/506425>

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.

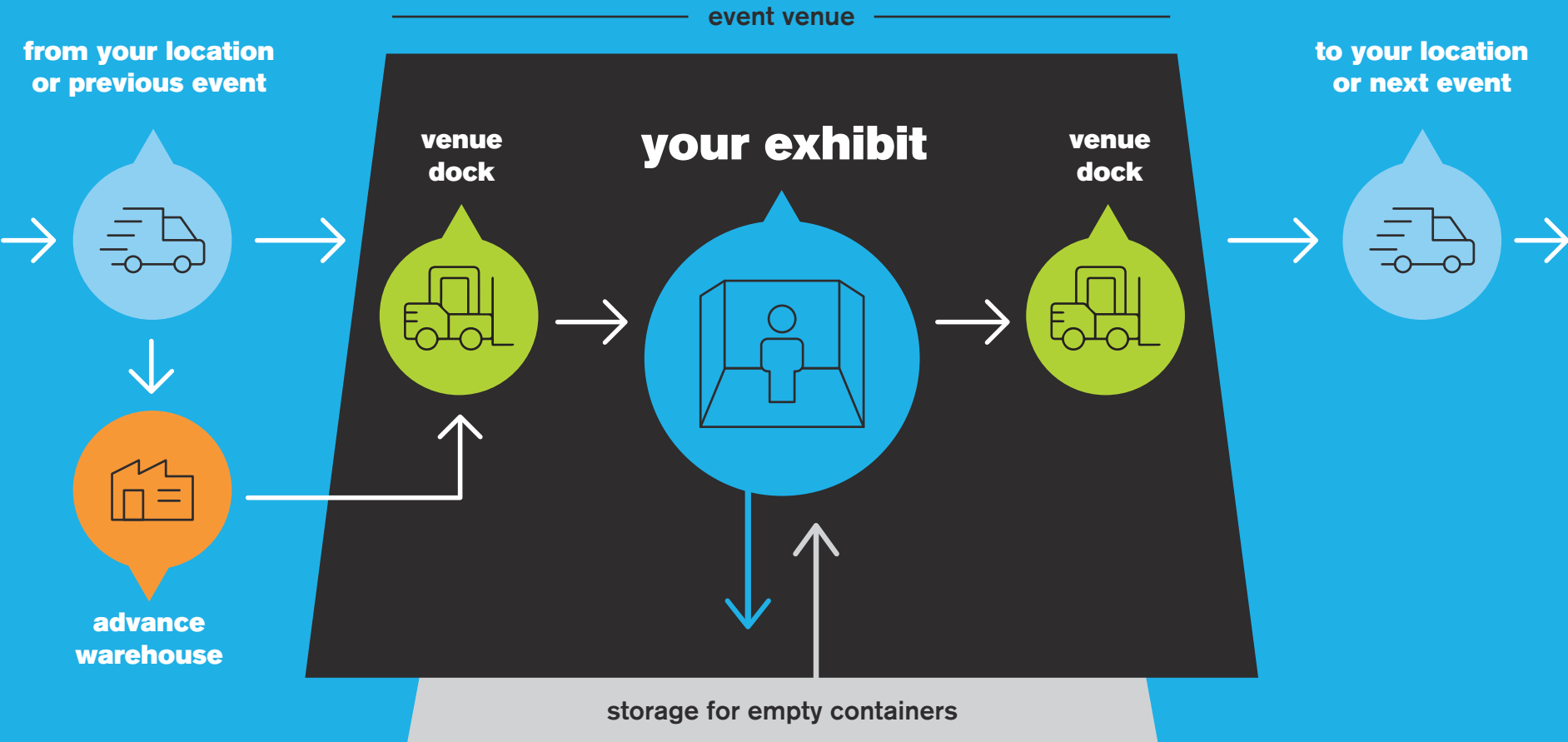
before event

during the event

after event

from your location
or previous event

to your location
or next event



advance warehouse

where exhibit materials are
stored before an event

shipping

transport to the venue's shipping
dock then from the shipping dock to
the next event or customer location

material handling

move items from the dock, to the
exhibit, back to the dock after the show



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

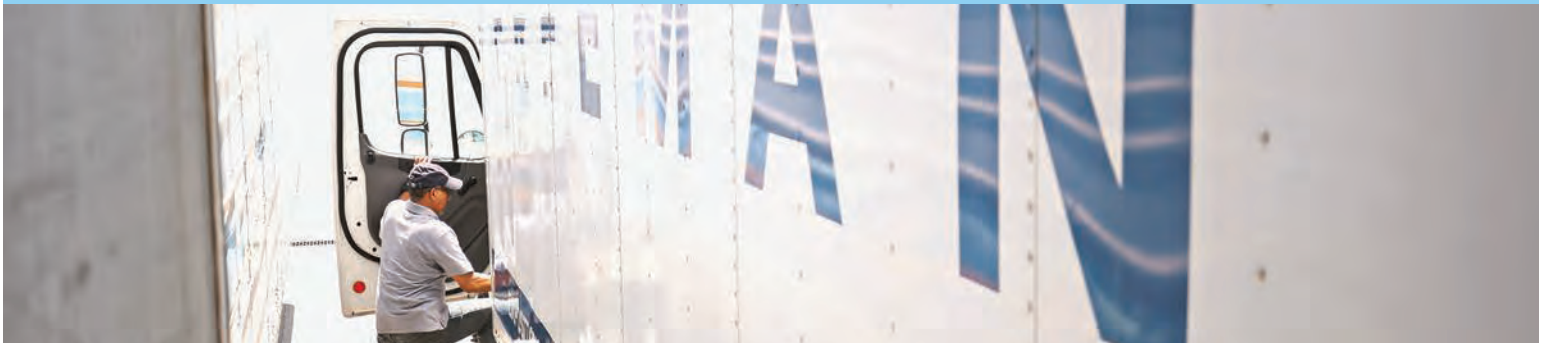
The Freeman Exhibit Transportation promise:

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

Benefits:

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

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



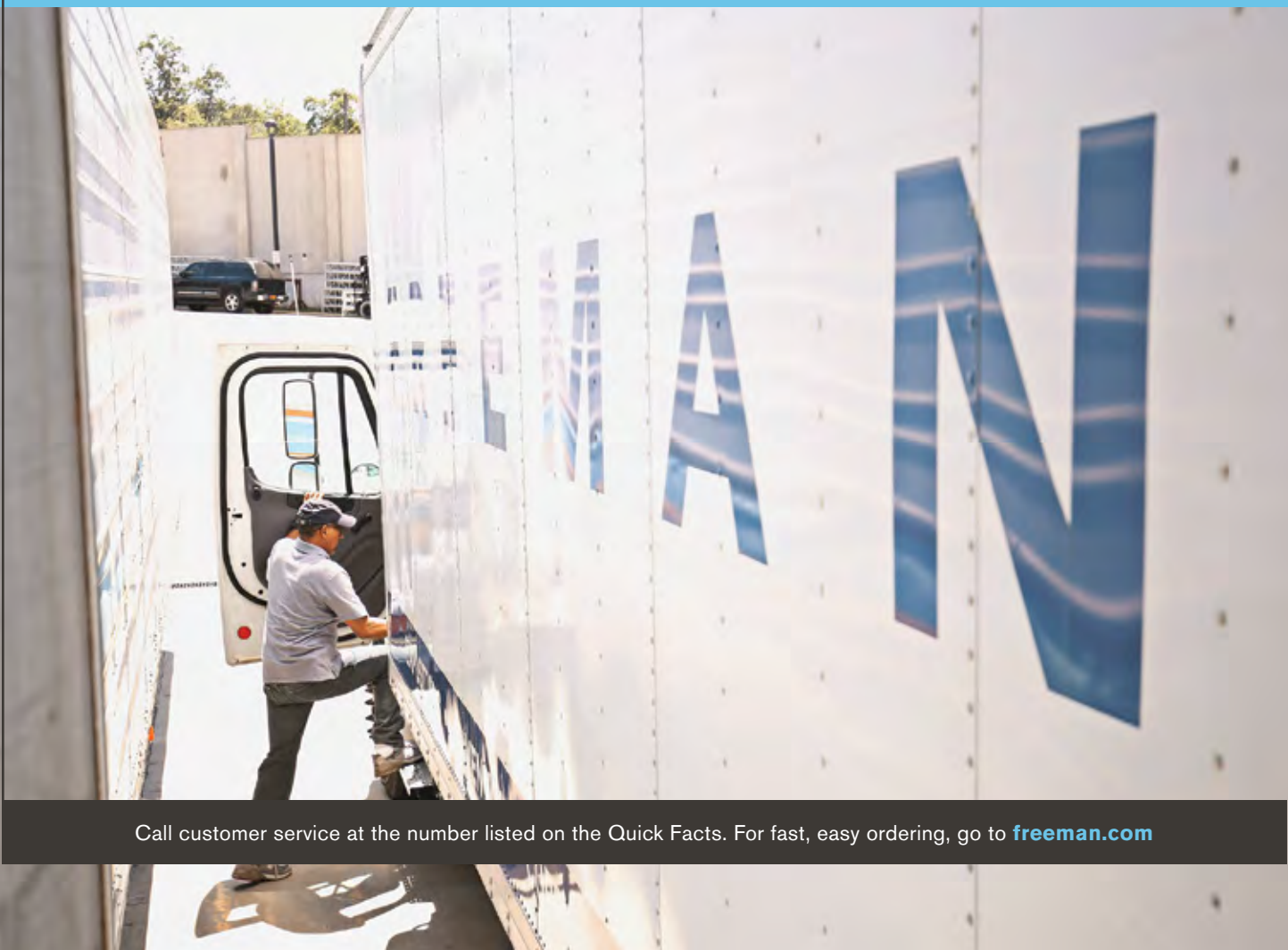
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

.....

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

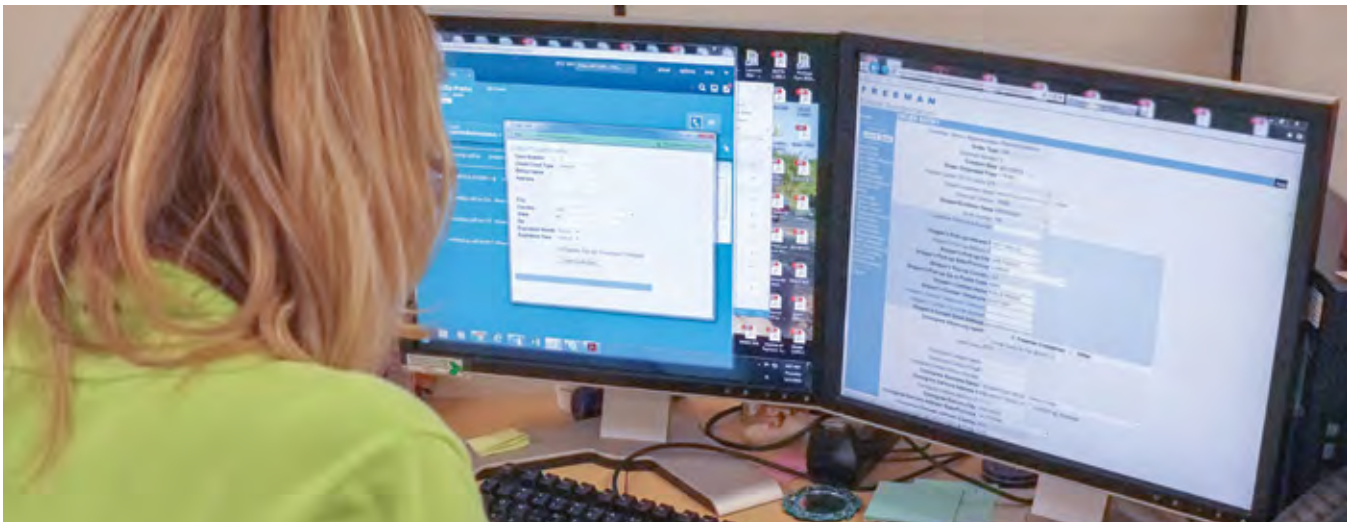
Questions?

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

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

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

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



NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

NACDS 2022 TOTAL STORE EXPO

C/O: FREEMAN
25 DOHERTY AVE
AVON, MA 02322

MUST BE DELIVERED BY AUGUST 16, 2022

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

FREEMAN / Exhibiting Company Name / Booth #

NACDS 2022 TOTAL STORE EXPO

C/O: FREEMAN
BOSTON CONVENTION & EXHIBITION CENTER
415 SUMMER ST
BOSTON, MA 02210

CANNOT BE DELIVERED BEFORE AUGUST 25, 2022

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (506425) _____

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually. 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.

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

material handling simplified

Our new straight forward pricing makes pre-show budgeting easier. Pay for your actual weight per-pound with no invoice surprises.

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

It's just easier!



MATERIAL HANDLING

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

RATES

Material Handling..... \$ **2.35 per pound**

Rate applies to shipments sent to either the warehouse or directly to show site.

Material Handling - After Deadline \$ **2.85 per pound**

Rate applies to shipments arriving at the warehouse after **AUGUST 16, 2022**.

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 **JULY 29, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #**
NACDS 2022 TOTAL STORE EXPO
C/O FREEMAN
25 DOHERTY AVE
AVON, MA 02322
- 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 **AUGUST 25, 2022**.
- Show Site address: **Exhibiting Company Name / Booth #**
NACDS 2022 TOTAL STORE EXPO
BOSTON CONVENTION & EXHIBITION CENTER
C/O FREEMAN
415 SUMMER ST
BOSTON, MA 02210

Outbound:

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



(888) 508-5054

Fax: (469) 621-5608



Place your order online at
www.freeman.com/store

Submit order forms here

NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online Price by ordering at www.freeman.com/store by JULY 27, 2022.

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.

outbound shipping

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JULY 29, 2022

DEADLINE DATE IS: AUGUST 16, 2022

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
25 DOHERTY AVE**

AVON, MA 02322

WAREHOUSE

(506425)

EVENT: *NACDS 2022 TOTAL STORE EXPO*

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JULY 29, 2022

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TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
25 DOHERTY AVE**

AVON, MA 02322

WAREHOUSE

(506425)

EVENT: *NACDS 2022 TOTAL STORE EXPO*

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.

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE AUGUST 25, 2022

TO:

EXHIBITOR NAME

C/O: FREEMAN

BOSTON CONVENTION & EXHIBITION CENTE
415 SUMMER ST

BOSTON, MA 02210

SHOW SITE

(506425)

EVENT: NACDS 2022 TOTAL STORE EXPO

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE AUGUST 25, 2022

TO:

EXHIBITOR NAME

C/O: FREEMAN

BOSTON CONVENTION & EXHIBITION CENTE
415 SUMMER ST

BOSTON, MA 02210

SHOW SITE

(506425)

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Freeman⁷

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EXHIBITOR NAME

**C/O: FREEMAN
25 DOHERTY AVE**

AVON, MA 02322

HANGING SIGN

(506425)

EVENT: NACDS 2022 TOTAL STORE EXPO

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman⁷

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JULY 29, 2022

DEADLINE DATE IS: AUGUST 16, 2022

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
25 DOHERTY AVE**

AVON, MA 02322

HANGING SIGN

(506425)

EVENT: NACDS 2022 TOTAL STORE EXPO

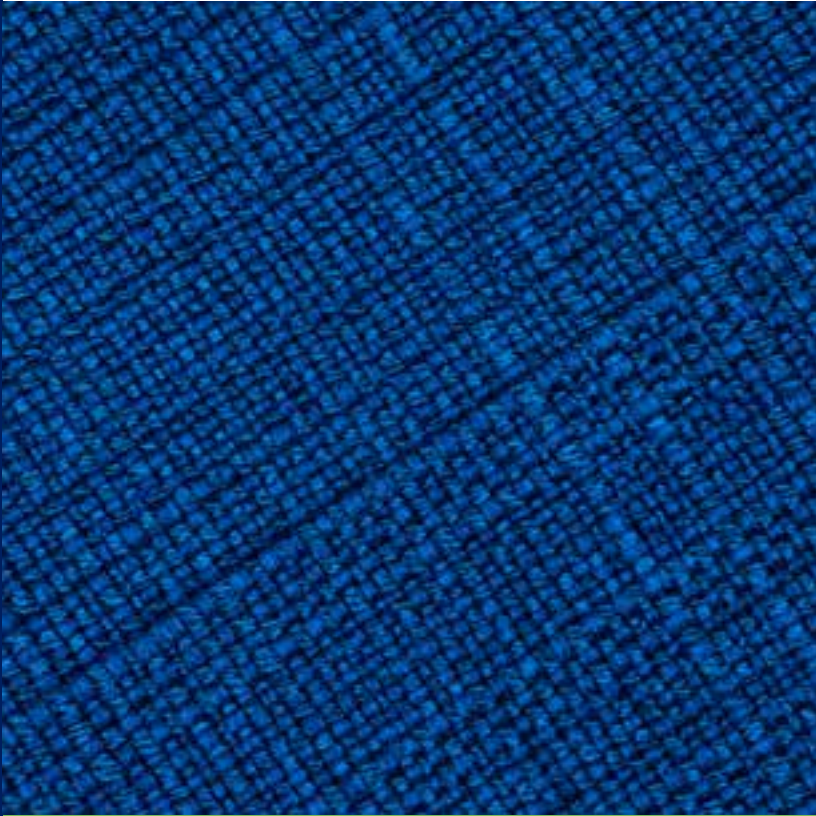
BOOTH NO: _____ NO. _____ OF _____ PCS

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

Exhibitor support

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

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



Furnishings Brochure



Comfortable and Safe Networking

Meaningful engagement doesn't have to be complicated.

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

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

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



Bowery Swivel Chairs & Sedona C-Tables

Accent Chairs | pg 16

Side Tables | pg 28

Dividers | pg 57

Greenery | pg 48

Top Design Tips

for Tradeshow Booths.



Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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

Shown here with Banana Barstools



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

Shown here with Baja Chairs and Sydney Power Cocktail Table

Power Up In Style.

Denotes Powered Products



Powered Seating

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



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



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



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



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



Powered Tables

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



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



POWERED
DETAIL



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



POWERED
DETAIL



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


Take Charge.

Powered Tables

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


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

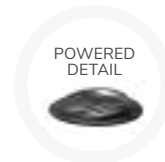
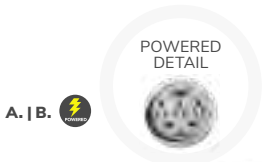


Denotes Powered Products 

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

Powered Pedestals

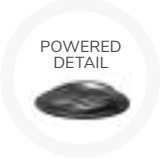
Denotes AC and USB charging outlets 



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

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

Powered Tech Desk



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

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

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

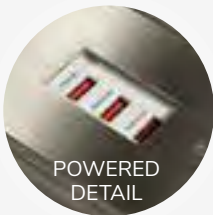
Take Charge.

Denotes Powered Products



Powered Tech Tablet Chair

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



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



B.

A.



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

Powered Poducts

Denotes AC and USB charging outlets



Wireless Charging Table



POWERED
DETAIL

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



Village Charging Hub



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



POWERED
DETAIL

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

Soft Seating

Create Engaging Booth Environments

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

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



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

Valencia Sofa & Chair 10'x10' Booth

A.



B.



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

Soft Seating Collections

A.



B.



C.



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

A.



B.



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

A.



B.




C.



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

Soft Seating

Denotes Powered Products 

Create Engaging Booth Environments



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

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


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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

Soft Seating Collections

Available in Power 



A.



B.

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



A.



B.

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



B.



A.



C.

NAPLES 
A) 810119 Chair
(black vinyl)
36"L 30"D 33.25"H
810120 (Powered)
B) 830119 Sofa
(black vinyl)
87"L 30"D 33.25"H
830121 (Powered)
C) 830120 Loveseat
(black vinyl)
62"L 30"D 33.25"H
830122 (Powered)

Accent Chairs

Create Space

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



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



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



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



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

Meeting & Stage Chairs



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



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

Accent Chairs

Accent Chair Styles



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



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



Accent Tables | pg 26



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



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



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

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

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

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

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

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



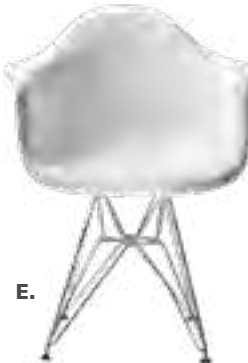
A.



B.



D.



E.



F.

Group Seating

Lounges

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

ZENITH

- A) 810851 Chair**
(white, chrome)
18.25"L 22"D 32"H
- B) 820241 Madison Hydraulic Café Table**
(chrome base, gray acajou top)
30"RND 29"H



LAGUNA

- C) 810861 Chair**
(maple, chrome)
18"L 19"D 34"H
- D) 8201223 Round Café Table**
(white laminate top, chrome hydraulic base)
30" RND 29"H



MALBA

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



A.

MARINA

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



B.



C.



D.



E.



Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.

Mix & Match

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

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



I.

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

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

- C) 81093 Lucent Chair**
(frosted, acrylic)
19.5"L 19.75"D 32.5"H

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

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

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

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

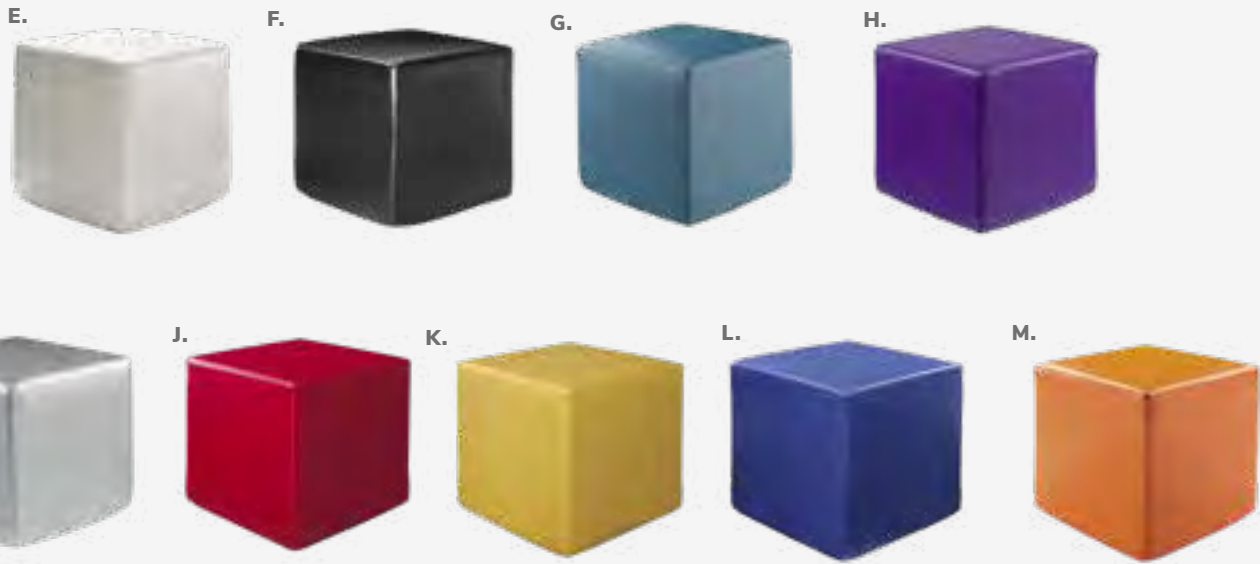
- H) 81082 Blade Chair**
(red)
20.5"L 19"D 30.5"H

Ottomans

Vibe Cube

18"L 18"D 18"H

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



Beverly Bench Ottomans



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

Styles & Shapes



- ENDLESS Square**
34"L 34"D 15"H
A) 815123 (black)
B) 815122 (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
C) 815952 (black)
D) 815953 (white)



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

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

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



C.



D.



E.



F.



G.



H.



I.



J.



K.

Marche Swivel Ottomans



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.

Marche Swivel Ottomans

17" RND 18"H

A) 815150 (white vinyl)

B) 815154 (red fabric)

C) 81539 (ivory faux sheep fur)

D) 815158 (pear yellow fabric)

E) 815156 (plum fabric)

F) 815159 (blue fabric)

G) 815151 (gray fabric)

H) 815155 (rose quartz fabric)

I) 815152 (linen fabric)

J) 815153 (raspberry fabric)

K) 815157 (meadow green fabric)

L) 815160 (orange fabric)

M) 81543 (black vinyl)

N) 81540 (forest green vinyl)

O) 81541 (teal velvet)

P) 81542 (distressed brown vinyl)

Accent Tables

Tables and Meeting Rooms

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



MESA

A) 820135 End Table
20.5"RND 21.25"H (wood top, bronze)
B) 820132 Cocktail Table
32.25"RND 17.25"H (wood top, bronze)

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

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

Styles & Shapes



ALONDRA

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

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

GEO

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

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

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

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




SEDONA SIDE TABLE

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



Styles & Shapes



Available in Power 

SYDNEY

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

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

REGIS

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

SILVERADO

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

WIRELESS

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

AURA

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

Café Tables



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



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



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

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



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

Customize and Create

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



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

Café Tables

Standard Black Base
30" RND 29"H

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

36" RND 29"H
8201243 (black)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

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

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

Mix & Match

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



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

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

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

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



Bar Tables

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



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



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



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



Customize and Create

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



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

Bar Tables Standard Black Base 30" RND 42"H

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

36" RND 42"H
8201241 (black)

Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

Style & Design

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



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

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

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

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



Barstools

LIFT Barstools

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



Marina Barstools



Marina Barstools
21"L17.5"D41.5"H

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

All frames brushed metal.

Barstools

Mix & Match

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

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

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

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

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

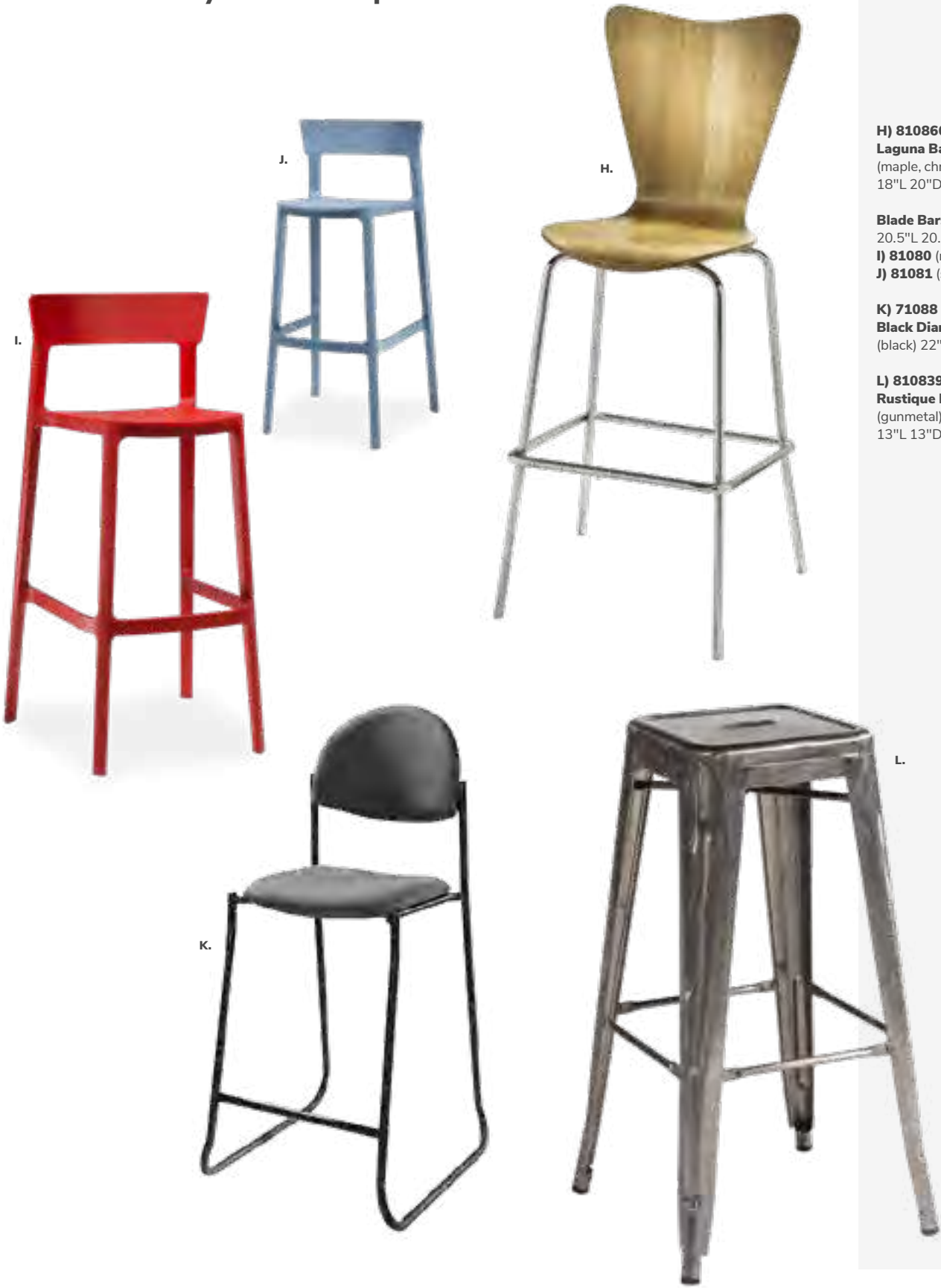
G) 81092
Lucent Barstool
(frosted, acrylic)
22"L 22.5"D 45.5"H

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

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



Barstools Styles & Shapes



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

Blade Barstool
20.5"L 20.125"D 40.5"H
I) 81080 (red)
J) 81081 (sky blue)

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

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

Conference Tables

42" Round Conference Table

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



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

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



Geo Tables



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

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

Work Space



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

Conference Tables

Madison

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

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

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

A.



B.



C.



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

Black Rectangular Conference Table

A.



B.



C.



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

Black Rectangular Conference Table
(black top, silver)

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

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

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

Executive Seating

Pro Executive High Back Chair
25"L 24"D 48"H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
Adjustable height



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

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



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



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



Communal and Powered Tables

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

Table Top Options

BLACK

WHITE

MAPLE

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

Denotes AC and USB charging outlets

POWERED DETAIL

Bar Tables



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

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

Café Tables



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

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

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

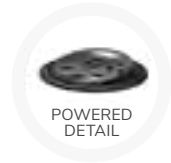
Office Essentials



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



A. ⚡



B. ⚡



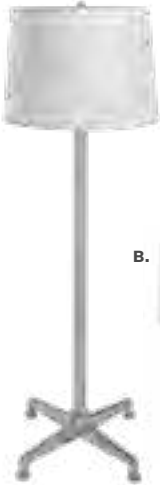
Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Denotes AC and USB charging outlets ⚡

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

Lighting & Shelving

A.



B.



C.



D.



ACCENT LAMPS

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

SHELVING

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

Show Essentials

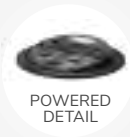
Denotes AC and USB charging outlets



Midtown Powered Counter

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

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



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



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

Midtown Bar

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

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

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



(lit-blue)



(lit-red)



(lit-green)



(lit-white)

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

Product Display Counter



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

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

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

Show Essentials

Greenery and Dividers

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

HEDGE

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



Miramar Dividers



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

Show Essentials

Product Kiosk & Display

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

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

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



Stanchions & Signage

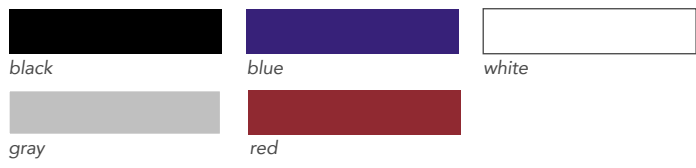
A) 220121
Chrome Stanchion
w/ 8' Retractable Belt
(black, belt) 42"H

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



Draped or Undraped Tables & Counters

Table Drape Colors



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



Sizing Chart*

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

Show Essentials

Storage



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



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

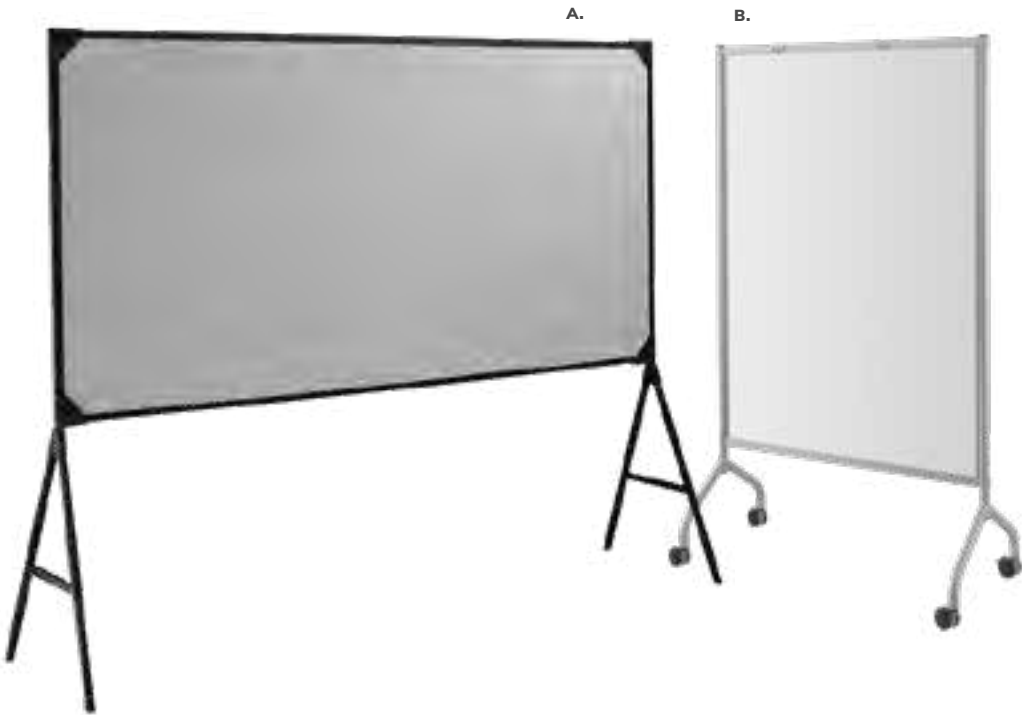


8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H



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

Office Accessories



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

B) 84050
Mobile White Board
(white laminate, white)
48"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

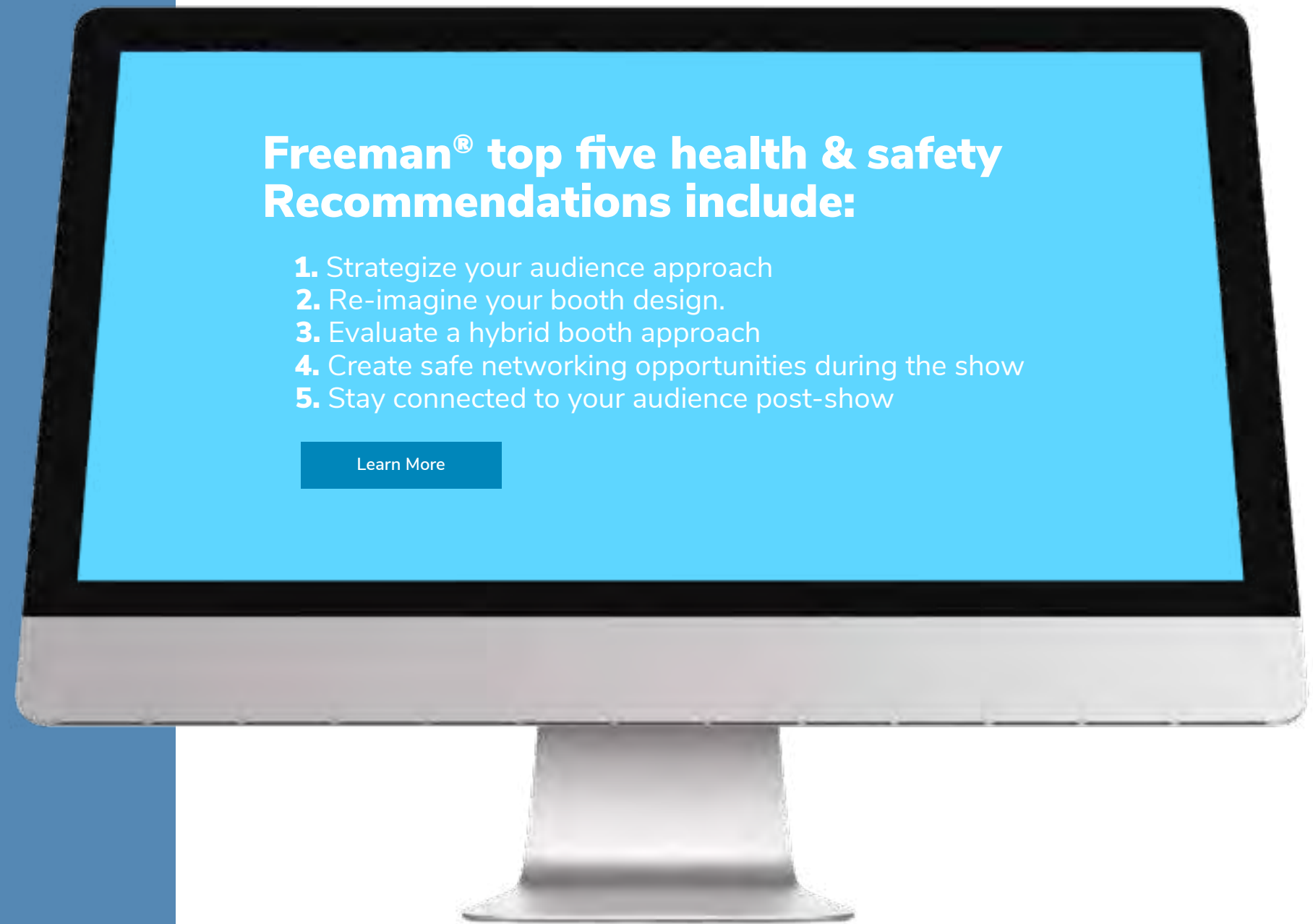
In all cases, we've put considerable thought into them.

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

Freeman® top five health & safety Recommendations include:

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

[Learn More](#)



Health & Safety

Safety Dividers

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

Personalize here

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

Also available in opaque and personalization available.

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



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.

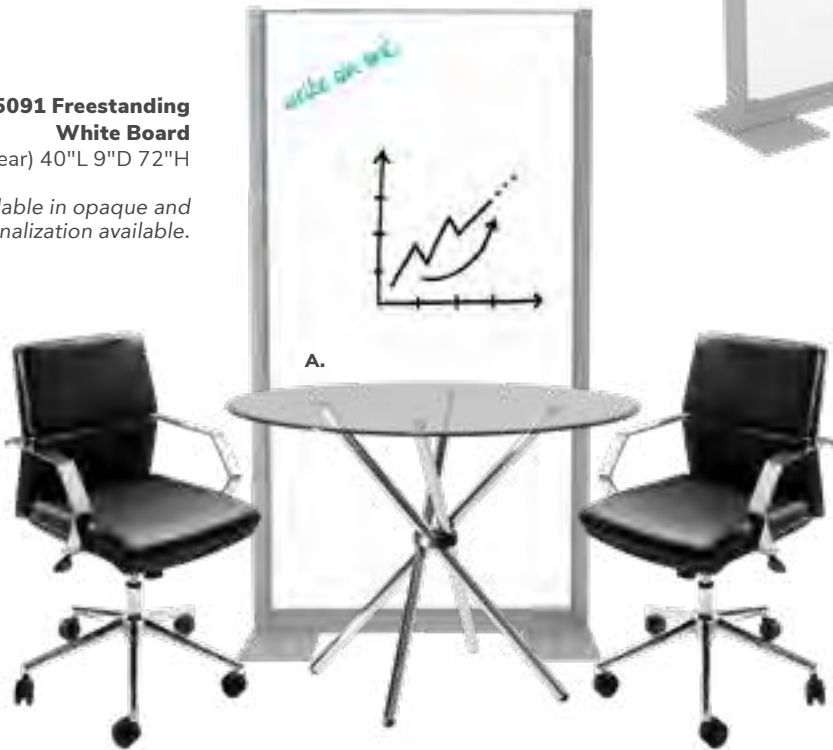


85064 Flag Pole Divider
(silver, clear) 34"L 11"W 47-74"H

Also available in opaque and personalization available.

85091 Freestanding White Board
(silver, clear) 40"L 9"D 72"H

Also available in opaque and personalization available.



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

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

Please Note:

Safety dividers also available in opaque finish. Graphics and branding options also available. View those options [here](#) and learn more about our SafeConnect Promise on [Freeman.com](#)

Health & Safety

Greenery and Dividers

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

20'x20' Midtown, Greenery Booth

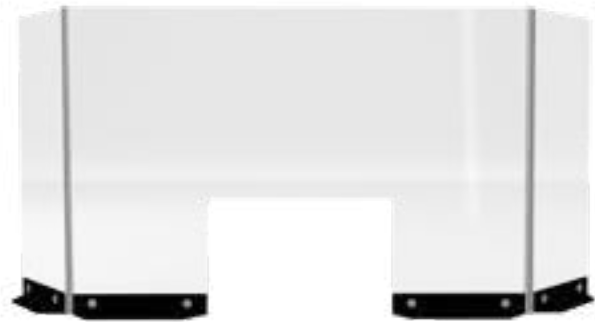
Midtown Bar | pg 46
Dividers | pg 59
Accent Chair | pg 16
Bar Tables | pg 7
Barstools | pg 33
Greenery | pg 48



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



85050 Clear Divider Bar Counter
(silver, clear) 48-70\"/>



Personalize here



Miramar Dividers
(molded plastic)
A) 85043 (white)
Also available in the following colors.
See page 47.
85043 (harvest yellow)
85042 (burgundy)
85041 (gray)
Vertical: 63\"/>

B) 8201233 Hydraulic Cafe Table
(orange top, chrome)
30\"/>

C) 810861 Laguna Chair
(maple, chrome)
18\"/>

Health & Safety

Stanchions & Booth Design

Stanchions & Booth Design

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



**10'x10' - Beverly
Demonstration Booth**

- Greenery | pg 48
- Safety Decals | pg 63
- Bar Tables | pg 33
- Barstools | pg 33
- Side Tables | pg 29
- Ottomans | pg 24



10'x10' - Atherton Conversation Booth

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



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



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

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

Health & Safety

Safety & Directional Signage

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



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

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



Safety & Directional Signage

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



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

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

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

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

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

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

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

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

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

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

Health & Safety

Sanitization Product & Services

Hand Sanitizing Stations

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



1510103 Clear Barrier
(plexi, clear) 31.5"W x 36"H

Also available in opaque and personalization available.

1510100 Clear Barrier with graphic

[Personalize here](#)

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



(888) 508-5054

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Place your order online at
www.freeman.com/store

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NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---------------------------------------|--------|---------------------------|--------------|----------------|----------------|-------|
| SOFT SEATING | | | | | | |
| Naples Group - Black Vinyl | | | | | | |
| _____ | 810119 | Chair..... | 815.00 | 896.50 | 1,141.00 | _____ |
| _____ | 830120 | Loveseat..... | 945.00 | 1,039.50 | 1,323.00 | _____ |
| _____ | 830119 | Sofa..... | 1,075.00 | 1,182.50 | 1,505.00 | _____ |
| Munich Group - Gray Fabric | | | | | | |
| _____ | 810151 | Armless Chair..... | 520.00 | 572.00 | 728.00 | _____ |
| Baja Group - White Vinyl | | | | | | |
| _____ | 81050 | Chair..... | 815.00 | 896.50 | 1,141.00 | _____ |
| _____ | 83020 | Loveseat..... | 945.00 | 1,039.50 | 1,323.00 | _____ |
| _____ | 83019 | Sofa..... | 1,075.00 | 1,182.50 | 1,505.00 | _____ |
| Valencia - Velvet | | | | | | |
| _____ | 810180 | Chair - Spice Orange..... | 650.00 | 715.00 | 910.00 | _____ |
| _____ | 83045 | Sofa - Coffee Brown..... | 845.00 | 929.50 | 1,183.00 | _____ |
| Key Largo Group - Black Fabric | | | | | | |
| _____ | 830950 | Loveseat..... | 780.00 | 858.00 | 1,092.00 | _____ |
| _____ | 830951 | Sofa..... | 910.00 | 1,001.00 | 1,274.00 | _____ |
| _____ | 810950 | Chair..... | 650.00 | 715.00 | 910.00 | _____ |
| Allegro Group - Blue Fabric | | | | | | |
| _____ | 81019 | Chair..... | 650.00 | 715.00 | 910.00 | _____ |
| _____ | 83015 | Sofa..... | 910.00 | 1,001.00 | 1,274.00 | _____ |
| Fairfax Group - White Vinyl | | | | | | |
| _____ | 810949 | Chair..... | 520.00 | 572.00 | 728.00 | _____ |
| _____ | 830949 | Sofa..... | 780.00 | 858.00 | 1,092.00 | _____ |
| Palm Beach - White Vinyl | | | | | | |
| _____ | 83040 | Sofa..... | 945.00 | 1,039.50 | 1,323.00 | _____ |
| Sterling Group - Gray Fabric | | | | | | |
| _____ | 81037 | Chair..... | 945.00 | 1,039.50 | 1,323.00 | _____ |
| _____ | 8309 | Sofa..... | 1,270.00 | 1,397.00 | 1,778.00 | _____ |
| Cordoba Group - Taupe/Black | | | | | | |
| _____ | 81048 | Chair..... | N/A | N/A | N/A | _____ |
| _____ | 83013 | Loveseat..... | N/A | N/A | N/A | _____ |

CASUAL SEATING

Ottomans

| | | | | | | |
|-------|--------|-----------------------------------|--------|--------|--------|-------|
| _____ | 815122 | Endless Square - White Vinyl..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 815123 | Endless Square - Black Vinyl..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 815953 | Endless Curve - White Vinyl..... | 565.00 | 621.50 | 791.00 | _____ |
| _____ | 815952 | Endless Curve - Black Vinyl..... | 565.00 | 621.50 | 791.00 | _____ |
| _____ | 81518 | Vibe Cube - Blue Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81519 | Vibe Cube - Red Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81525 | Vibe Cube - Orange Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81517 | Vibe Cube - Yellow Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81530 | Vibe Cube - Black Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81531 | Vibe Cube - White Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |

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|-------------------------------------|--------|---|--------------|----------------|----------------|-------|
| Ottomans (continued) | | | | | | |
| _____ | 81532 | Vibe Cube - Steel Blue Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81533 | Vibe Cube - Silver Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81534 | Vibe Cube - Purple Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81535 | Vibe Cube -Citrus Green Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81536 | Vibe Cube - Taupe Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81537 | Vibe Cube - Spice Orange Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 81538 | Vibe Cube - Desert Rose Vinyl..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 815151 | Marche Swivel - Gray Fabric..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 815154 | Marche Swivel - Red Fabric..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 815159 | Marche Swivel - Blue Fabric..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 815152 | Marche Swivel - Linen Fabric..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 815157 | Marche Swivel - Meadow Green Fabric..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 815158 | Marche Swivel - Pear Yellow Fabric..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 815156 | Marche Swivel - Plum Fabric..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 815153 | Marche Swivel - Raspberry Fabric..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 815155 | Marche Swivel - Rose Quartz Fabric..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 815150 | Marche Swivel - White Vinyl..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 815160 | Marche Swivel - Orange Fabric..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 81540 | Marche Swivel - Forest Green Vinyl..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 81541 | Marche Swivel - Teal Velvet..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 81542 | Marche Swivel - Distressed Brown Vinyl..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 81543 | Marche Swivel - Black Vinyl..... | 275.00 | 302.50 | 385.00 | _____ |
| _____ | 81539 | Marche Swivel - Ivory Faux Sheep Fur..... | 275.00 | 302.50 | 385.00 | _____ |
| Beverly Bench Ottomans | | | | | | |
| _____ | 81550 | Black Vinyl..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 81551 | Brown Fabric..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 81552 | Gray Fabric..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 81553 | Linen Fabric..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 81554 | Ocean Blue Fabric..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 81555 | Red Fabric..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 81556 | White Vinyl..... | 535.00 | 588.50 | 749.00 | _____ |
| Beverly Small Bench Ottomans | | | | | | |
| _____ | 81560 | Black Vinyl..... | 405.00 | 445.50 | 567.00 | _____ |
| _____ | 81561 | Blue Fabric..... | 405.00 | 445.50 | 567.00 | _____ |
| _____ | 81562 | Brown Fabric..... | 405.00 | 445.50 | 567.00 | _____ |
| _____ | 81563 | Green Fabric..... | 405.00 | 445.50 | 567.00 | _____ |
| _____ | 81565 | Linen Fabric..... | 405.00 | 445.50 | 567.00 | _____ |
| _____ | 81568 | Red Fabric..... | 405.00 | 445.50 | 567.00 | _____ |
| _____ | 81569 | White Vinyl..... | 405.00 | 445.50 | 567.00 | _____ |
| _____ | 81566 | Lavender Fabric..... | 405.00 | 445.50 | 567.00 | _____ |
| _____ | 81567 | Orange Fabric..... | 405.00 | 445.50 | 567.00 | _____ |
| _____ | 81564 | Gray Fabric..... | 405.00 | 445.50 | 567.00 | _____ |
| _____ | 81570 | Yellow Fabric..... | 405.00 | 445.50 | 567.00 | _____ |
| Accent Chairs | | | | | | |
| _____ | 71089 | Black Diamond Side Chair..... | 175.00 | 192.50 | 245.00 | _____ |
| _____ | 71090 | Black Diamond Arm Chair..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 810861 | Laguna Chair - Maple/Chrome..... | 210.00 | 231.00 | 294.00 | _____ |

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|----------------------------------|--------|---|--------------|----------------|----------------|-------|
| Accent Chairs (continued) | | | | | | |
| | 210108 | Limerick® Chair by Herman Miller..... | 115.00 | 126.50 | 161.00 | |
| | 810816 | Madrid Chair - White Vinyl/Chrome..... | 815.00 | 896.50 | 1,141.00 | |
| | 810948 | Meeting Chair - White Vinyl..... | 425.00 | 467.50 | 595.00 | |
| | 810164 | Marina Chair - White Vinyl..... | 235.00 | 258.50 | 329.00 | |
| | 810160 | Marina Chair - Black Vinyl..... | 235.00 | 258.50 | 329.00 | |
| | 810161 | Marina Chair - Brown Fabric..... | 235.00 | 258.50 | 329.00 | |
| | 810162 | Marina Chair - Ocean Blue Fabric..... | 235.00 | 258.50 | 329.00 | |
| | 810163 | Marina Chair - Red Fabric..... | 235.00 | 258.50 | 329.00 | |
| | 810131 | Malba Chair - Gray Molded Plastic..... | 150.00 | 165.00 | 210.00 | |
| | 810130 | Malba Chair - Green Molded Plastic..... | 150.00 | 165.00 | 210.00 | |
| | 810846 | Christopher Chair - White Vinyl/Chrome..... | 195.00 | 214.50 | 273.00 | |
| | 810851 | Zenith Chair - White/Chrome..... | 210.00 | 231.00 | 294.00 | |
| | 810841 | Rustique Chair - Gunmetal..... | 195.00 | 214.50 | 273.00 | |
| | 810837 | Razor Armless Chair - White High Density Plastic..... | 145.00 | 159.50 | 203.00 | |
| | 810875 | Swanson Swivel Chair - White Vinyl..... | 425.00 | 467.50 | 595.00 | |
| | 81083 | Blade Chair - Sky Blue..... | 145.00 | 159.50 | 203.00 | |
| | 81082 | Blade Chair - Red..... | 145.00 | 159.50 | 203.00 | |
| | 81093 | Lucent Chair - Frosted Acrylic..... | 260.00 | 286.00 | 364.00 | |
| | 810145 | Wentworth Chair - Brown Vinyl..... | 425.00 | 467.50 | 595.00 | |
| | 81024 | Atherton Chair - Brown Leather..... | 945.00 | 1,039.50 | 1,323.00 | |
| | 81034 | Bowery Chair - Yellow Fabric..... | 650.00 | 715.00 | 910.00 | |
| | 81035 | Century Chair - Gray Velvet..... | 650.00 | 715.00 | 910.00 | |
| | 81036 | Lena Chair - Green Leather..... | 650.00 | 715.00 | 910.00 | |
| | 81031 | Montreal Chair - Blue Fabric..... | 815.00 | 896.50 | 1,141.00 | |
| | 81032 | Pasadena Chair - White Plastic..... | 410.00 | 451.00 | 574.00 | |
| | 81038 | Tech Chair - Gray Vinyl..... | 815.00 | 896.50 | 1,141.00 | |
| | 81039 | Tech Tablet Chair - Gray Vinyl..... | 815.00 | 896.50 | 1,141.00 | |
| | 81046 | Brooklyn Swivel Meeting Chair - White/Oak..... | N/A | N/A | N/A | |
| | 81047 | Brooklyn Swivel Meeting Chair - White/Black..... | N/A | N/A | N/A | |
| Executive Seating | | | | | | |
| | 71045 | Gray Gaslift Chair Without Arms..... | 310.00 | 341.00 | 434.00 | |
| | 810874 | La Brea Swivel Chair - Charcoal Gray Fabric..... | 520.00 | 572.00 | 728.00 | |
| | 810175 | Genesis Chair - Black..... | 325.00 | 357.50 | 455.00 | |
| | 810844 | Pro Executive High Back Chair - White Vinyl..... | 455.00 | 500.50 | 637.00 | |
| | 810946 | Pro Executive High Back Chair - Black Vinyl..... | 455.00 | 500.50 | 637.00 | |
| | 810945 | Pro Executive Mid Back Chair - White Vinyl..... | 455.00 | 500.50 | 637.00 | |
| | 810944 | Pro Executive Mid Back Chair - Black Vinyl..... | 455.00 | 500.50 | 637.00 | |
| | 810947 | Pro Executive Guest Chair - Black Vinyl..... | 455.00 | 500.50 | 637.00 | |
| | 810170 | Cupertino Mid Back Chair - Black Vinyl..... | 585.00 | 643.50 | 819.00 | |
| Barstools | | | | | | |
| | 71088 | Black Diamond Stool..... | 255.00 | 280.50 | 357.00 | |
| | 71047 | Gray Gaslift Stool without Arms..... | 385.00 | 423.50 | 539.00 | |
| | 810860 | Laguna Barstool - Maple/Chrome..... | 275.00 | 302.50 | 385.00 | |
| | 210109 | Limerick® Stool by Herman Miller..... | 180.00 | 198.00 | 252.00 | |
| | 810872 | Lift Barstool - Gray Vinyl/Chrome..... | 255.00 | 280.50 | 357.00 | |
| | 810873 | Lift Barstool - Red Vinyl/Chrome..... | 255.00 | 280.50 | 357.00 | |

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|------------------------------|--------|---|--------------|----------------|----------------|-------|
| Barstools (continued) | | | | | | |
| | 810871 | Lift Barstool - Black Vinyl/Chrome..... | 255.00 | 280.50 | 357.00 | |
| | 810870 | Lift Barstool - White Vinyl/Chrome..... | 255.00 | 280.50 | 357.00 | |
| | 810103 | Banana Barstool - White Vinyl/Chrome..... | 285.00 | 313.50 | 399.00 | |
| | 810104 | Banana Barstool - Black Vinyl/Chrome..... | 285.00 | 313.50 | 399.00 | |
| | 810850 | Zenith Barstool - White/Chrome..... | 275.00 | 302.50 | 385.00 | |
| | 810840 | Zoey Barstool - White Vinyl/Chrome..... | 440.00 | 484.00 | 616.00 | |
| | 810848 | Christopher Barstool - White Vinyl/Chrome..... | 275.00 | 302.50 | 385.00 | |
| | 810202 | Shark Swivel Barstool - White Plastic/Chrome..... | 455.00 | 500.50 | 637.00 | |
| | 810839 | Rustique Barstool - Gunmetal..... | 195.00 | 214.50 | 273.00 | |
| | 81080 | Blade Barstool - Red..... | 210.00 | 231.00 | 294.00 | |
| | 81081 | Blade Barstool - Sky Blue..... | 210.00 | 231.00 | 294.00 | |
| | 81092 | Lucent Barstool - Frosted Acrylic..... | 340.00 | 374.00 | 476.00 | |
| | 810135 | Task Stool - Black Fabric..... | 395.00 | 434.50 | 553.00 | |
| | 81026 | Marina Barstool - Ocean Blue..... | 310.00 | 341.00 | 434.00 | |
| | 81027 | Marina Barstool - Black Vinyl..... | 310.00 | 341.00 | 434.00 | |
| | 81028 | Marina Barstool - Brown Fabric..... | 310.00 | 341.00 | 434.00 | |
| | 81029 | Marina Barstool - Red Fabric..... | 310.00 | 341.00 | 434.00 | |
| | 81030 | Marina Barstool - White Vinyl..... | 310.00 | 341.00 | 434.00 | |

Draped Tables & Counters

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

| | | | | | | |
|--|----------|--------------------------------|--------|--------|--------|--|
| | 124330 | Draped Table 3'L x 30"H..... | N/A | N/A | N/A | |
| | 124430 | Draped Table 4'L x 30"H..... | 230.00 | 253.00 | 322.00 | |
| | 124630 | Draped Table 6'L x 30"H..... | 275.00 | 302.50 | 385.00 | |
| | 124830 | Draped Table 8'L x 30"H..... | 295.00 | 324.50 | 413.00 | |
| | 12404630 | 4th Side Drape 6'L x 30"H..... | 65.00 | 71.50 | 91.00 | |
| | 12404830 | 4th Side Drape 8'L x 30"H..... | 65.00 | 71.50 | 91.00 | |
| | 124342 | Draped Counter 3'L x 42"H..... | N/A | N/A | N/A | |
| | 124442 | Draped Counter 4'L x 42"H..... | 275.00 | 302.50 | 385.00 | |
| | 124642 | Draped Counter 6'L x 42"H..... | 300.00 | 330.00 | 420.00 | |
| | 124842 | Draped Counter 8'L x 42"H..... | 340.00 | 374.00 | 476.00 | |
| | 12404642 | 4th Side Drape 6'L x 42"H..... | 80.00 | 88.00 | 112.00 | |
| | 12404842 | 4th Side Drape 8'L x 42"H..... | 80.00 | 88.00 | 112.00 | |

Undraped Tables & Counters

| | | | | | | |
|--|--------|----------------------------------|--------|--------|--------|--|
| | 125330 | Undraped Table 3'L x 30"H..... | N/A | N/A | N/A | |
| | 125430 | Undraped Table 4'L x 30"H..... | 165.00 | 181.50 | 231.00 | |
| | 125630 | Undraped Table 6'L x 30"H..... | 210.00 | 231.00 | 294.00 | |
| | 125830 | Undraped Table 8'L x 30"H..... | 230.00 | 253.00 | 322.00 | |
| | 125342 | Undraped Counter 3'L x 42"H..... | N/A | N/A | N/A | |
| | 125442 | Undraped Counter 4'L x 42"H..... | 195.00 | 214.50 | 273.00 | |
| | 125642 | Undraped Counter 6'L x 42"H..... | 220.00 | 242.00 | 308.00 | |
| | 125842 | Undraped Counter 8'L x 42"H..... | 260.00 | 286.00 | 364.00 | |

Table Top Risers - Risers are 8" wide

| | | | | | | |
|--|---------|---------------------------------------|-------|-------|-------|--|
| | 1504100 | Black 4'L x 7"H Corrugated Riser..... | 30.15 | 33.15 | 42.20 | |
| | 1504101 | White 4'L x 7"H Corrugated Riser..... | 30.15 | 33.15 | 42.20 | |
| | 1506100 | Black 6'L x 7"H Corrugated Riser..... | 35.30 | 38.85 | 49.40 | |
| | 1506101 | White 6'L x 7"H Corrugated Riser..... | 35.30 | 38.85 | 49.40 | |

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|--|---------|--|--------------|----------------|----------------|-------|
| Table Top Risers - Risers are 8" wide (continued) | | | | | | |
| _____ | 1508100 | Black 8'L x 7"H Corrugated Riser..... | 40.70 | 44.75 | 57.00 | _____ |
| _____ | 1508101 | White 8'L x 7"H Corrugated Riser..... | 40.70 | 44.75 | 57.00 | _____ |
| _____ | 1504200 | Black 4'L x 14"H Corrugated Riser..... | 46.10 | 50.70 | 64.55 | _____ |
| _____ | 1504201 | White 4'L x 14"H Corrugated Riser..... | 46.10 | 50.70 | 64.55 | _____ |
| _____ | 1506200 | Black 6'L x 14"H Corrugated Riser..... | 56.40 | 62.05 | 78.95 | _____ |
| _____ | 1506201 | White 6'L x 14"H Corrugated Riser..... | 56.40 | 62.05 | 78.95 | _____ |
| _____ | 1508200 | Black 8'L x 14"H Corrugated Riser..... | 66.70 | 73.35 | 93.40 | _____ |
| _____ | 1508201 | White 8'L x 14"H Corrugated Riser..... | 66.70 | 73.35 | 93.40 | _____ |
| Pedestal Tables - Soho Series | | | | | | |
| _____ | 72069 | Black Top Cafe Table - 30"H x 24"W..... | 325.00 | 357.50 | 455.00 | _____ |
| _____ | 72067 | Black Top Cafe Table - 30"H x 36"W..... | 345.00 | 379.50 | 483.00 | _____ |
| _____ | 72066 | Black Top Mini Table - 18"H x 18"W..... | 285.00 | 313.50 | 399.00 | _____ |
| _____ | 72070 | Black Top Bistro Table - 42"H x 24"W..... | 325.00 | 357.50 | 455.00 | _____ |
| _____ | 72068 | Black Top Bistro Table - 42"H x 36"W..... | 345.00 | 379.50 | 483.00 | _____ |
| Pedestal Tables - Chelsea Series | | | | | | |
| _____ | 72063 | Butcher Block Top Cafe Table - 30"H x 30"W..... | 325.00 | 357.50 | 455.00 | _____ |
| _____ | 72064 | Butcher Block Top Cafe Table - 30"H x 36"W..... | 345.00 | 379.50 | 483.00 | _____ |
| _____ | 720163 | Butcher Block Top Bistro Table - 42"H x 30"W..... | 325.00 | 357.50 | 455.00 | _____ |
| _____ | 720164 | Butcher Block Top Bistro Table - 42"H x 36"W..... | 345.00 | 379.50 | 483.00 | _____ |
| Pedestal Tables | | | | | | |
| _____ | 8201208 | Hydraulic Base Cafe Table - Maple..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 8201207 | Hydraulic Base Bar Table - Maple..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 8201209 | Hydraulic Base Cafe Table - Graphite..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 8201211 | Hydraulic Base Bar Table - Graphite..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 8201206 | Hydraulic Base Cafe Table - Maple..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 8201205 | Hydraulic Base Bar Table - Maple..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 820126 | Hydraulic Base Cafe Table - White Laminate..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 820125 | Hydraulic Base Bar Table - White Laminate..... | 535.00 | 588.50 | 749.00 | _____ |
| _____ | 820241 | Madison Hydraulic Base Cafe Table - Gray Acajou..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 820240 | Madison Hydraulic Base Bar Table - Gray Acajou..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 820265 | Madison Cafe Table - Gray Acajou..... | 385.00 | 423.50 | 539.00 | _____ |
| _____ | 820264 | Madison Bar Table - Gray Acajou..... | 385.00 | 423.50 | 539.00 | _____ |
| _____ | 8201220 | 30" Cafe Table Black Base - White Laminate..... | 385.00 | 423.50 | 539.00 | _____ |
| _____ | 8201221 | 30" Bar Table Black Base - White Laminate..... | 385.00 | 423.50 | 539.00 | _____ |
| _____ | 8201222 | 30" Bar Table Chrome Base - White Laminate..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 8201223 | 30" Cafe Table Chrome Base - White Laminate..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 820920 | 30" Bar Table Chrome Hydraulic Base - Red..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 820921 | 30" Cafe Table Chrome Hydraulic Base - Red..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 820922 | 30" Bar Table Chrome Hydraulic Base - Graphite..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 820923 | 30" Cafe Table Chrome Hydraulic Base - Graphite..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 820930 | 30" Bar Table w/ Hydraulic Base - Blue..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 820931 | 30" Bar Table w/ Black Base - Blue..... | 385.00 | 423.50 | 539.00 | _____ |
| _____ | 820932 | 30" Bar Table w/ Hydraulic Base - Wood..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 820933 | 30" Bar Table w/ Black Base - Wood..... | 385.00 | 423.50 | 539.00 | _____ |
| _____ | 820940 | 30" Cafe Table w/ Hydraulic Base - Blue..... | 515.00 | 566.50 | 721.00 | _____ |
| _____ | 820941 | 30" Cafe Table w/ Black Base - Blue..... | 385.00 | 423.50 | 539.00 | _____ |

NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: BOOTH #:

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|------------------------------------|---------|--|--------------|----------------|----------------|-------|
| Pedestal Tables (continued) | | | | | | |
| | 820942 | 30" Cafe Table w/ Hydraulic Base - Wood..... | 515.00 | 566.50 | 721.00 | |
| | 820943 | 30" Cafe Table w/ Black Base - Wood..... | 385.00 | 423.50 | 539.00 | |
| | 820910 | 30" Bar Table w/ Hydraulic Base - Gunmetal..... | 515.00 | 566.50 | 721.00 | |
| | 820911 | 30" Bar Table w/ Hydraulic Base - Black..... | 515.00 | 566.50 | 721.00 | |
| | 820912 | 30" Bar Table w/ Hydraulic Base - Green..... | 515.00 | 566.50 | 721.00 | |
| | 820913 | 30" Bar Table w/ Hydraulic Base - Orange..... | 515.00 | 566.50 | 721.00 | |
| | 820268 | 30" Bar Table w/ Hydraulic Base - Whiteboard..... | N/A | N/A | N/A | |
| | 820914 | 30" Bar Table w/ Hydraulic Base - Yellow..... | 515.00 | 566.50 | 721.00 | |
| | 820915 | 30" Bar Table w/ Black Base - Gunmetal..... | 385.00 | 423.50 | 539.00 | |
| | 820916 | 30" Bar Table w/ Black Base - Black..... | 385.00 | 423.50 | 539.00 | |
| | 820917 | 30" Bar Table w/ Black Base - Green..... | 385.00 | 423.50 | 539.00 | |
| | 820918 | 30" Bar Table w/ Black Base - Orange..... | 385.00 | 423.50 | 539.00 | |
| | 820919 | 30" Bar Table w/ Black Base - Yellow..... | 385.00 | 423.50 | 539.00 | |
| | 820269 | 30" Bar Table w/ Black Base - Whiteboard..... | N/A | N/A | N/A | |
| | 8201230 | 30" Cafe Table w/ Hydraulic Base - Gunmetal..... | 515.00 | 566.50 | 721.00 | |
| | 8201231 | 30" Cafe Table w/ Hydraulic Base - Black..... | 515.00 | 566.50 | 721.00 | |
| | 8201232 | 30" Cafe Table w/ Hydraulic Base - Green..... | 515.00 | 566.50 | 721.00 | |
| | 8201233 | 30" Cafe Table w/ Hydraulic Base - Orange..... | 515.00 | 566.50 | 721.00 | |
| | 8201234 | 30" Cafe Table w/ Hydraulic Base - Yellow..... | 515.00 | 566.50 | 721.00 | |
| | 820270 | 30" Cafe Table w/ Hydraulic Base - Whiteboard..... | N/A | N/A | N/A | |
| | 8201235 | 30" Cafe Table w/ Black Base - Gunmetal..... | 385.00 | 423.50 | 539.00 | |
| | 8201236 | 30" Cafe Table w/ Black Base - Black..... | 385.00 | 423.50 | 539.00 | |
| | 8201237 | 30" Cafe Table w/ Back Base - Green..... | 385.00 | 423.50 | 539.00 | |
| | 8201238 | 30" Cafe Table w/ Black Base - Orange..... | 385.00 | 423.50 | 539.00 | |
| | 8201239 | 30" Cafe Table w/ Black Base - Yellow..... | 385.00 | 423.50 | 539.00 | |
| | 820271 | 30" Cafe Table w/ Black Base - Whiteboard..... | N/A | N/A | N/A | |
| | 8201240 | 36" Bar Table w/ Hydraulic Base - Black..... | 535.00 | 588.50 | 749.00 | |
| | 8201241 | 36" Bar Table w// Black Base - Black..... | 425.00 | 467.50 | 595.00 | |
| | 8201242 | 36" Cafe Table w/ Hydraulic Base - Black..... | 535.00 | 588.50 | 749.00 | |
| | 8201243 | 36" Cafe Table w/ Black Base - Black..... | 425.00 | 467.50 | 595.00 | |
| | 820273 | 36" Bar Table w/ Black Base - Whiteboard..... | N/A | N/A | N/A | |
| | 820272 | 36" Bar Table w/ Hydraulic Base - Whiteboard..... | N/A | N/A | N/A | |
| | 820267 | 36" Cafe Table w/ Black Base - Whiteboard..... | N/A | N/A | N/A | |
| | 820274 | 36" Cafe Table w/ Hydraulic Base - Whiteboard..... | N/A | N/A | N/A | |

Accent Tables

| | | | | | | |
|--|---------|--|--------|--------|--------|--|
| | 82015 | Silverado End Table - Tempered Glass/Painted Steel..... | 385.00 | 423.50 | 539.00 | |
| | 82014 | Silverado Cocktail Table - Tempered Glass/Painted Steel..... | 490.00 | 539.00 | 686.00 | |
| | 820252 | Alondra End Table - Glass/Chrome..... | 385.00 | 423.50 | 539.00 | |
| | 820250 | Alondra Cocktail Table - Glass/Chrome..... | 490.00 | 539.00 | 686.00 | |
| | 820253 | Alondra End Table - Wood/Chrome..... | 385.00 | 423.50 | 539.00 | |
| | 820251 | Alondra Cocktail Table - Wood/Chrome..... | 490.00 | 539.00 | 686.00 | |
| | 8201224 | Atomic 36" Round Table - Glass/Chrome..... | 495.00 | 544.50 | 693.00 | |
| | 8201225 | Atomic 42" Round Table - Glass/Chrome..... | 515.00 | 566.50 | 721.00 | |
| | 82028 | Geo End Table - Wood/Black Steel..... | 325.00 | 357.50 | 455.00 | |
| | 82027 | Geo Cocktail Table - Wood/Black Steel..... | 425.00 | 467.50 | 595.00 | |

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|----------------------------------|---------|---|--------------|----------------|----------------|-------|
| | 82035 | Geo End Table - Glass/Chrome..... | 325.00 | 357.50 | 455.00 | |
| | 82034 | Geo Cocktail Table - Glass/Chrome..... | 425.00 | 467.50 | 595.00 | |
| | 82054 | Sydney End Table - Black Laminate/Brushed Steel.. | 325.00 | 357.50 | 455.00 | |
| | 82055 | Sydney End Table - White Laminate/Brushed Steel.. | 325.00 | 357.50 | 455.00 | |
| | 82052 | Sydney Cocktail Table - Black Laminate/Brushed Steel..... | 425.00 | 467.50 | 595.00 | |
| | 82053 | Sydney Cocktail Table - White Laminate/Brushed Steel..... | 425.00 | 467.50 | 595.00 | |
| | 82079 | Sydney End Table - Blue Laminate/Brushed Steel.... | 325.00 | 357.50 | 455.00 | |
| | 82080 | Sydney End Table - Wood Laminate/Brushed Steel.. | 325.00 | 357.50 | 455.00 | |
| | 82077 | Sydney Cocktail Table - Blue Laminate/Brushed Steel..... | 425.00 | 467.50 | 595.00 | |
| Accent Tables (continued) | | | | | | |
| | 82078 | Sydney Cocktail Table - Wood Laminate/Brushed Steel..... | 425.00 | 467.50 | 595.00 | |
| | 82075 | Regis End Table - Brushed Metal..... | 385.00 | 423.50 | 539.00 | |
| | 82074 | Regis Bench Table - Brushed Metal..... | 490.00 | 539.00 | 686.00 | |
| | 820844 | Aura Round Table - White Metal..... | 230.00 | 253.00 | 322.00 | |
| | 82043 | Geo Square-Round Table - Glass/Black Steel..... | 515.00 | 566.50 | 721.00 | |
| | 82044 | Geo Square-Round Table - Glass/Chrome..... | 515.00 | 566.50 | 721.00 | |
| | 8201226 | Rustique Square Metal Bar Table - Gray..... | 455.00 | 500.50 | 637.00 | |
| | 820130 | Mesa Cocktail Table - Black/Bronze..... | 425.00 | 467.50 | 595.00 | |
| | 820131 | Mesa Cocktail Table - Glass/Bronze..... | 425.00 | 467.50 | 595.00 | |
| | 820132 | Mesa Cocktail Table - Wood/Bronze..... | 425.00 | 467.50 | 595.00 | |
| | 820133 | Mesa End Table - Black/Bronze..... | 325.00 | 357.50 | 455.00 | |
| | 820134 | Mesa End Table - Glass/Bronze..... | 325.00 | 357.50 | 455.00 | |
| | 820135 | Mesa End Table - Wood/Bronze..... | 325.00 | 357.50 | 455.00 | |
| | 820310 | Sedona Side Table - Black/Bronze..... | 230.00 | 253.00 | 322.00 | |
| | 820311 | Sedona Side Table - Wood/Bronze..... | 230.00 | 253.00 | 322.00 | |
| | 820312 | Sedona Side Table - White/Bronze..... | 230.00 | 253.00 | 322.00 | |
| | 820320 | Taos Side Table - Black/Bronze..... | 230.00 | 253.00 | 322.00 | |
| | 820321 | Taos Side Table Wood/Bronze..... | 230.00 | 253.00 | 322.00 | |
| | 820322 | Taos Side Table - White/Bronze..... | 230.00 | 253.00 | 322.00 | |
| Conference Tables | | | | | | |
| | 82041 | Geo Conference Table - Glass/Black Steel..... | 645.00 | 709.50 | 903.00 | |
| | 82051 | Geo Conference Table - Glass/Chrome..... | 645.00 | 709.50 | 903.00 | |
| | 820260 | Madison Conference Table - Gray Acajou..... | 585.00 | 643.50 | 819.00 | |
| | 820708 | 42" Round Conference Table - White Laminate..... | 585.00 | 643.50 | 819.00 | |
| | 820261 | Madison 5' Conference Table - Gray Acajou..... | 775.00 | 852.50 | 1,085.00 | |
| | 820262 | Madison 8' Conference Table - Gray Acajou..... | 1,365.00 | 1,501.50 | 1,911.00 | |
| | 820263 | Madison 10' Conference Table - Gray Acajou..... | 1,365.00 | 1,501.50 | 1,911.00 | |
| | 820951 | Ventura Bar Table - Maple w/ Grommets..... | 910.00 | 1,001.00 | 1,274.00 | |
| | 820952 | Ventura Communal Bar Table - Black..... | 910.00 | 1,001.00 | 1,274.00 | |
| | 820953 | Ventura Bar Table - White w/ Grommets..... | 910.00 | 1,001.00 | 1,274.00 | |
| | 820954 | Ventura Communal Bar Table - Maple..... | 910.00 | 1,001.00 | 1,274.00 | |
| | 820956 | Ventura Communal Bar Table - White..... | 910.00 | 1,001.00 | 1,274.00 | |
| | 820963 | Ventura Communal Cafe Table - Maple..... | 780.00 | 858.00 | 1,092.00 | |
| | 820960 | Ventura Cafe Table - Maple w/ Grommets..... | 780.00 | 858.00 | 1,092.00 | |
| | 820961 | Ventura Cafe Table - White w/ Grommets..... | 780.00 | 858.00 | 1,092.00 | |

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| | 820966 | Ventura Communal Cafe Table - White..... | 780.00 | 858.00 | 1,092.00 | |
| | 820962 | Ventura Communal Cafe Table - Black..... | 780.00 | 858.00 | 1,092.00 | |
| | 8201244 | 42" Round Conference Table - Black Laminate..... | 585.00 | 643.50 | 819.00 | |
| | 8201 | 10' Table - Black Laminate..... | 1,365.00 | 1,501.50 | 1,911.00 | |
| | 8203 | 5' Table - Black Laminate..... | 775.00 | 852.50 | 1,085.00 | |
| | 8205 | 8' Table - Black Laminate..... | 1,365.00 | 1,501.50 | 1,911.00 | |
| Office | | | | | | |
| | 84075 | Madison Desk - Gray Acajou..... | 654.50 | 719.95 | 916.30 | |
| | 84078 | Madison Bookcase - Gray Acajou..... | 467.50 | 514.25 | 654.50 | |
| Computer Desks/Tables | | | | | | |
| | 820706 | Work Desk - White Laminate..... | 515.00 | 566.50 | 721.00 | |
| POWERED | | | | | | |
| Powered Seating | | | | | | |
| | 810120 | Naples Chair, Powered - Black Vinyl..... | 945.00 | 1,039.50 | 1,323.00 | |
| | 830122 | Naples Loveseat, Powered - Black Vinyl..... | 1,075.00 | 1,182.50 | 1,505.00 | |
| | 830121 | Naples Sofa, Powered - Black Vinyl..... | 1,205.00 | 1,325.50 | 1,687.00 | |
| Powered Tables | | | | | | |
| | 820950 | Ventura Communal Bar Table, Powered - Black..... | 1,040.00 | 1,144.00 | 1,456.00 | |
| | 820955 | Ventura Communal Bar Table, Powered - White..... | 1,040.00 | 1,144.00 | 1,456.00 | |
| | 820964 | Ventura Communal Cafe Table, Powered - Black..... | 910.00 | 1,001.00 | 1,274.00 | |
| | 820965 | Ventura Communal Cafe Table, Powered - White..... | 910.00 | 1,001.00 | 1,274.00 | |
| | 84083 | Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal..... | 615.00 | 676.50 | 861.00 | |
| | 84084 | Tech Desk, Powered - Black Metal..... | 594.00 | 653.40 | 831.60 | |
| | 82076 | Sydney Cocktail Table, Powered - Black..... | 555.00 | 610.50 | 777.00 | |
| | 82073 | Sydney Cocktail Table, Powered - White..... | 555.00 | 610.50 | 777.00 | |
| | 8202 | 10' Table, Powered - Black Laminate..... | 1,495.00 | 1,644.50 | 2,093.00 | |
| | 8204 | 5' Table, Powered - Black Laminate..... | 905.00 | 995.50 | 1,267.00 | |
| | 8206 | 8' Table, Powered - Black Laminate..... | 1,495.00 | 1,644.50 | 2,093.00 | |
| Powered Pedestals | | | | | | |
| | 85060 | Powered Locking Pedestal 36" H, Black..... | 561.00 | 617.10 | 785.40 | |
| | 85061 | Powered Locking Pedestal 36" H, White..... | 561.00 | 617.10 | 785.40 | |
| | 85062 | Powered Locking Pedestal 42" H, Black..... | 671.00 | 738.10 | 939.40 | |
| | 85063 | Powered Locking Pedestal 42" H, White..... | 671.00 | 738.10 | 939.40 | |
| | 820710 | Wireless Charging Table, Powered..... | 515.00 | 566.50 | 721.00 | |
| Midtown Counters & Bars | | | | | | |
| | 850103 | Midtown Powered Counter Unlighted - Pewter..... | 1,647.25 | 1,812.00 | 2,306.15 | |
| | 850102 | Midtown Powered Counter Lighted w/ Plug-In - Pewter..... | 1,922.25 | 2,114.50 | 2,691.15 | |
| | 850101 | Midtown Bar Unlighted - Pewter..... | 1,482.25 | 1,630.50 | 2,075.15 | |
| | 850100 | Midtown Bar Lighted w/ Plug-In - Pewter..... | 1,757.25 | 1,933.00 | 2,460.15 | |
| DISPLAY & ACCESSORIES | | | | | | |
| Product Storage | | | | | | |
| | 84080 | 3 Door File Cabinet on Castors - Black | 206.25 | 226.90 | 288.75 | |
| | 85020 | Posh Shelving w/ Chrome Frame - White..... | 613.25 | 674.60 | 858.55 | |

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| Refrigerator | | | | | | |
| _____ | 8503001 | Refrigerator - White..... | 1,787.50 | 1,966.25 | 2,502.50 | _____ |
| _____ | 8983000 | Small Refrigerator..... | N/A | N/A | N/A | _____ |
| Lighting | | | | | | |
| _____ | 850707 | Mason Table Lamp - White/Brushed Silver..... | 170.50 | 187.55 | 238.70 | _____ |
| _____ | 850708 | Mason Floor Lamp - White/Brushed Silver..... | 255.75 | 281.35 | 358.05 | _____ |
| Display | | | | | | |
| _____ | 75030 | Display Cube - Black - 12" Small..... | 280.00 | 308.00 | 392.00 | _____ |
| _____ | 75031 | Display Cube - Black - 18" Medium..... | 280.00 | 308.00 | 392.00 | _____ |
| _____ | 75032 | Display Cube - Black - 24" Large..... | 280.00 | 308.00 | 392.00 | _____ |
| _____ | 72056 | Display Counter - Black..... | 280.00 | 308.00 | 392.00 | _____ |
| Boxwood Hedges | | | | | | |
| _____ | 85030 | 7' Boxwood Hedge..... | 568.00 | 624.80 | 795.20 | _____ |
| _____ | 85035 | 4' Boxwood Hedge..... | 304.00 | 334.40 | 425.60 | _____ |
| Accessories | | | | | | |
| _____ | 220121 | Chrome Stanchion w/ 8' Retractable Belt..... | 105.00 | 115.50 | 147.00 | _____ |
| _____ | 220118 | Chrome Sign Holder..... | 150.00 | 165.00 | 210.00 | _____ |
| _____ | 750135 | Round Literature Rack..... | 245.00 | 269.50 | 343.00 | _____ |
| _____ | 750136 | Flat Literature Rack..... | 220.00 | 242.00 | 308.00 | _____ |
| _____ | 220109 | Chrome Coat Tree..... | 70.00 | 77.00 | 98.00 | _____ |
| _____ | 220134 | Aluminum Easel..... | 60.00 | 66.00 | 84.00 | _____ |
| _____ | 220110 | Chrome Bag Rack..... | 160.00 | 176.00 | 224.00 | _____ |
| _____ | 10201484 | Floor Standing Bulletin Board..... | 347.35 | 382.10 | 486.30 | _____ |
| _____ | 220106 | Corrugated Wastebasket..... | 33.00 | 36.30 | 46.20 | _____ |
| _____ | 8502 | Village Charging Hub..... | 266.75 | 293.45 | 373.45 | _____ |
| Special Drape | | | | | | |
| <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red | | | | | | |
| _____ | 12103 | Special Drape 3'H (per ft.)..... | 10.45 | 11.50 | 14.65 | _____ |
| _____ | 12108 | Special Drape 8'H (per ft.)..... | 12.55 | 13.80 | 17.55 | _____ |

TOTAL COST

Total Cost = \$ _____

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

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Flooring solutions

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Your exhibit's flooring should complement your brand

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

Most popular flooring options

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

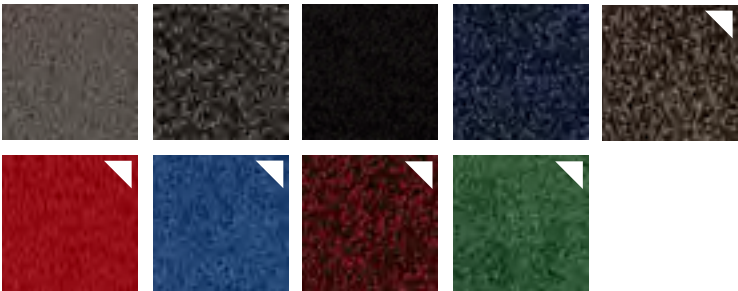
Be sure to order before the discount deadline!

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

▼ = Available only before the discount deadline

Classic Collection

16oz carpet



Designer Plus Collection

30oz carpet

NEW



Supreme Collection

45oz carpet

NEW



Expo Flex Collection

10ft vinyl

NEW



Event Flex Collection

12ft vinyl

NEW



Riviera + Parkside Collections

Turf

NEW



Classic Collection

16oz

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

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



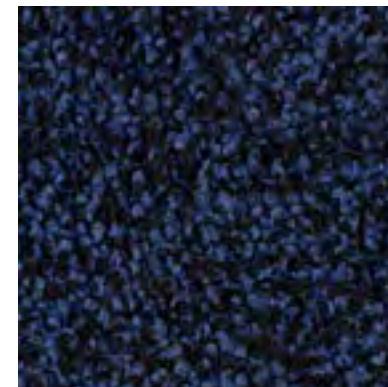
Gray



Tuxedo



Black



Midnight



Blue



Red

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Custom Cut Classic Collection

16oz

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

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Gray



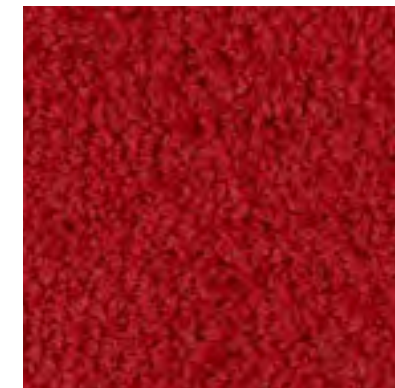
Tuxedo



Black



Midnight



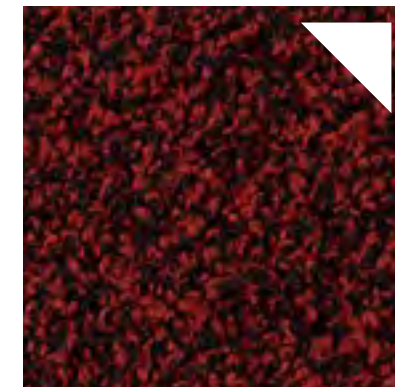
Red



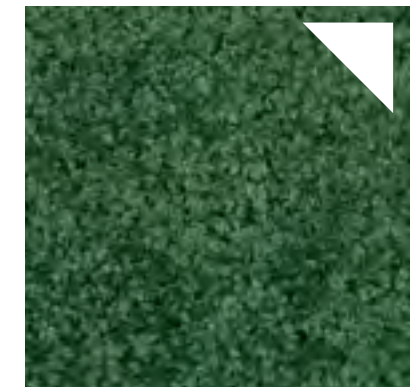
Blue



Latte



Red Pepper



Green

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NEW

Designer Plus Collection

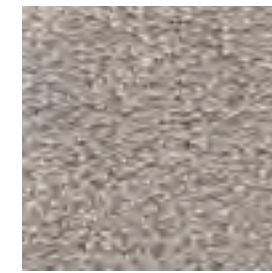
30oz

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

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



Black



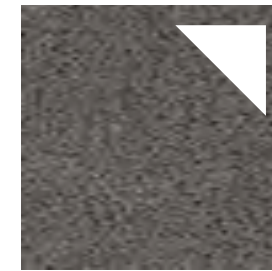
Grey Pearl



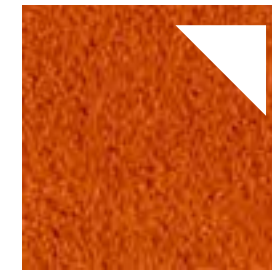
Red



Navy



Lava Rock



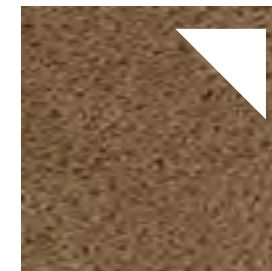
Paprika



Graphite



Royal Blue



Silky Beige



Ivory



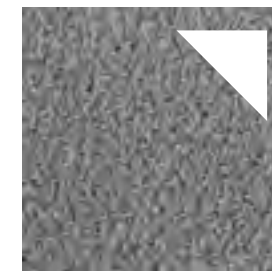
Smoke



Sword



White



Silver Cloud

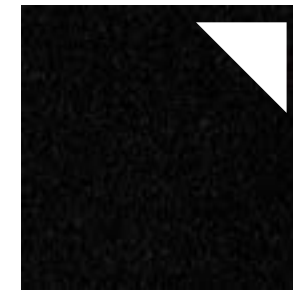
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NEW

Supreme Collection

45oz

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



Black



Red



Silver Cloud



Navy



Charcoal



Reflex Blue



Cream



Silver Mist



Smoke



White

▼ = Available only before the discount deadline

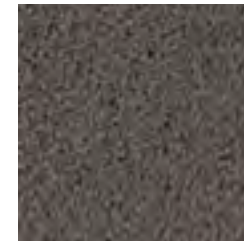
Ordering after the discount deadline? Don't fret.

You can select from these options.

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

Classic Collection

16oz



Gray



Tuxedo



Black



Midnight

Custom Cut Classic Collection

16oz



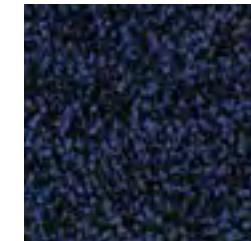
Gray



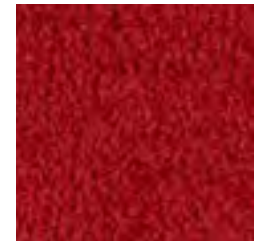
Tuxedo



Black



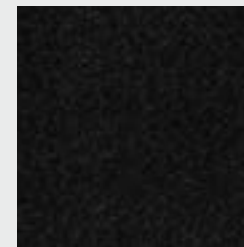
Midnight



Red

Designer Plus Collection

30oz



Black



Gray Pearl



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

Now offering vinyl and turf
flooring solutions.

NEW

Expo Vinyl Collection

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



Birch



Light Maple



Dark Maple



Ash



Smoke

▼ = Available only before the discount deadline

NEW

Event Flex Collection

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

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



Whitewood



Silverwood



Dark Maple



Blackwood



Barnwood

▼ = Available only before the discount deadline

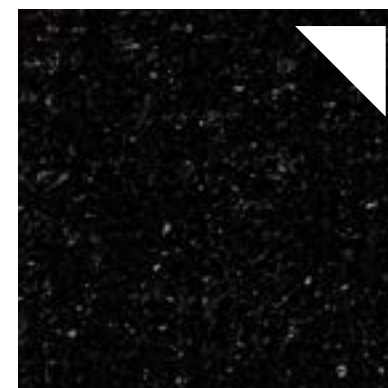
NEW

Turf

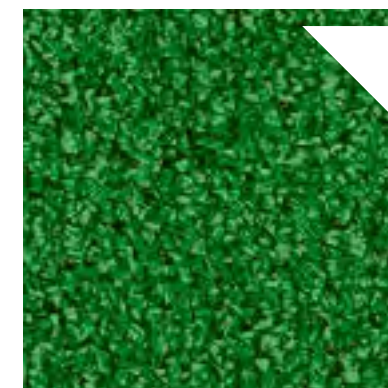
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

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

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

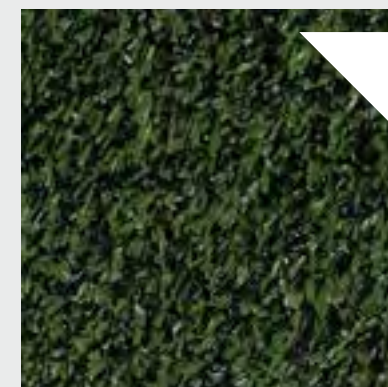


Riviera Black



Riviera Green

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



Parkside Green

▼ = Available only before the discount deadline

Want to take your flooring to the next level?

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

Contact solutions@freeman.com



Freeman⁷

Order before the discount deadline.

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

freeman.com/find-show

Visit us at freeman.com or contact us at freeman.com/contact



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NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Online Price by ordering at www.freeman.com/store by JULY 27, 2022.

FLOORING

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

10' Classic Carpet, Padding & Plastic Covering

CHOOSE YOUR CARPET COLOR:

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

| Qty | Description | Online Price | Discount Price | Standard Price | Total |
|-------|--|--------------|----------------|----------------|-------|
| _____ | 10' x 10' Classic Carpet | \$ 340.00 | \$ 374.00 | \$ 476.00 | _____ |
| _____ | 10' x 20' Classic Carpet | \$ 680.00 | \$ 748.00 | \$ 952.00 | _____ |
| _____ | 10' x 30' Classic Carpet | \$ 1,020.00 | \$ 1,122.00 | \$ 1,428.00 | _____ |
| _____ | 10' x 10' Carpet Padding - Single Layer..... | \$ 210.00 | \$ 231.00 | \$ 294.00 | _____ |
| _____ | 10' x 20' Carpet Padding - Single Layer..... | \$ 420.00 | \$ 462.00 | \$ 588.00 | _____ |
| _____ | 10' x 30' Carpet Padding - Single Layer..... | \$ 630.00 | \$ 693.00 | \$ 882.00 | _____ |
| _____ | 10' x 10' Carpet Padding - Double Layer..... | \$ 420.00 | \$ 462.00 | \$ 588.00 | _____ |
| _____ | 10' x 20' Carpet Padding - Double Layer..... | \$ 840.00 | \$ 924.00 | \$ 1,176.00 | _____ |
| _____ | 10' x 30' Carpet Padding - Double Layer..... | \$ 1,260.00 | \$ 1,386.00 | \$ 1,764.00 | _____ |
| _____ | Plastic Covering (price per sqft)..... | \$ 1.15 | \$ 1.25 | \$ 1.60 | _____ |

Custom Cut Classic Carpet

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

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue* ☐ Gray ☐ Green* ☐ Latte* ☐ Midnight ☐ Red* ☐ Red pepper* ☐ Tuxedo

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

| Per sqft | Booth Size: _____ X _____ = _____ sqft | Online Price | Discount Price | Standard Price | Total |
|----------|--|--------------|----------------|----------------|-------|
| | | \$ 6.75 | \$ 7.45 | \$ 9.45 | _____ |

Vinyl*

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

10 ft Expo Event Vinyl, choose your flooring color:

☐ Ash ☐ Birch ☐ Dark Maple ☐ Light Maple ☐ Smoke

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

| Per sqft | Booth Size: _____ X _____ = _____ sqft | Online Price | Discount Price | Standard Price | Total |
|----------|--|--------------|----------------|----------------|-------|
| | | \$ 10.00 | \$ 11.00 | \$ 14.00 | _____ |

12 ft Event Flex Vinyl, choose your flooring color:

☐ Barnwood ☐ Blackwood ☐ Dark Maple ☐ Silverwood ☐ Whitewood

12 ft wide Vinyl - Price per sqft (100 sqft minimum)

| Per sqft | Booth Size: _____ X _____ = _____ sqft | Online Price | Discount Price | Standard Price | Total |
|----------|--|--------------|----------------|----------------|-------|
| | | \$ 12.50 | \$ 13.75 | \$ 17.50 | _____ |

NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

**Upgraded Carpet***

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

30 oz Designer Plus Carpet, choose your carpet color:

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

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

| | | | | | Online Price | Discount Price | Standard Price | Total |
|----------------------|-------------------|---------|---------|------|----------------|----------------|-----------------|-------|
| 1 - 700 sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 8.00 | \$ 8.80 | \$ 11.20 | _____ |
| Over 700 sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 7.30 | \$ 8.05 | \$ 10.20 | _____ |

45 oz Supreme Carpet, choose your carpet color:

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

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

| | | | | | Online Price | Discount Price | Standard Price | Total |
|----------------------|-------------------|---------|---------|------|----------------|-----------------|-----------------|-------|
| 1 - 700 sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 9.10 | \$ 10.00 | \$ 12.75 | _____ |
| Over 700 sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 8.30 | \$ 9.15 | \$ 11.60 | _____ |

**Carpet Padding**

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

Carpet Padding- Price per sqft (100 sqft minimum)

| | | | | | Online Price | Discount Price | Standard Price | Total |
|-----------------------|-------------------|---------|---------|------|----------------|----------------|----------------|-------|
| 100 - 700 sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 2.10 | \$ 2.30 | \$ 2.95 | _____ |
| Over 700 sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 1.90 | \$ 2.10 | \$ 2.65 | _____ |

Double Carpet Padding- Price per sqft. (100 sqft minimum)

| | | | | | Online Price | Discount Price | Standard Price | Total |
|-----------------------|-------------------|---------|---------|------|----------------|----------------|----------------|-------|
| 100 - 700 sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 4.20 | \$ 4.60 | \$ 5.90 | _____ |
| Over 700 sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 3.80 | \$ 4.20 | \$ 5.30 | _____ |

Vinyl Flooring Padding - Price per sqft (100 sqft minimum)

| | | | | | Online Price | Discount Price | Standard Price | Total |
|-----------------|-------------------|---------|---------|------|----------------|----------------|----------------|-------|
| Per sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 6.00 | \$ 6.60 | \$ 8.40 | _____ |

Turf*

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

Riviera Turf, choose your color:

☐ Black ☐ Ivy Green

Riviera Turf - Price per sqft (100 sqft minimum)

| | | | | | Online Price | Discount Price | Standard Price | Total |
|-----------------|-------------------|---------|---------|------|----------------|----------------|-----------------|-------|
| Per sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 7.45 | \$ 8.20 | \$ 10.45 | _____ |

Parkside Turf, choose your color:

☐ Green

Parkside Landscape Turf - Price per sqft (100 sqft minimum)

| | | | | | Online Price | Discount Price | Standard Price | Total |
|-----------------|-------------------|---------|---------|------|-----------------|-----------------|-----------------|-------|
| Per sqft | Booth Size: _____ | x _____ | = _____ | sqft | \$ 15.00 | \$ 16.50 | \$ 21.00 | _____ |

TOTAL COST

Total Cost = \$ _____

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

NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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CLEANING SERVICES

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

VACUUMING (per sqft - 100 sqft minimum)

| Qty (sqft) | Part # | Description | Advance Price | Show Site Price | Total |
|--|--------|----------------------------------|---------------|-----------------|-------|
| • Includes emptying of your booth's wastebasket(s) at the time of vacuuming. | | | | | |
| _____ | 610100 | Booth Vacuuming - One Time | .99 | 1.40 | _____ |
| _____ | 610200 | Booth Vacuuming - 2 Days | 1.98 | 2.75 | _____ |
| _____ | 610300 | Booth Vacuuming - 3 Days | 2.97 | 4.15 | _____ |

SHAMPOOING (per sqft - 100 sqft minimum)

| Qty (sqft) | Part # | Description | Advance Price | Show Site Price | Total |
|------------|--------|---------------------------------|---------------|-----------------|-------|
| _____ | 630100 | Shampoo Carpet - One Time | 1.46 | 2.05 | _____ |
| _____ | 630200 | Shampoo Carpet - 2 Days | 2.92 | 4.10 | _____ |
| _____ | 630300 | Shampoo Carpet - 3 Days | 4.38 | 6.15 | _____ |

FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)

| Qty (sqft) | Part # | Description | Advance Price | Show Site Price | Total |
|------------|--------|---|---------------|-----------------|-------|
| _____ | 690100 | Floor Surface Cleaning - One Time | .99 | 1.40 | _____ |
| _____ | 690200 | Floor Surface Cleaning - 2 Days | 1.98 | 2.75 | _____ |
| _____ | 690300 | Floor Surface Cleaning - 3 Days | 2.97 | 4.15 | _____ |

PORTER SERVICE (per day)

| Qty (# days) | Part # | Description | Advance Price | Show Site Price | Total |
|---|---------|--|---------------|-----------------|-------|
| • Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours. | | | | | |
| _____ | 620500 | Exhibit Area / Under 500 sqft. | 209.00 | 292.60 | _____ |
| _____ | 6201500 | Exhibit Area / 501 - 1,500 sqft..... | 261.25 | 365.75 | _____ |
| _____ | 6202500 | Exhibit Area / 1,501 - 2,500 sqft..... | 303.05 | 424.25 | _____ |

TOTAL COST

Total Cost = \$ _____

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

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Discount Price by ordering at www.freeman.com/store by JULY 27, 2022.

GRAPHICS

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft
\$ 23.60 per sqft discount price
sqft x or = \$ _____
\$ 35.40 per sqft standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

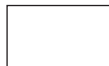
PMS Colors _____

Backing Material:

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

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

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

| QTY. | Discount Price | Standard Price | TOTAL |
|-----------|----------------|----------------|-------|
| 7" x 11" | 57.00 | 85.50 = | _____ |
| 7" x 22" | 58.85 | 88.30 = | _____ |
| 7" x 44" | 72.75 | 109.15 = | _____ |
| 9" x 44" | 94.25 | 141.40 = | _____ |
| 11" x 14" | 57.00 | 85.50 = | _____ |
| 14" x 22" | 70.85 | 106.30 = | _____ |
| 14" x 44" | 147.35 | 221.05 = | _____ |
| 22" x 28" | 147.35 | 221.05 = | _____ |
| 28" x 44" | 216.00 | 324.00 = | _____ |
| 20" x 60" | N/A | N/A = | _____ |

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Total Cost = \$ _____

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

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

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

EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

.....

When it comes to promoting your exhibit, let our technology do the talking. Freeman offers the most extensive inventory of audio visual products available, ensuring a custom experience that excites the senses and breathes life into your booth, giving it the appeal to draw in customers.

- Our audio visual experts can assist with a wide range of technology solutions for custom rental exhibit programs that fit any size or budget
- Full service resources include digital services, flat screen technology, intelligent LED light displays, seamless plasma and LED panel solutions and immersive audio experiences
- Schedule deliveries with advance confirmation to meet your timeline specifications
- Preshow consultation, installation, operation, and comprehensive invoice services provide a streamlined solution for all your rental needs



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

Freeman Event Technology offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.

Freeman Event Technology establishes the right combination of equipment and services that will command attention while communicating your company's message. Whatever your needs, our dedicated service and technical on-site support teams will be available to ensure your exhibit program's success. With more than 3,500 full-time audio visual experts and \$100 million in inventory, you can always count on Freeman Event Technology to recommend the perfect combination of audio visual solutions to enhance your company's brand.

- PRESHOW CONSULTATION REGARDING EQUIPMENT SPECIFICATIONS AND BUDGETING
- ONE SEAMLESS SOURCE FOR ALL YOUR TECHNOLOGY SOLUTIONS, INCLUDING A COMPLETE RANGE OF AUDIO VISUAL AND COMPUTER EQUIPMENT AND INSTALLATION SERVICES
- INTELLIGENT LIGHTING DESIGN, INSTALLATION AND OPERATION
- SCHEDULED DELIVERIES WITH ADVANCE CONFIRMATION TO MEET YOUR TIMELINES
- AUDIO VISUAL EXPERTS THAT OFFER PERSONALIZED, DEDICATED SERVICE



NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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AUDIO VISUAL

- Orders received after the deadline date or without payment will be charged the Standard Price.
- Electrical labor and internet services are NOT included in equipment pricing.
- Pricing is for the length of the event and includes product delivery.
- Please call for meeting room support or items that are not listed.

FLAT SCREEN PACKAGES

| Qty | Description | Discount Price | Standard Price | Total |
|---|---|----------------|----------------|----------|
| • All screens are 1080p with dual post stand | | | | |
| _____ | 32" Flat Screen..... | \$740.00 | \$962.00 | \$ _____ |
| _____ | 42" Flat Screen..... | \$900.00 | \$1,170.00 | \$ _____ |
| _____ | 55" Flat Screen..... | \$1,510.00 | \$1,963.00 | \$ _____ |
| _____ | 70" Flat Screen..... | \$2,145.00 | \$2,788.50 | \$ _____ |
| _____ | 90" Flat Screen (includes hydraulic stand)..... | \$3,810.00 | \$4,953.00 | \$ _____ |
| • All screens are 1080p with dual post stand and external USB media player. | | | | |
| _____ | 32" Flat Screen..... | \$870.00 | \$1,131.00 | \$ _____ |
| _____ | 42" Flat Screen..... | \$1,025.00 | \$1,332.50 | \$ _____ |
| _____ | 55" Flat Screen..... | \$1,635.00 | \$2,125.50 | \$ _____ |
| _____ | 70" Flat Screen..... | \$2,270.00 | \$2,951.00 | \$ _____ |
| _____ | 90" Flat Screen (includes hydraulic stand)..... | \$3,935.00 | \$5,115.50 | \$ _____ |
| • All screens are 1080p with dual post stand and laptop. | | | | |
| _____ | 32" Flat Screen..... | \$1,085.00 | \$1,410.50 | \$ _____ |
| _____ | 42" Flat Screen..... | \$1,245.00 | \$1,618.50 | \$ _____ |
| _____ | 55" Flat Screen..... | \$1,850.00 | \$2,405.00 | \$ _____ |
| _____ | 70" Flat Screen..... | \$2,485.00 | \$3,230.50 | \$ _____ |
| _____ | 90" Flat Screen (includes hydraulic stand)..... | \$4,155.00 | \$5,401.50 | \$ _____ |

TOUCHSCREEN PACKAGES

| Qty | Description | Discount Price | Standard Price | Total |
|--|----------------------|----------------|----------------|----------|
| • All packages include dual post stand and laptop. | | | | |
| _____ | 32" Touchscreen..... | \$1,430.00 | \$1,859.00 | \$ _____ |
| _____ | 46" Touchscreen..... | \$1,850.00 | \$2,405.00 | \$ _____ |
| _____ | 55" Touchscreen..... | \$2,275.00 | \$2,957.50 | \$ _____ |
| • All packages include dual post stand. | | | | |
| _____ | 32" Touchscreen..... | \$1,085.00 | \$1,410.50 | \$ _____ |
| _____ | 46" Touchscreen..... | \$1,510.00 | \$1,963.00 | \$ _____ |
| _____ | 55" Touchscreen..... | \$1,930.00 | \$2,509.00 | \$ _____ |

NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FLAT SCREEN DISPLAYS

| Qty | Description | Discount Price | Standard Price | Total |
|-----|-------------|----------------|----------------|-------|
|-----|-------------|----------------|----------------|-------|

- Please call for pricing on Flat Screens 98" and larger, 4K UHD, & LED Video Wall options.

| | | | | |
|-------|--|------------|------------|----------|
| _____ | 24" Monitor - 1080p, (no sound)..... | \$305.00 | \$396.50 | \$ _____ |
| | <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted | | | |
| _____ | 32" Flat Screen - 1080p, with Internal Speakers..... | \$505.00 | \$656.50 | \$ _____ |
| | <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted | | | |
| _____ | 42" Flat Screen - 1080p, with Internal Speakers..... | \$660.00 | \$858.00 | \$ _____ |
| | <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted | | | |
| _____ | 55" Flat Screen - 1080p, with Internal Speakers..... | \$1,270.00 | \$1,651.00 | \$ _____ |
| | <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted | | | |
| _____ | 70" Flat Screen - 1080p, with Internal Speakers..... | \$1,905.00 | \$2,476.50 | \$ _____ |
| | <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted | | | |

TOUCHSCREEN DISPLAYS

| Qty | Description | Discount Price | Standard Price | Total |
|-----|-------------|----------------|----------------|-------|
|-----|-------------|----------------|----------------|-------|

- Touchscreens will require a PC/laptop to operate. Not compatible with Mac. Please call for larger sizes.

| | | | | |
|-------|--|------------|------------|----------|
| _____ | 32" Touchscreen with Internal Speakers..... | \$845.00 | \$1,098.50 | \$ _____ |
| | <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted | | | |
| _____ | 46" Touchscreen with Internal Speakers..... | \$1,270.00 | \$1,651.00 | \$ _____ |
| | <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted | | | |
| _____ | 55" Touchscreen with Internal Speakers..... | \$1,695.00 | \$2,203.50 | \$ _____ |
| | <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted | | | |

VIDEO PLAYERS

| Qty | Description | Discount Price | Standard Price | Total |
|-----|-------------|----------------|----------------|-------|
|-----|-------------|----------------|----------------|-------|

| | | | | |
|-------|---|----------|----------|----------|
| _____ | USB Media Player..... | \$125.00 | \$162.50 | \$ _____ |
| _____ | Blu-ray Player..... | \$160.00 | \$208.00 | \$ _____ |
| | HDCP Compliant, compatible with Blu-ray and DVD | | | |

COMPUTERS & ACCESSORIES

| Qty | Description | Discount Price | Standard Price | Total |
|-----|-------------|----------------|----------------|-------|
|-----|-------------|----------------|----------------|-------|

| | | | | |
|-------|---|----------|----------|----------|
| _____ | Desktop Computer with 24" Monitor..... | \$290.00 | \$377.00 | \$ _____ |
| | includes wired keyboard and mouse | | | |
| _____ | Laptop Computer | \$345.00 | \$448.50 | \$ _____ |
| _____ | Wireless Keyboard with Mouse..... | \$105.00 | \$136.50 | \$ _____ |
| _____ | Apple 21.5" iMac (includes wired keyboard and mouse) | \$315.00 | \$409.50 | \$ _____ |
| _____ | Apple 15" MacBook Pro | \$475.00 | \$617.50 | \$ _____ |
| _____ | iPad Stands - White | \$160.00 | \$208.00 | \$ _____ |
| | <input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand | | | |

NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

AUDIO EQUIPMENT

| Qty | Description | Discount Price | Standard Price | Total |
|-------|---|----------------|----------------|----------|
| _____ | Sound Bar - 2.1 Full Range, with Built-in Subwoofer | \$80.00 | \$104.00 | \$ _____ |
| | Compatible with 42" monitors and above | | | |
| _____ | Small High Performance PA System | \$630.00 | \$819.00 | \$ _____ |
| | Includes wireless microphone, 2 speakers, 1 Mixer/Amp, computer interface box | | | |
| | <input type="checkbox"/> Handheld <input type="checkbox"/> Headset (for best sound quality, choose Headset) | | | |

EXHIBIT LIGHTING PACKAGES

| Qty | Description | Discount Price | Standard Price | Total |
|---|--|----------------|----------------|----------|
| • Exhibit lighting packages are ground supported install only. For additional mounting, lighting styles and custom color options, call for a quote. | | | | |
| _____ | Six (6) 12" LED Lighting Fixtures | \$795.00 | \$1033.50 | \$ _____ |
| | <input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red | | | |
| _____ | Twelve (12) 12" LED Lighting Fixtures | \$1,585.00 | \$2,060.50 | \$ _____ |
| | <input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red | | | |

DELIVERY INFORMATION

Thank you for using Freeman to meet your Audio Visual equipment needs. You can be confident that our Audio Visual Experts will be on-site to deliver, install, and provide any necessary technical support. Your booth must have all supporting elements installed before we can deliver your equipment. All Audio Visual equipment will be installed no later than the last day of move in.

If you find any expected equipment missing from your booth, please visit the Exhibitor Service Center.

On-Site Contact Person: _____ Cell Phone: _____

If You Have a Special Delivery Request, Please Note it Here: _____

PAYMENT INFORMATION

A Freeman representative will provide a secured payment link after receiving your order. A credit card is required to secure all orders, even when paying by ACH, check or wire transfer. Cash payments will no longer be accepted while on show-site. Full payment including applicable tax must be made in advance, in US funds. Equipment may not be provided and installed if payment has not been received prior to show move-in.

PURCHASE TERMS

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

ELECTRICAL SERVICE

Please contact MCCA to place your electrical order.

READY FOR DELIVERY ONSITE

For delivery of your audio visual equipment, please notify the Freeman Service Center as well as the MCCA electricians. We will work with the MCCA electricians to deliver and set your equipment order.

TOTAL COST

Total Cost = \$ _____

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

audio visual

UNION JURISDICTIONS BOSTON, MASSACHUSETTS

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to Freeman directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

MATERIAL HANDLING

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. ***The use of fork trucks, pallet jacks and lift gates are permitted only by personnel of the official material handling contractor.*** Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be **bonafide, full-time company employees** of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

They may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

BOOTH LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own **bonafide, full-time employees**. Please advise them not to bring outside labor of any kind.

TIPPING

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.

LET US DO THE HEAVY LIFTING

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



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

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

| Description | Advance Price | Show Site Price |
|---|---------------|-----------------|
| Straight Time: 8:00 AM to 4:30 PM Monday through Friday..... | \$172.50 | \$241.50 |
| Overtime: 4:30 PM to 8:00 AM Monday through Friday, all day Saturday | \$232.75 | \$326.00 |
| Double Time: All day Sunday and Holidays | \$295.25 | \$413.50 |

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

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

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

NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐ Freeman Exhibit Transportation:

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

☐ Other Carrier:

Carrier Name: _____

Carrier Phone: _____

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

☐ 1 Day: Delivery next business day

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

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

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

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

NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

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 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday, All day Saturday
Double Time: All day Sunday and Holidays

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

| Part # | Description | Advance Price | Show Site Price |
|-----------------------|--|---------------|-----------------|
| FORKLIFT LABOR | | | |
| 304050 | Forklift w/operator - up to 5,000 lbs - ST..... | \$450.75 | \$631.25 |
| 304051 | Forklift w/operator - up to 5,000 lbs - OT..... | \$584.75 | \$818.75 |
| 304052 | Forklift w/operator - up to 5,000 lbs - DT..... | \$723.00 | \$1,012.25 |
| 3040100 | Forklift w/operator - up to 10,000 lbs - ST..... | \$972.25 | \$1,362.00 |
| 3040101 | Forklift w/operator - up to 10,000 lbs - OT..... | \$1106.75 | \$1,549.50 |
| 3040102 | Forklift w/operator - up to 10,000 lbs - DT..... | \$1245.25 | \$1,743.50 |
| 304040 | Forklift w/operator - 4-Stage - ST..... | \$779.00 | \$1,090.75 |
| 304041 | Forklift w/operator - 4-Stage - OT..... | \$913.00 | \$1,278.25 |
| 304042 | Forklift w/operator - 4-Stage - DT..... | \$1051.25 | \$1,471.75 |
| RIGGING LABOR | | | |
| 3020100 | Rigger - ST..... | \$172.50 | \$241.50 |
| 3020101 | Rigger - OT..... | \$232.75 | \$326.00 |
| 3020102 | Rigger - DT..... | \$295.25 | \$413.50 |
| EQUIPMENT | | | |
| 3090600 | Forklift Cage..... | \$ 62.75 | |

INSTALLATION

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

Describe work to be done: _____ Total Installation \$ _____

DISMANTLE

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

Describe work to be done: _____ Total Dismantle \$ _____

NAME OF SHOW: **NACDS 2022 TOTAL STORE EXPO / AUGUST 27-29, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

CORD INSTALLATION LABOR

| | | Advance | Show Site |
|-----------------------|--|----------|-----------|
| Straight Time- | 8:00 A.M. to 4:30 P.M. Monday through Friday | \$172.50 | \$241.50 |
| Overtime- | 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday | \$232.75 | \$326.00 |
| Double Time- | All Day Sunday and Holidays..... | \$295.25 | \$413.50 |

•Price is per person/per hour

•Supervisor must check in at the Freeman Service Center to pick up labor

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

***High voltage (208V and over), please contact the facility's electrical department.**

☐ Freeman Supervised Labor

- Freeman must receive detailed blueprints/floor plan's for power distributed under carpet.
- Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.
- A detailed floor plan must accompany this order.

Emergency Contact: _____ Phone Number: _____

☐ Exhibitor Supervised Labor

Name of supervisor _____ Phone Number: _____

***Start times cannot always be guaranteed.**

- If no time is provided, labor will be available on a first-come, first serve basis only.
- Exhibitors supervising the labor themselves should visit the Freeman Service Center to pick up labor.
- Carpet will not be installed until cords have been laid.

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

CORD DISMANTLE LABOR

- Dismantle labor will be charged at 50% of the total install time rounded to the next half hour (1 hour minimum)
- Cord dismantle will be done on straight time whenever possible.

| Date | No. of People | Approx. Hrs. per Person | Total Hrs. | Hourly Rate | Estimated Total Cost |
|-------|---------------|-------------------------|------------|-------------|----------------------|
| _____ | _____ | x _____ | = _____ | @ \$ _____ | = \$ _____ |

CORD RENTAL

| Description | Price | Quantity |
|----------------------------------|----------------------|----------|
| 15' Flat Cord | \$26.15* | _____ |
| 25' Flat Cord | \$36.55* | _____ |
| 50' Flat Cord | \$47.00* | _____ |
| Tape to cover cords | \$26.15/roll* | _____ |

There will be a minimum charge of \$26.15 to cover cords with tape.

Larger areas and multiple electrical drops may require more than one roll.

Total Cost _____

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

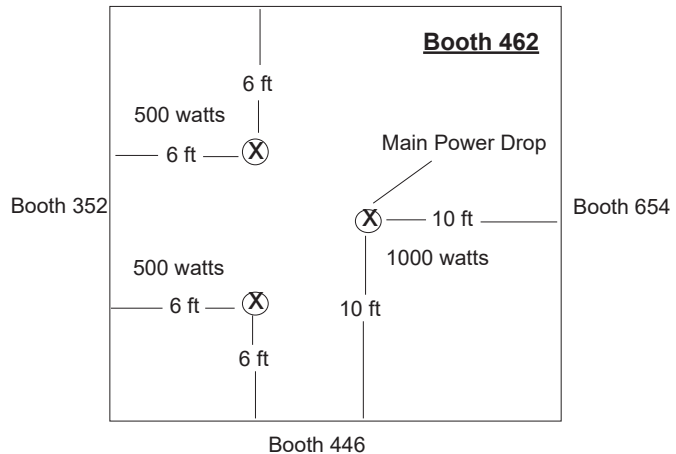
TERMS & CONDITIONS

1. Straight time rates apply to labor calls between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Overtime rates apply to labor calls before 8:00 a.m. and after 4:30 p.m., Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
2. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
3. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
4. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 a.m. calls will be filled on a first come first served basis as orders are received.
7. Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
8. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

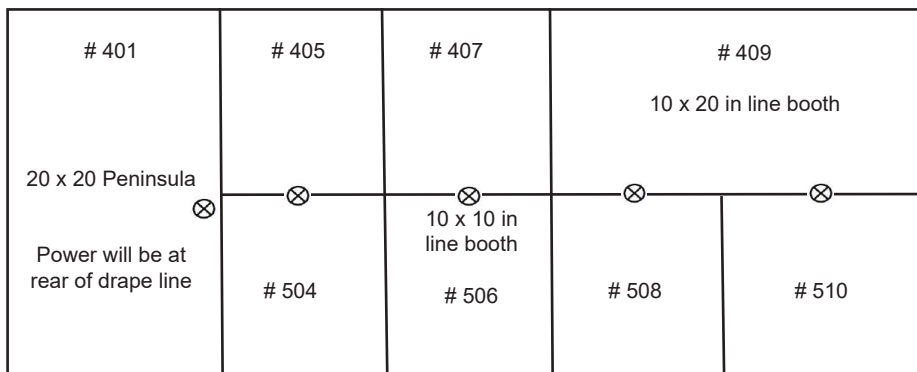
1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drupe line of multi booth sections. The "main power locations" therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths.

Example: Outlet = ⊗



FREEMAN electrical/internet cord labor grid

COMPANY NAME _____ BOOTH # _____

ADJACENT AISLE OR BOOTH # _____

[illegible]

ADJACENT AISLE OR BOOTH # _____

40 x 40 use 1 square = 1 foot

Exhibitor Ordering Guide

BOSTON CONVENTION & EXHIBITION CENTER

JANUARY 1, 2022 - DECEMBER 31, 2022

NACDS TSE
TOTAL STORE EXPO
BOSTON, MA • AUGUST 27 - 29, 2022

Prepared Exclusively for:
NACDS 2022 Total Show Expo
August 27-29, 2022



Signature
BOSTON™

Remarkable experiences.
Imagination realized.™

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Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston!

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or exhibitorservices@SignatureBoston.com, and we will be happy to assist you!

General Information

ORDERING POLICIES & PROCEDURES

Pricing

Discount, Standard and On-Site rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date and be effective until the move-in begins. On-site rates will apply to orders received once move in has begun.

Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.SignatureBoston.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

| SPECIAL CONNECTIONS (208 volt & 480 volt power) | DISCOUNT | STANDARD | ON-SITE |
|---|------------|------------|-------------|
| Unless otherwise indicated in parentheses (), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability. | | | |
| 208v single phase 30 amp (nema l21-30p) | \$390.00 | \$480.00 | \$580.00 |
| 208v single phase 60 amp | \$740.00 | \$915.00 | \$1,100.00 |
| 208v single phase 100 amp | \$1,130.00 | \$1,415.00 | \$1,695.00 |
| 208v three phase 30 amp (nema l21-30p) | \$695.00 | \$870.00 | \$1,045.00 |
| 208v three phase 60 amp | \$1,055.00 | \$1,315.00 | \$1,585.00 |
| Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230. | | | |
| 208v three phase 100 amp | \$1,675.00 | \$2,095.00 | \$2,515.00 |
| 208v three phase 200 amp | \$3,195.00 | \$3,990.00 | \$4,795.00 |
| 208v three phase 400 amp | \$5,645.00 | \$7,055.00 | \$8,465.00 |
| 480v three phase 30 amp | \$1,065.00 | \$1,325.00 | \$1,595.00 |
| 480v three phase 60 amp | \$1,850.00 | \$2,310.00 | \$2,775.00 |
| 480v three phase 100 amp | \$3,410.00 | \$4,265.00 | \$5,120.00 |
| 480v three phase 200 amp | \$6,770.00 | \$8,465.00 | \$10,165.00 |

| STANDARD CONNECTIONS (120 volt power) | DISCOUNT | STANDARD | ON-SITE |
|---|----------|----------|----------|
| 500 watt box One 5 amp circuit and one receptacle or plug point | \$140.00 | \$170.00 | \$200.00 |
| 1000 watt box One 10 amp circuit and two receptacles or plug points | \$180.00 | \$220.00 | \$265.00 |
| 2000 watt box One 20 amp circuit and a minimum of three receptacles or plug points | \$220.00 | \$270.00 | \$330.00 |
| 4000 watt box Two 20 amp circuits and a minimum of three receptacles or plug points | \$255.00 | \$320.00 | \$380.00 |

| ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT | DISCOUNT | STANDARD | ON-SITE |
|---|------------------------------------|----------|---------|
| 25' round extension cords 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end. <i>*Please Note: These extension cords cannot be used to run underneath booth carpeting.</i> | \$40.00 | \$45.00 | \$55.00 |
| 6 Port Power Strip Purchase | \$30.00 | \$30.00 | \$35.00 |
| 24 hour power If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes. | Add 50% to Initial Connection Rate | | |

OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the BCEC. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
 - » Hire labor from the General Service Contractor;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
 - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Hourly Rate (All times) \$95.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

FREQUENTLY ASKED QUESTIONS

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop 250-550 watts
- Lead Retrieval 300-500 watts
- Standard Plasma TV 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.

| STANDARD TELEPHONE SERVICES | DISCOUNT | STANDARD | ON-SITE |
|--|----------|----------|----------|
| Single-Line Phone Service Service includes one phone number and rental of one hard wired digital display phone. Equipment must be returned at the close of show. | \$305.00 | \$375.00 | \$460.00 |
| Multi-Line Phone Service Service includes one phone number with multiple line appearances and rental of one hard wired digital display phone. Equipment must be returned at the close of show. | \$445.00 | \$550.00 | \$665.00 |
| Vonage Single Line App Service Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android | \$185.00 | \$230.00 | \$275.00 |
| Vonage Multi-Line App Service Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android | \$255.00 | \$330.00 | \$385.00 |

| ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT | DISCOUNT | STANDARD | ON-SITE |
|---|----------|----------|----------|
| Call Forward (per phone line) Allows user to send calls to another phone. | \$55.00 | \$70.00 | \$85.00 |
| Voicemail (per phone line) Allows user to setup a custom greeting and receive messages from incoming callers. | \$50.00 | \$65.00 | \$80.00 |
| Call Waiting (per phone line) | \$50.00 | \$65.00 | \$80.00 |
| Unreturned Device Fee Phone device delivered with service. Only charged if not returned post show. | \$170.00 | \$170.00 | \$170.00 |

INSTALLATION & CONNECTIONS

- MCCA technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment must be returned to the Exhibitor Service Desk prior to the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice.

FREQUENTLY ASKED QUESTIONS

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service includes one phone number with multiple line appearances and rental of one digital display phone.

How do I receive my phone number, dialing instructions, and phone equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

How can I place international calls on my phone line?

All phone lines will have the ability to place local, US and International calls.

Internet & Technical Services

The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

| MANAGED SERVICES Manually configured services require entry of IP addresses into the device before the device may access the internet. | DISCOUNT | STANDARD | ON-SITE |
|---|-------------|-------------|-------------|
| Basic Service Package The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service. | \$1,015.00 | \$1,080.00 | \$1,295.00 |
| 1.54 Mbps Managed Service The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request. | \$2,055.00 | \$2,435.00 | \$2,915.00 |
| 3 Mbps Managed Service The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections. | \$5,000.00 | \$5,740.00 | \$6,885.00 |
| 6 Mbps Managed Service The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections. | \$8,455.00 | \$9,740.00 | \$11,690.00 |
| 10 Mbps Managed Service The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections. | \$11,315.00 | \$12,990.00 | \$15,585.00 |

| | | | |
|---|-------------|-------------|-------------|
| 15 Mbps Managed Service The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections. | \$16,670.00 | \$19,160.00 | \$22,990.00 |
| 20 Mbps Managed Service The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections. | \$22,145.00 | \$25,470.00 | \$30,565.00 |
| 25 Mbps Managed Service The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections. | \$27,510.00 | \$31,660.00 | \$37,995.00 |
| 30 Mbps Managed Service The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections. | \$32,740.00 | \$37,670.00 | \$45,200.00 |
| 35 Mbps Managed Service The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections. | \$38,105.00 | \$43,840.00 | \$52,605.00 |
| 40 Mbps Managed Service The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections. | \$43,100.00 | \$49,575.00 | \$59,490.00 |

| ADDITIONAL INTERNET SERVICES & EQUIPMENT | DISCOUNT | STANDARD | ON-SITE |
|--|----------|----------|----------|
| Copper Patch/ Booth to Booth Connection Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service. | \$360.00 | \$460.00 | \$550.00 |
| Fiber Patch/ Booth to Booth Connection Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video. | \$510.00 | \$630.00 | \$760.00 |
| Switch-8 Port This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered. | \$105.00 | \$150.00 | \$180.00 |
| Switch-24 Port This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered. | \$375.00 | \$485.00 | \$580.00 |
| 25' CAT 5e Cable | \$48.00 | \$61.00 | \$71.00 |
| 50' CAT 5e Cable | \$66.00 | \$87.00 | \$102.00 |
| 100' CAT 5e Cable | \$105.00 | \$130.00 | \$155.00 |
| Ethernet Cable Coupler | \$18.00 | \$22.00 | \$28.00 |

| TECHNICAL SERVICES | DISCOUNT | STANDARD | ON-SITE |
|--|----------|----------|----------|
| Cable TV Service Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns. | \$265.00 | \$330.00 | \$400.00 |
| CATV Tuner (Only available at the BCEC) For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. | \$63.00 | \$80.00 | \$97.00 |
| CATV Tap Box A distribution box which allows up to 16 CATV feeds from a single cable tap. | \$220.00 | \$270.00 | \$325.00 |

* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
 - » Hire labor from the General Service Contractor or;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Tech Rep (All times) \$130.00
 - » Network Engineer (All times) \$155.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network

will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

FREQUENTLY ASKED QUESTIONS

I ordered a Managed Service that required IP Addresses.

How and when do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

Do you have wireless internet?

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

| PACKAGE RIGGING SOLUTIONS The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down. | DISCOUNT | STANDARD | ON-SITE |
|---|------------|------------|------------|
| Basic Rigging Package This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs, measuring less than 20' in length, and less than 175 square feet. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package. | \$1,840.00 | \$2,210.00 | \$2,655.00 |
| Electrical Rigging Package This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details. | \$2,130.00 | \$2,560.00 | \$3,070.00 |
| Team Labor Hour Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance. | \$284.00 | \$342.00 | \$410.00 |

Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 15).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.

Please contact JCALPRO at 1.617.954.2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

** For Custom Rigging please contact JCALPRO at 617.954.2345, as these services are not available for online ordering.*

| CUSTOM RIGGING SOLUTIONS | DISCOUNT | STANDARD | ON-SITE |
|---|----------|----------|----------|
| Truss A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height. | | | |
| Truss 5’ Section – Silver 12”x12” Box | \$31.00 | \$37.00 | \$43.00 |
| Truss 8’ Section – Silver 12”x12” Box | \$48.00 | \$57.00 | \$68.00 |
| Truss 10’ Section – Silver 12”x12” Box | \$59.00 | \$70.00 | \$87.00 |
| Truss 5’ Section – Black 12”x12” Box | \$42.00 | \$50.00 | \$59.00 |
| Truss 8’ Section – Black 12”x12” Box | \$66.00 | \$81.00 | \$96.00 |
| Truss 10’ Section – Black 12”x12” Box | \$84.00 | \$100.00 | \$119.00 |
| Truss 5’ Section – Silver 20.5”x20.5” Box | \$53.00 | \$63.00 | \$77.00 |
| Truss 8’ Section – Silver 20.5”x20.5” Box | \$87.00 | \$103.00 | \$122.00 |
| Truss 10’ Section – Silver 20.5”x20.5” Box | \$107.00 | \$128.00 | \$154.00 |
| Corner Block A corner block is an aluminum piece that attaches to truss to create a right angle. | | | |
| Corner Block – Silver 12”x12” Box | \$59.00 | \$70.00 | \$87.00 |
| Corner Block – Black 12”x12” Box | \$77.00 | \$93.00 | \$111.00 |
| Corner Block – Silver 20.5”x20.5” Box | \$84.00 | \$100.00 | \$119.00 |
| Base Plate A base plate is used as a stand for ground supported truss or poles. | \$42.00 | \$50.00 | \$59.00 |
| Rotator A rotator is a motor used to rotate a hanging sign. | \$177.00 | \$214.00 | \$257.00 |
| Motor A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities. | \$177.00 | \$214.00 | \$257.00 |

| | | | |
|--|---------|---------|---------|
| Cheeseboro - Silver A cheeseboro is a clamp used to attach two pieces of truss or pipe together. | \$7.00 | \$8.00 | \$10.00 |
| Cheeseboro - Black A cheeseboro is a clamp used to attach two pieces of truss or pipe together. | \$9.00 | \$12.00 | \$15.00 |
| Grapple A grapple is a connector that allows you to make a 90 degree connection between trusses. | \$13.00 | \$16.00 | \$19.00 |

| LIGHTING FIXTURES A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors. | DISCOUNT | STANDARD | ON-SITE |
|---|----------|----------|---------|
| Source 4 Par (575 watt, 750 watt) This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL). | \$41.00 | \$49.00 | \$58.00 |
| Source 4 Leko (575, 750 watt) This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light. | \$52.00 | \$62.00 | \$75.00 |
| Par 64 (1000 watt) The Par 64 will deliver similar results as the S4Par, but there are no options for additional lenses. They are available in 1000 watts. | \$36.00 | \$42.00 | \$50.00 |

| CUSTOM LIGHTING SOLUTIONS Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request. | DISCOUNT | STANDARD | ON-SITE |
|--|----------|----------|----------|
| Small Lighting Kit (4-6 lights) | \$220.00 | \$265.00 | \$315.00 |
| Medium Lighting Kit (7-11 lights) | \$385.00 | \$465.00 | \$555.00 |
| Large Lighting Kit (12-15 lights) | \$535.00 | \$640.00 | \$770.00 |
| X-Large Lighting Kit (16-20 lights) | \$655.00 | \$785.00 | \$940.00 |

| DIMMER RACKS & LIGHTING CONTROLS These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once. Electrical service is not included and must be ordered separately. | DISCOUNT | STANDARD | ON-SITE |
|--|----------|----------|----------|
| | | | |
| | | | |
| | | | |
| Dimmer Control 1.2 x 4 | \$95.00 | \$115.00 | \$140.00 |
| Dimmer Control 2.4 x 12 | \$175.00 | \$215.00 | \$255.00 |
| Dimmer Control 2.4 x 24 | \$380.00 | \$455.00 | \$550.00 |

Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

| HOURLY LABOR ITEMS | MON-SAT 7AM-12AM (EXCEPT HOLIDAYS) | SUNDAYS 7AM-5PM AND HOLIDAYS | SUNDAYS AFTER 5PM ALL DAYS 12AM-7AM |
|--------------------------|---|---------------------------------------|--|
| Crew Chief | \$104.00 | \$156.00 | \$208.00 |
| Head Rigger | \$104.00 | \$156.00 | \$208.00 |
| Rigger | \$93.00 | \$139.00 | \$185.00 |
| Dept Head | \$79.00 | \$119.00 | \$158.00 |
| Stagehand | \$74.00 | \$111.00 | \$148.00 |

| WEEKLY LIFT RENTAL ITEMS | RATE |
|--------------------------|------------|
| 24'- 32' Scissor Lift | \$780.00 |
| 40'- 45' Boom Lift | \$988.00 |
| 60' Boom Lift | \$1,665.00 |

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

FREQUENTLY ASKED QUESTIONS

How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a **quote** from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

| WATER AND DRAIN SERVICES | DISCOUNT | STANDARD | ON-SITE |
|---|----------|----------|----------|
| Water – Individual Connection Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute. Please note that this is cold water. | \$350.00 | \$450.00 | \$540.00 |
| Additional Water Connections Clients requiring more than an individual water connection should order each additional connection as needed. | \$210.00 | \$260.00 | \$310.00 |
| Drain – Individual Connection The MCCA can provide waste drain connections up to ¾" line size. | \$350.00 | \$450.00 | \$540.00 |
| Additional Drain Connections Clients requiring more than an individual drain connection should order each additional connection as needed. | \$195.00 | \$240.00 | \$285.00 |
| Fill and Drain 0-100 Gallons Clients that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please contact your MCCA Event Services Manager when equipment is ready to be filled. | \$185.00 | \$225.00 | \$270.00 |
| Each Additional 500 Gallons | \$115.00 | \$160.00 | \$190.00 |

| SINK RENTALS | DISCOUNT | STANDARD | ON-SITE |
|--|------------|------------|------------|
| Cold Water Sink Rental Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor. | \$705.00 | \$870.00 | \$1,045.00 |
| Small Hot & Cold Water Sink Rental Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. | \$960.00 | \$1,190.00 | \$1,430.00 |
| Large Hot & Cold Water Sink Rental Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x 43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact your MCCA Event Services Manager for more information. | \$1,190.00 | \$1,495.00 | \$1,795.00 |

| COMPRESSED AIR AND GASSES | DISCOUNT | STANDARD | ON-SITE |
|---|----------|----------|----------|
| Compressed Air – Individual Connection Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality). | \$440.00 | \$540.00 | \$650.00 |
| Additional Connection Clients who require more than an individual connection should order additional connections as needed. | \$225.00 | \$280.00 | \$335.00 |
| Other Compressed Gases The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the client should contact their MCCA Event Services Manager. Flammable gases are not permitted in MCCA facilities. | | | |
| 20 Lbs Dry or Liquid CO ₂ | \$185.00 | \$220.00 | \$265.00 |
| 50 Lbs Dry or Liquid CO ₂ | \$205.00 | \$240.00 | \$285.00 |
| Dry Nitrogen 300 ft ³ | \$245.00 | \$295.00 | \$355.00 |

INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

» Hourly Rate (All times) \$95.00

FREQUENTLY ASKED QUESTIONS

Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the BCEC (617.954.2382).

Do you allow Exhibitors to bring Helium balloons into your buildings?

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.

| SECURITY GUARD (BOOTH) | DISCOUNT | STANDARD | ON-SITE |
|---|----------|----------|---------|
| Per Hour Per Officer The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed. | \$33.00 | \$39.00 | \$47.00 |
| Per Hour Per Supervisor | \$44.00 | \$53.00 | \$64.00 |

FREQUENTLY ASKED QUESTIONS

When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

APPENDIX — SERVICE ORDER FORMS

| | |
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| Request for Exhibitor Electrical Services | 22 |
| Request for Exhibitor Telephone Services | 23 |
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APPENDIX —

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| Exhibitor Guidelines, Information and Regulations | 30 |
| Levy Restaurants Sample Food and/or Beverage Distribution Request | 41 |



Exhibitor Order Form Electrical Services

Effective January 1, 2022

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.

To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

***Overhead electrical services must accompany a rigging order.**

Incomplete information will delay processing.

| | | | | |
|------------------------|-------|--------------------|------|----------|
| Event or Show: | | Booth no. (s) | | |
| Event or show date(s): | | Exhibiting firm: | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

| Description | Regular Service | | | Additional Services Available as Add-Ons | | | | | | Total Due: \$ |
|-----------------------------|-----------------|---------------|---------------|--|-----------------|-----|-------------------|-----|------------------------------|---------------|
| | QTY | Discount Rate | Standard Rate | QTY | 24-Hour Service | QTY | Overhead Service* | QTY | Combined 24-hour & Overhead* | |
| 500 Watt Box (5 amps) | | \$140.00 | \$170.00 | | +50% rate | | \$170.00 | | \$255.00 | |
| 1000 Watt Box (10 amps) | | \$180.00 | \$220.00 | | +50% rate | | \$220.00 | | \$330.00 | |
| 2000 Watt Box (20 amps) | | \$220.00 | \$270.00 | | +50% rate | | \$270.00 | | \$405.00 | |
| 4000 Watt Box (20 amps x 2) | | \$255.00 | \$320.00 | | +50% rate | | \$320.00 | | \$475.00 | |

STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

| Description | Regular Service | | | Additional Services Available as Add-Ons | | | | | | Total Due: \$ |
|-----------------------------|-----------------|---------------|---------------|--|-----------------|-----|-------------------|-----|------------------------------|---------------|
| | QTY | Discount Rate | Standard Rate | QTY | 24-Hour Service | QTY | Overhead Service* | QTY | Combined 24-hour & Overhead* | |
| 208V Single Phase 30 Amp | | \$390.00 | \$480.00 | | +50% rate | | \$480.00 | | \$725.00 | |
| 208V Single Phase 60 Amp | | \$740.00 | \$915.00 | | +50% rate | | \$915.00 | | \$1,375.00 | |
| 208V Single Phase 100 Amp | | \$1,130.00 | \$1,415.00 | | +50% rate | | \$1,415.00 | | \$2,120.00 | |
| 208V Three Phase 30 Amp | | \$695.00 | \$870.00 | | +50% rate | | \$870.00 | | \$1,305.00 | |
| 208V Three Phase 60 Amp | | \$1,055.00 | \$1,315.00 | | +50% rate | | \$1,315.00 | | \$1,975.00 | |
| 208V Three Phase 100 Amp | | \$1,675.00 | \$2,095.00 | | +50% rate | | \$2,095.00 | | \$3,145.00 | |
| 208V Three Phase 200 Amp | | \$3,195.00 | \$3,990.00 | | +50% rate | | \$3,995.00 | | \$5,995.00 | |
| 208V Three Phase 400 Amp | | \$5,645.00 | \$7,055.00 | | +50% rate | | \$7,055.00 | | \$10,585.00 | |
| 480V Three Phase 30 Amp | | \$1,065.00 | \$1,325.00 | | +50% rate | | \$1,325.00 | | \$1,990.00 | |
| 480V Three Phase 60 Amp | | \$1,850.00 | \$2,310.00 | | +50% rate | | \$2,310.00 | | \$3,465.00 | |
| 480V Three Phase 100 Amp | | \$3,410.00 | \$4,265.00 | | +50% rate | | \$4,265.00 | | \$6,395.00 | |
| 480V Three Phase 200 Amp | | \$6,770.00 | \$8,465.00 | | +50% rate | | \$8,465.00 | | \$12,400.00 | |
| 25' Round Extension Cord | | \$40.00 | \$45.00 | | | | | | | |
| 6 Port Power Strip Purchase | | | \$25.00 | | | | | | | |

Total Due: \$

SIGNATURE

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY

| | | | |
|----------------|--------------|---------------|------------------------|
| Date Received: | Received by: | Check Number: | Discover/MC/Visa/Amex: |
|----------------|--------------|---------------|------------------------|



Exhibitor Order Form Telephone Services

Effective January 1, 2022

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

| | | | | |
|------------------------|-------|--------------------|------|----------|
| Event or Show: | | Booth no. (s) | | |
| Event or show date(s): | | Exhibiting firm: | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

| STANDARD TELEPHONE SERVICES | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|--------------------------------|-----|---------------|---------------|---------------|
| Single-Line Phone Service | | \$305.00 | \$375.00 | |
| Multi-Line Phone Service | | \$445.00 | \$550.00 | |
| Vonage Single Line App Service | | \$185.00 | \$230.00 | |
| Vonage Multi-Line App Service | | \$255.00 | \$330.00 | |

| ADDITIONAL TELEPHONE SERVICES & EQUIPMENT | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|---|-----|---------------|---------------|---------------|
| Call Forward (per phone line) | | \$55.00 | \$70.00 | |
| Voicemail (per phone line) | | \$50.00 | \$65.00 | |
| Call Waiting (per phone line) | | \$50.00 | \$65.00 | |

Total Due: \$

SIGNATURE _____

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

| FOR MCCA USE ONLY | | | |
|-------------------|--------------|---------------|------------------------|
| Date Received: | Received by: | Check Number: | Discover/MC/Visa/Amex: |



Exhibitor Order Form Internet & Technical Services

Effective January 1, 2022

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

| | | | | |
|------------------------|-------|--------------------|------|----------|
| Event or Show: | | Booth no. (s) | | |
| Event or show date(s): | | Exhibiting firm: | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

| WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|---|-----|---------------|---------------|---------------|
| Basic Service Package (includes a private VLAN and subnet, public IP addresses not available) | | \$1,015.00 | \$1,080.00 | |
| 1.54 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$2,055.00 | \$2,435.00 | |
| 3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$5,000.00 | \$5,740.00 | |
| 6 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$8,455.00 | \$9,740.00 | |
| 10 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$11,315.00 | \$12,990.00 | |
| 15 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$16,670.00 | \$19,160.00 | |
| 20 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$22,145.00 | \$25,470.00 | |
| 25 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$27,510.00 | \$31,660.00 | |
| 30 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$32,740.00 | \$37,670.00 | |
| 35 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$38,105.00 | \$43,840.00 | |
| 40 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$43,100.00 | \$49,575.00 | |

CONTINUED ON PAGE 25

| ADDITIONAL SERVICES & EQUIPMENT | | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|--|---------|-----|---------------|---------------|---------------|
| Copper Patch / Booth to Booth Connection | | | \$360.00 | \$460.00 | |
| Fiber Patch/ Booth to Booth Connection | | | \$510.00 | \$630.00 | |
| Switch | 8 port | | \$105.00 | \$150.00 | |
| | 24 port | | \$375.00 | \$485.00 | |
| 25' CAT 5e Cable | | | \$48.00 | \$61.00 | |
| 50' CAT 5e Cable | | | \$66.00 | \$87.00 | |
| 100' CAT 5e Cable | | | \$105.00 | \$130.00 | |
| Ethernet Cable Coupler | | | \$18.00 | \$22.00 | |

| TECHNICAL SERVICES | | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|--|--|-----|---------------|---------------|---------------|
| Cable TV Service | | | \$265.00 | \$330.00 | |
| CATV Tuner Rental (Only available at the BCEC) | | | \$63.00 | \$80.00 | |
| CATV Tap Box | | | \$220.00 | \$270.00 | |
| | | | | | Total Due: \$ |

SIGNATURE

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.
 To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
 617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

| FOR MCCA USE ONLY | | | |
|-------------------|--------------|---------------|------------------------|
| Date Received: | Received by: | Check Number: | Discover/MC/Visa/Amex: |



Exhibitor Order Form Rigging Services

Effective January 1, 2022

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

| | | | | |
|------------------------|-------|--------------------|------|----------|
| Event or Show: | | Booth no. (s) | | |
| Event or show date(s): | | Exhibiting firm: | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

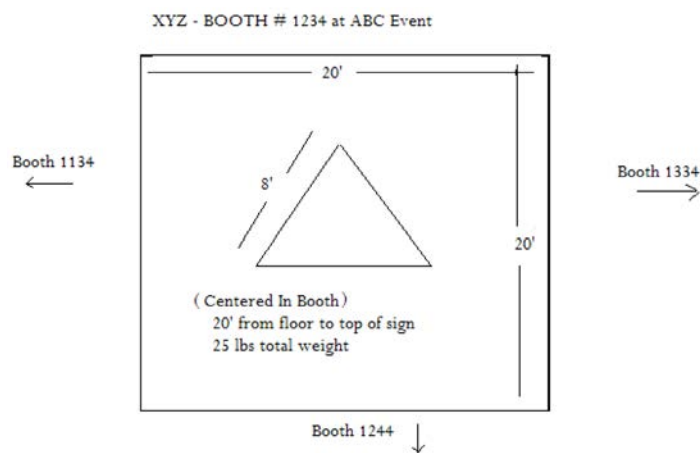
| ITEM DESCRIPTION & INFORMATION | | | | | |
|---|--------------------------|--|---|---------------|--|
| **Description of Item (Sign, Banner, Truss, etc.) | | | | | |
| Quantity: | Size: | Weight: | Height desired from floor to top of suspended item: | | |
| Do any items require Electrical service (circle one)? YES NO | | Indicate Service Ordered on Electrical Form: | | | |
| Date When Your Item Will Be Ready for Hanging: | | Preferred Move-Out Date: | | | |
| PACKAGE RIGGING SOLUTIONS | | | | | |
| Service Description | QTY | Discount Rate | Standard Rate | Total Due: \$ | |
| Basic Rigging Package (Per Sign/Banner) | | \$1,840.00 | \$2,210.00 | | |
| Electrical Rigging Package (Per Sign/Banner) | | \$2,130.00 | \$2,560.00 | | |
| Team Labor Hour | | \$284.00 | \$342.00 | | |
| CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE*) | | | | | |
| *For any of the services below, please contact JCALPRO at 617.954.2345. | | | | | |
| Equipment Description | QTY | Discount Rate | Standard Rate | Total Due: \$ | |
| Silver 12" x 12" Box Truss | 5' Section | \$31.00 | \$37.00 | | |
| | 8' Section | \$48.00 | \$57.00 | | |
| | 10' Section | \$59.00 | \$70.00 | | |
| Black 12" x 12" Box Truss | 5' Section | \$42.00 | \$50.00 | | |
| | 8' Section | \$66.00 | \$81.00 | | |
| | 10' Section | \$84.00 | \$100.00 | | |
| Silver 20.5" x 20.5" Box Truss | 5' Section | \$53.00 | \$63.00 | | |
| | 8' Section | \$87.00 | \$103.00 | | |
| | 10' Section | \$107.00 | \$128.00 | | |
| Corner Block | Silver 12" x 12" box | \$59.00 | \$70.00 | | |
| | Black 12" x 12" box | \$77.00 | \$93.00 | | |
| | Silver 20.5" x 20.5" box | \$84.00 | \$100.00 | | |
| Base Plate | | \$42.00 | \$50.00 | | |
| Rotator | | \$177.00 | \$214.00 | | |
| Motor | | \$177.00 | \$214.00 | | |
| Cheeseboro - Silver | | \$7.00 | \$8.00 | | |
| Cheeseboro - Black | | \$9.00 | \$12.00 | | |
| Grapple | | \$13.00 | \$16.00 | | |

CONTINUED ON PAGE 27

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE*)

*For any of the services below, please contact JCALPRO at 617.954.2345.

| Lighting Fixtures | QTY | Discount Rate | Standard Rate | Total Due: \$ |
|-------------------------------------|-----|---------------|---------------|----------------------|
| Source 4 Par – (575 watt, 750 watt) | | \$41.00 | \$49.00 | |
| Source 4 Leko – (575, 750 watt) | | \$52.00 | \$62.00 | |
| Par 64 (1000 watt) | | \$36.00 | \$42.00 | |
| Lighting Kits | QTY | Discount Rate | Standard Rate | Total Due: \$ |
| Small Lighting Kit | | \$220.00 | \$265.00 | |
| Medium Lighting Kit | | \$385.00 | \$465.00 | |
| Large Lighting Kit | | \$535.00 | \$640.00 | |
| X-Large Lighting Kit | | \$655.00 | \$785.00 | |
| Dimmer Racks & Lighting Controls | QTY | Discount Rate | Standard Rate | Total Due: \$ |
| Dimmer Control 1.2 x 4 | | \$95.00 | \$115.00 | |
| Dimmer Control 2.4 x 12 | | \$175.00 | \$215.00 | |
| Dimmer Control 2.4 x 24 | | \$380.00 | \$455.00 | |
| | | | | Total Due: \$ |



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

SIGNATURE _____

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY

| | | | |
|----------------|--------------|---------------|------------------------|
| Date Received: | Received by: | Check Number: | Discover/MC/Visa/Amex: |
|----------------|--------------|---------------|------------------------|



Exhibitor Order Form Plumbing Services

Effective January 1, 2022

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

| | | | | | |
|------------------------|-------|--------------------|------|----------|--|
| Event or Show: | | Booth no. (s) | | | |
| Event or show date(s): | | Exhibiting firm: | | | |
| Billing address: | City: | State: | Zip: | Country: | |
| Phone: | | Email: | | | |
| Ordered by/title: | | Show site contact: | | | |
| Date: | | Contact phone: | | | |

WATER AND DRAIN SERVICES

| Service | Description | QTY | Size | Discount Rate | Standard Rate | Total Due: \$ |
|--------------------------------------|-----------------------------|-----|------|---------------|---------------|---------------|
| Water Approx 75 PSI Up to ¾" line | Individual Connection | | | \$350.00 | \$450.00 | |
| | Additional Connection | | | \$210.00 | \$260.00 | |
| Drain Up to ¾" line | Individual Connection | | | \$350.00 | \$450.00 | |
| | Additional Connection | | | \$195.00 | \$240.00 | |
| Fill & Drain | 0-100 Gallons | | | \$185.00 | \$225.00 | |
| | Each additional 500 gallons | | | \$115.00 | \$160.00 | |

SINK RENTALS

| Service | Description | QTY | Size | Discount Rate | Standard Rate | Total Due: \$ |
|------------------------------------|--|-----|------|---------------|---------------|---------------|
| Cold Water Sink Rental | Includes: sink, one water and one drain connection | | | \$705.00 | \$870.00 | |
| Small Hot & Cold Water Sink Rental | Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection | | | \$960.00 | \$1,190.00 | |
| Large Hot & Cold Water Sink Rental | Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection | | | \$1,190.00 | \$1,495.00 | |

COMPRESSED AIR AND GASSES*

| Service | Description | QTY | Size | Discount Rate | Standard Rate | Total Due: \$ |
|-----------------------|--------------------------------|-----|------|---------------|---------------|---------------|
| Air Approx 110 PSI | Individual Connection | | | \$440.00 | \$540.00 | |
| | Additional Connection | | | \$225.00 | \$280.00 | |
| CO2 | 20 lb Cylinder (Dry or Liquid) | | | \$185.00 | \$220.00 | |
| | 50 lb Cylinder (Dry or Liquid) | | | \$205.00 | \$240.00 | |
| Nitrogen | 300 ft3 Tank (Dry) | | | \$245.00 | \$295.00 | |

SIGNATURE _____

Total Due: \$

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY

| | | | |
|----------------|--------------|---------------|------------------------|
| Date Received: | Received by: | Check Number: | Discover/MC/Visa/Amex: |
|----------------|--------------|---------------|------------------------|



Exhibitor Order Form Security Services

Effective January 1, 2022

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

| | | | | |
|------------------------|-------|--------------------|------|----------|
| Event or Show: | | Booth no. (s) | | |
| Event or show date(s): | | Exhibiting firm: | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

| SECURITY SERVICES | | | | | | |
|-------------------|---------------|--------------------------------|------------------|---------------------------------|---------------------------------|---------------|
| Date | # Of Officers | Scheduled hrs. (4 hr. min.) | Total Man hrs. | Discount Rate (per man hrs.) | Standard Rate (per man hrs.) | Total Due: \$ |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | | \$33.00 | \$39.00 | |
| | | | Total Man Hours: | Total Due: \$ | | |

SIGNATURE _____

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

| FOR MCCA USE ONLY | | | |
|-------------------|--------------|---------------|------------------------|
| Date Received: | Received by: | Check Number: | Discover/MC/Visa/Amex: |

Exhibitor Guidelines, Information and Regulations

EXHIBITOR PARTICIPATION REGULATIONS

ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the BCEC – including exhibitors traveling to the BCEC, unloading exhibitor-related cargo and parking at the BCEC – must be credentialed by the BCEC Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) Marshalling Lot Trailer, or go directly to the South Parking Lot if directed by the GSC or Licensee, before proceeding into the building at Southwest Badging. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical buss ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees.

BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:
 - a. Boxed or loose product, materials or literature
 - b. Fiber cases used to ship pop-up displays
 - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
 - a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
 - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
 - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
 - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
 - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
 - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

CANDLES

Candles are not permitted.

CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor.

COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

All persons, vehicles, bags, containers, etc. are subject to search.

FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the BCEC:

1. The following items are fire hazards and are prohibited for use in the BCEC:
 - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
 - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
 - c. Cut Christmas trees, cut evergreens or similar trees
 - d. Fireplace logs, charcoal and similar materials
 - e. Untreated mulch and Spanish moss or similar vegetation
 - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
 - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be

used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.

- b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
- c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.
4. Open flame devices may be permitted when they are a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.
5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. General Service Contractors (GSC) and exhibitors are required to

maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, 3/8 inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
 - Fabric attached to a ceiling or used to cover any portion of an exhibit
 - Carpet on ceilings, walls, seating products, or as decorative material

LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the BCEC. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/BCEC License Agreement.

If a party brings unauthorized food and/or beverage items into the BCEC and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

Temporary Food Service Permit Application

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the BCEC that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS

The use of glitter, confetti, sand, popcorn or simulated snow types of material is not permitted in the BCEC. Additionally, adhesive-backed decals may not be given away or utilized.

GRATUITIES POLICY

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2222.

GUARDRAILS AND STAIRS

Any platforms exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other

structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

HAND-CARRY POLICY

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

No parking is allowed at the entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

This policy is strictly enforced at The Westin Boston Waterfront Hotel skybridge as well.

LIGHTS

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

MATERIAL HANDLING

Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the "move in" and "move out" of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES

Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development - Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617.954.2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the BCEC Loading Dock. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/ General Conditions Section of the Event Guide.

MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES

Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or professional engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor's name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
 - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
 - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

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MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES**Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
 - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
 - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
 - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
 - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

AUTOMATIC FIRE EXTINGUISHING SYSTEM

1. The following shall be protected by an automatic extinguishing system:
 - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
 - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)

Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:

- A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
 - A flame retardant open mesh material with a minimum 70% opening
 - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
 - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
 3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage (www.massconvention.com).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

PROTECT YOUR EXHIBIT AND MATERIALS

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.

8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

SMOKING

The BCEC is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

SOLICITATIONS

No solicitations or collections are permitted in the BCEC.

VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the BCEC must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

Motorized vehicles shall:

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
 - a. Exceptions:
 - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
 - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or "hot" cable be disconnected.

3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

MCCA Services

The BCEC is the exclusive provider of the following services: food & beverage, business center, coat check, electrical, telephone, Internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging, the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes. Most of these services are available directly to an exhibitor and should be ordered through your Exhibitor Services Center. These exclusive services are subject to prices and conditions on appropriate order forms. Discounts may apply to some services by meeting the advance payment deadlines and conditions noted on the forms.

Exhibitors may order services through the Signature Boston Exhibitor Ordering Site at www.signatureboston.com. For more information, Exhibitor Services can be contacted at 617.954.2230 or exhibitorservices@signatureboston.com.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your Exhibitor Kit.

ATMS

Guests will find ATMs on Level One in the North Lobby and the Wicked Good Market, and on Level o East.

AUDIO/VISUAL SERVICES

The BCEC offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The BCEC features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The BCEC has a clear line of sight to all satellites and dedicated truck parking

spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

SATELLITE SERVICES

The BCEC has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

Transportation

PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the BCEC. South Station, the premier regional transportation center, is a ten-minute walk from the front door of the BCEC. Services available at South Station include the MBTA's Red and Silver lines, Amtrak regional service, bus service, and commuter rail.

TAXI AND RIDESHARE INFORMATION

MMCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. Level One, North Entrance at 415 Summer Street is the

required location for taxicab drop-off and pick-up. This taxi stand location will be separate from the other transportation operations for the event. MCCA Transportation staff will monitor the volume of taxis, and will request more from the taxicab companies as needed throughout the event.

Rideshare vehicles (such as Uber & Lyft, etc.) are only permitted to pick up and drop off at designated locations. These locations are event-specific, and will appear in the app when you open it to request a vehicle. Signs will be posted throughout the BCEC to direct you to the proper pick-up location.

PRIVATE CHARTER SERVICE

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing MCCATransportationServices@signatureboston.com. Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email MCCATransportationServices@signatureboston.com to request a quote for services.

PARKING

The BCEC currently maintains 1,343 parking spaces in the South Parking Lot. There are also 200 parking spaces that are utilized for valet parking. Please keep in mind that there is no 24-hour parking or overnight parking at the BCEC. In-and-out privileges are only available to those who purchase Exhibitor Parking Passes (only offered for select events, please contact Exhibitor Services with any questions). Any vehicle left at the BCEC overnight is subject to tow at the owner's expense.

For larger events where the amount of parking available on-site is expected to be insufficient to meet the needs of a particular event, the MCCA Transportation Department will work with local parking lots and garages to create an overflow parking plan. Vehicles will be sent off-site, and attendees will be provided with either walking directions back to the BCEC or a shuttle depending on the distance of the parking lot from the BCEC.

Please note that during events where parking is expected to fill the MCCA will restrict parking on-site to single-spaced vehicles only. Exhibitors arriving with box trucks or vehicles with trailers in tow will be directed to park off-site, and will not be permitted into the South lot until the conclusion of the event.

PARKING ON LOADING DOCK

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

ADA PARKING

There is an ADA area in the South Parking Lot, in the rear of the facility. Parking is available in these spaces for the same rate as standard self-parking. From there, there is a handicap-accessible sidewalk to Level Zero, where there is an entrance to the BCEC through the Southeast lobby.

Levy Restaurants BCEC Authorization Request

Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Boston Convention & Exhibition Center (BCEC) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the BCEC. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
 - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
 - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or BCEC services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES. Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the BCEC and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/ booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the BCEC from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on _____

| | | | | |
|-------------------|-------|------------------------|------|----------|
| Event or Show: | | Event or show date(s): | | |
| Exhibiting firm: | | Booth no. (s): | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Agreed _____ Approved _____ Date _____
Exhibiting Firm Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY _____ TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department
415 Summer Street | Boston MA 02210 | Tel. 617.954.2382 | Fax 617.954.2159

2022 EXHIBITOR MENU



SAMPLING

Food and/or beverage products may be sampled without waiver fee, if the product being sampled is manufactured, produced and/or distributed by the exhibiting company.

Sample sizes are as follows:

Alcohol

Contact your Catering Sales Manager

Food

Not more than 2 ounces

Non-Alcoholic Beverages

Not more than 4 ounces

BAR SERVICES

For all events with alcohol service, a certified Levy Restaurants bartender is required. Bartenders are charged at \$175 per bartender with a 4 hour minimum. Each additional hour or portion thereof will be \$43.75 per bartender. Alcohol cannot be brought into or removed from the premises.

ELECTRICAL NEEDS

All electrical needs for food and beverage items are included with the catering orders. Please contact your general contractor to confirm adequate power is available for the food and beverage items. Any menus/items that require additional power are marked with an “*E”.

BREAKFAST



SIGNATURE NEW ENGLAND BREAKFAST EXPERIENCE

Signature spread of maple glazed morning buns, seasonal sliced fruit, orange and cranberry juices, and our Signature Reserve coffee.

25.00 PER GUEST

BREAKFAST SANDWICHES

Bacon, Egg, and Cheese on a Pretzel

Ham, Egg, and Cheese on a English Muffin

Sausage, Egg White and Cheese on a Croissant

Egg White, Spinach and Cheese on a Whole Wheat Bagel

Spicy Sausage, Egg and Cheese Burrito

*E 96.00 PER DOZEN

FROM OUR BAKE SHOP

A Selection of Fresh Baked Muffins

Assorted Bagels and Local Spreads

Revolutionary Morning Scones

Flaky Danish Pastry

Plain and Filled Croissants

*E 50.00 PER DOZEN



SIGNATURE NEW ENGLAND BREAKFAST EXPERIENCE CONTINUED

— ENHANCEMENTS —

Assorted Cereals

60.00 PER DOZEN

Cranberry-Apricot Yogurt Parfaits

60.00 PER DOZEN

Yogurt (Plain, Greek, Fruit or Lowfat)

60.00 PER DOZEN

Market Whole Fruit

40.00 PER DOZEN

Seasonal Sliced Fresh Fruit Platter

78.00 SERVES 10





REFRESHMENTS

NON ALCOHOLIC REFRESHMENTS

SIGNATURE RESERVE COFFEE

67.00 PER GALLON

SIGNATURE RESERVE DECAFFEINATED

67.00 PER GALLON

ASSORTED HOT TEAS

67.00 PER GALLON

WICKED GOOD HOT CHOCOLATE⁺

Mini Marshmallows, Chocolate
Shavings and Whipped Cream

67.00 PER GALLON

AQUAFINA BOTTLED WATER

Case of 24 – 16.9 oz. bottles

108.00 PER CASE

ASSORTED PEPSI PRODUCTS

Case of 24 – 12 oz. cans

108.00 PER CASE

BUBLY SPARKLING WATER

Case of 24 – 12 oz. cans

108.00 PER CASE

INDIVIDUAL BOTTLED JUICE

Case of 24 – 15.2 oz. bottles

114.00 PER CASE

ALL NATURAL SPA WATER⁺

Refreshing Still Water with Fruit
(not blended)

60.00 PER GALLON

ALL NATURAL FRUIT INFUSED WATER⁺

Watermelon-Mint, Cucumber-Lemon,
Cranberry-Lime, Ginger-Orange or
Apple-Rosemary

60.00 PER GALLON

ICED TEA⁺

Classic or Blended with Strawberry,
Cranberry-Lime or Blueberry

50.00 PER GALLON

LEMONADE⁺

Classic or Blended with Strawberry,
Cranberry-Lime, or Blueberry,
Ginger-Orange or Apple-Rosemary

50.00 PER GALLON

KEURIG COFFEE MACHINE ^{*E}

85.00 PER DAY

K-CUPS (BOX OF 24)

Select from the following: Green Mountain
House Blend, Decaf House Blend, French
Vanilla, Hazelnut and Celestial Decaf
Green Tea

56.00 PER CASE

WATER COOLER RENTAL ^{*E}

80.00 PER DAY

5-GALLON WATER JUG

35.00 EACH

ICE (PER 5LB BAG)

7.00 PER BAG

⁺3.00 GALLON MINIMUM PER FLAVOR



SWEET TREATS

THE SWEET

MACARON MADNESS

Vanilla, Pistachio, Coffee, Raspberry, Lemon and Chocolate

38.00 PER DOZEN

GOURMET BROWNIES

Espresso, Chocolate Chunk, Turtle and Fudge

41.00 PER DOZEN

CHOCOLATE COVERED STRAWBERRIES⁺

45.00 PER DOZEN

CANDY BARS⁺

36.00 PER DOZEN

CANDYLAND OF NEW ENGLAND

Salt Water Taffy, Boston Baked Beans, Boardwalk Fudge, Bit-o-Honey, Toffee, Old Fashioned Candy Sticks, Charleston Chews, Licorice, Current and Nostalgic Favorites

9.50 PER GUEST

WHOOPIE PIES

Chocolate, Carrot Cake and Red Velvet

36.00 PER DOZEN

RICE KRISPIE TREATS

Classic, Hand-Dipped Chocolate and Peanut Butter

39.00 PER DOZEN

BCEC COOKIES (JUMBO)

41.00 PER DOZEN

SIGNATURE COOKIES

Assorted Freshly Baked Cookies

35.00 PER DOZEN

HERSHEY KISSES^{*}

12.00 PER POUND

BULK CANDY^{*}

Ask your catering sales manager for details.

20.00 PER POUND

⁺3 DOZEN MINIMUM

^{*}3 POUND MINIMUM



THE SAVORY

GARDEN FRESH CRUDITÉS
with Buttermilk Ranch Dipping Sauce
55.00 SERVES 10

DELUXE MIXED NUTS
18.00 PER POUND

ASSORTED GRANOLA BARS
40.00 PER DOZEN

ASSORTED ENERGY BARS
55.00 PER DOZEN

ARTISANAL BAVARIAN PRETZEL+ *E
Traditional Salted Bavarian with
Brown Mustard
Chipotle and Yellow Mustard with
Warm Sam Adams Boston Lager Cheese
Cinnamon Sugar with Vanilla Bean Sauce
108.00 PER DOZEN

POTATO CHIPS AND GOURMET DIPS
Kettle-Style Potato Chips with Roasted
Garlic Parmesan, French Onion and
Blue Cheese Dips
125.00 SERVES 25


ASSORTED INDIVIDUAL BAGS OF
POTATO CHIPS
Including Cape Cod Chips, Stacy's
Pita Chips, Smartfood Popcorn and
Pop Chips
42.00 PER DOZEN

FARMSTEAD CHEESE DISPLAY
Chef's Selection of Local and Imported
Cheeses with Flavored Honey, Fresh
Seasonal Berries, Dried Fruit Garnish,
Artisan Breads and Crackers
350.00 SERVES 25

HUMMUS TRIO
Traditional Chickpea, White Bean and
Edamame Hummus, Served with Crispy
Carrots, Celery, Crackers and Pita Chips
225.00 SERVES 25

ENERGY MIX
Pre-Packaged Assortment of Dried Papaya,
Yogurt Coated Raisins, Roasted Almonds,
Roasted Peanuts, Dried Cranberries,
Chocolate Chunks and Banana Chips
108.00 PER DOZEN

+3 DOZEN MINIMUM



BOXED LUNCHES



BEST OF THE CITY

BOXED LUNCHES

INCLUDES

Aquafina Water

Whole Fresh Fruit

Bag of Cape Cod Chips

Giant Chocolate Chip Cookie

OUR SELECTION

SANDWICHES

SMOKED TURKEY ON WHEAT BREAD

Bacon, Tomato, Lettuce and Herb Aioli

ROAST SIRLOIN OF BEEF ON FOCACCIA

Tomatoes, Sweet Onion Jam and Boursin Cheese

“ZLT” FLATBREAD SANDWICH

Grilled Zucchini, Tomatoes, Jalapeño Jack
Cheese and Sun-Dried Tomato Pesto

SALAD

ROASTED VEGETABLES

Quinoa Tabbouleh, Tomatoes, Parsley, and Lemon Dressing

34.00 PER LUNCH

The background image is a blurred photograph of a buffet table. In the foreground, there are several small glass bowls containing red cherry tomatoes and green olives. Behind them, there are more food items, including what looks like a salad with green leaves and some brown, chunky items. Numerous silver serving utensils, including forks and knives, are scattered across the table, some standing upright and others lying flat. The overall scene is brightly lit, suggesting an indoor setting with natural light. A dark blue rectangular box is superimposed over the center of the image, containing the text "SMALL BITES & RECEPTIONS" in a white, thin, sans-serif font.

SMALL BITES & RECEPTIONS

NEW ENGLAND SPECIALTIES

Slow-Cooked Boston Baked Beans with Caramelized Onions and Brown Bread

4.50 EACH

Individual Yankee Pot Roast with braised Beef Tips, Sweet Peas, Carrots and Potatoes topped with Mini Buttermilk Herb Biscuit

5.00 EACH

Mini Lobster Rolls with Griddled Brioche

7.50 EACH

"Soup Sip" Clam Chowder

5.50 EACH

HAND CRAFTED MINI SLIDERS

Slow-Roasted Prime Rib with Smoked Cheddar, Caramelized Onions and BBQ Sauce

5.50 EACH

Breaded Chicken Parmesan with Marinara and Fresh Mozzarella

5.50 EACH

Homemade Meatloaf with Crispy Onions and Sautéed Wild Mushrooms

5.50 EACH

Mediterranean Turkey Slider with Spinach and Feta

5.50 EACH

EMPANADAS

Slow Braised Ground Beef, Manzanilla Olives, Poblano Peppers

5.25 EACH

Simmered Ground Chicken, Poblano, Chimichurri

5.25 EACH

Slow Cooked Black Beans, Tomato, Onion

5.25 EACH

SUMPTUOUS SATAYS

Thai Peanut Ginger Chicken with Sweet Chili Sauce

6.00 EACH

Sizzling Short Rib with Thai Peanut Sauce

6.00 EACH

Basil-Garlic Shrimp with Chili Lime Mint Sauce

6.00 EACH

MINI CHILLED SHRIMP SHOOTERS

Classic Fisherman's Wharf-Style with Lemon Horseradish Cocktail Sauce

6.50 EACH

Bayou-Blackened with Remoulade Sauce

6.50 EACH

Pesto-Marinated with Lemon Aioli

6.50 EACH

MODERN MINIS

Mini Calabasitas Tacos with Cilantro and Black Beans

5.50 EACH

Breaded Parmesan Stuffed Peppadew

5.50 EACH

Olive Manchego Bites

5.50 EACH

Ratatouille Tart

5.50 EACH

Caribbean Plantain Tart, Mango and Black Bean Relish

5.50 EACH

Fig and Blue Cheese Flatbread with Sweet Imported Fig Preserves, Creamy Blue Cheese and Green Onions *E

5.75 EACH

ARANCINIS

Lobster Arancini, Sherry Cream, Basil

5.75 EACH

Portabello Arancini, Garlic, Spinach, Mozzarella

5.75 EACH

Sausage Arancini, Peppers, Onions

5.75 EACH

SMALL BITES

MASHED POTATO BAR

Lobster Mashed Potatoes

Yukon Gold Mashed Potatoes and Braised Short Ribs with a Cabernet Reduction

Sweet Mashed Potatoes with Cinnamon, Brown Sugar, Butter and Candied Pecans

12.00 PER GUEST *E

ARTISANAL CHARCUTERIE

Cured and Carved Bone-in Beef

Smoked Pork Loin

New England Salumi

Salt Cod Brandade

Cornichon, Olives, Mustard and Chutney

13.50 PER GUEST

MAC-N-CHEESE MADNESS

CHOOSE 3

Buffalo Chicken with Jack and Blue Cheese

Smoked Pork with Green Chile and Cheddar

Cheetos-Crusted

Chorizo and Jack Cheese with Tortilla Crust

White Cheese with Spinach and Artichokes

Smoked Cheddar with BBQ Potato Chip Crust

11.00 PER GUEST *E

GOURMET FOCACCIA

Fennel Sausage with Wild Mushroom and Asiago Cheese

Classic Clam Sauce and Farmer's Cheese

Pulled Chicken with Cilantro Pesto and Four Cheeses

Roma Tomatoes with Basil and Fresh Mozzarella

11.00 PER GUEST

FARMSTEAD CHEESE DISPLAY

Chef's Selection of Local Imported Cheeses with Flavored Honey, Fresh Seasonal Berries, Dried Fruit Garnish, Artisan Breads and Crackers

14.00 PER GUEST

The image is a vertical collage of two photographs. The top photograph shows a person's hands in a white shirt, one holding a lemon and the other a knife, as if about to cut it. On the wooden table in front of them are several glass jars filled with bright yellow lemon juice, some with white lids. There are also whole lemons, a small branch with green leaves, and a vintage-style black kitchen scale in the background. The bottom photograph is a close-up of a wooden table with various items: a white cutting board with lemon slices and a knife, a large yellow bowl, a jar of lemon juice with a white lid, a small glass bowl, and more lemons and greenery. The overall scene is warm and suggests a homey, healthy lifestyle.

TRAFFIC BUILDERS

NEW ENGLAND NUT ROASTER

With rotating flavors throughout the day, the tantalizing aromas are sure to lead guests to your booth. Chef attendant included. *E

FLAVORS:

Apple Pie Cashews

Curried Coconut Macadamia Nuts

Snickerdoodle Walnuts

APPROXIMATELY 350 (.75OZ/SERVINGS)

2,900.00

STROLLING HYDRATION STATION

A flat bottomed juice bag filled with your selection of all natural juices, flavored waters and teas. Chef attendant included. Ask about branding opportunities.

FLAVORS:

Blueberry-Lemonade Cheesecake

Green Tea with Chai

Apple-Rosemary

APPROXIMATELY 240 SERVINGS

1,200.00

WALKING WAFFLE BITES

“Small Bites” waffles on a stick drizzled with white and dark chocolate, cinnamon and sugar, or “all natural”, these conversation novelties will have attendees directing their colleagues to your booth in short order. Chef attendant included. *E

FLAVORS:

Red Velvet

Mocha

Cinnamon Roll

Assorted toppings included

APPROXIMATELY 240 SERVINGS

1,200.00

CHOCOLATE GYRO STATION

A chef attendant will freshly prepare and fill crepes with delicate fillings like Banana Compote or Nutella and Marshmallow Fluff. Atop the crepe, swirled milk and white Belgian chocolate will be shaved from the rotating spit; sure to be the talk of the show! Chef attendant included. *E

FLAVORS:

Roasted Banana Compote

Nutella and Marshmallow Fluff

APPROXIMATELY 240 SERVINGS

1,450.00

ICE CREAM BARS

Ice Cream Cooler includes: 10 dozen assorted ice cream bars and napkins. *E

ATTENDANT INCLUDED.

630.00

WAFFLE BUILDERS

CHLOE'S FRUIT POPS

10 dozen assorted popsicles. *E

FLAVORS:

Strawberry

Mango

Chocolate

REQUIRES SPACE FOR INCLUDED TABLE
TOP FREEZER

2,000.00

CAMPFIRE S'MORES PACKAGE

Roasted marshmallow sandwich with milk
chocolate and graham crackers. *E

ATTENDANT INCLUDED

APPROXIMATELY 250 SERVINGS

2,000.00

BEN & JERRY'S FLAVORS

10 dozen assorted 4 oz. ice cream cups *E

FLAVORS:

Chocolate Chip Cookie Dough

Chocolate Fudge Brownie

Cherry Garcia

Strawberry Cheesecake

Americone Dream

(Vanilla Ice Cream with Fudge Covered Waffle
Cone Pieces & Caramel Swirl)

REQUIRES SPACE FOR INCLUDED TABLE
TOP FREEZER

810.00

CHOCOLATE CHIP COOKIE STOP

Cookie oven includes: one case of 240 cookies,
napkins, plates, and serving platter. Additional
cases of cookies are 480.00 each. *E

ATTENDANT INCLUDED

630.00 PER CASE

MARKEY LTD ESPRESSO SERVICE

Our Baristas are fully trained to engage and look after your guests and get the most from our state-of-the-art espresso machines.

With our team you can have peace of mind that we have your best interests at heart. Let us clean, maintain and entertain whilst you and your team achieve your goals.

The friendly crew will ensure your guests have a memorable visit, featuring drinks that you would see in any world-class espresso bar including Cappuccino, Caffè Latte, Americano, Espresso and all of the other favorites, as well as herbal teas and hot chocolate.

Includes a combination of 8 oz. cups for coffees and teas & 4 oz. cups for espresso drinks, two trained Baristas to serve, counter, all equipment, consumables, stock, water and electrical supply.

Markey counter (supplied) measures, D 32", W 81", H 32". If a counter is provided (by the client) these are the basic minimum dimensions required.

POWER REQUIREMENTS:

Coffee machine: 5kW, 30 Amp at 208 volts

Grinder: 350W, 5 Amp at 110 volts

Refrigerator: 10 Amp at 115 volts

UP TO 1,500 SERVINGS

3,700.00 PER DAY

MARKEY LTD VEGETABLE & FRUIT JUICE BAR

Using the freshest of locally sourced fruits and vegetables two trained Baristas will juice the most naturally delicious and nutritionally beneficial drinks you can get. Hands down!

Utilising an array of raw ingredients our creations aim to strengthen the immune system, boost energy levels and rejuvenate the body.

Includes 7 oz. cups, two trained Baristas to serve, counter, all equipment, consumables, stock and electrical supply.

Markey counter (supplied) measures, D 32", W 81", H 32". If a counter is provided (by the client) these are the basic minimum dimensions required.

FLAVORS MAY INCLUDE,

WAKE UP CALL | Carrot, Apple, Ginger and Orange Juice

LEAN AND GREEN | Celery, Cucumber, Spinach, Green Apple and Pineapple

MOVE TO THE BEET | Carrot, Celery, Apple and Beets

POWER REQUIREMENTS:

Juice machines: 3 x 20 Amp at 110 volts (usually three machines are running)

Refrigerator: 2 x 10 Amp at 115 volts

UP TO 500 SERVINGS

3,600.00 PER DAY

*Additional orders may be added up to 1 week ahead of the first show day with a minimum of 100 servings at 5.00 each

GELATO BAR

Traditional, creamy and super tasty artisan gelato. An instant crowd pleaser and perfect attraction to your booth.

Watch as traffic gathers on your stand for a total sensory sensation.

Two trained Baristas will scoop and serve with an array of flavors from which to choose. Our menu includes intensely delicious dairy-free sorbets and creamy gelato.

Includes 5 oz. cups, two trained staff to serve, gelato display cabinet, all equipment, consumables and stock and electrical supply.

Gelato cabinet measures, D 29", W 49", H 50"

FLAVORS MAY INCLUDE,

Chocolate | Pistachio | Vanilla Bean | Dulce de Leche | Raspberry | Lemon

OUR GELATO FREEZER CAN DISPLAY UP TO 6 FLAVORS

POWER REQUIREMENTS:

Gelato cabinet: 3 kW, single phase, 15 Amp at 110 volts. A 24-hour power supply is required for the gelato cabinet.

UP TO 500 SERVINGS

3,600.00 PER DAY

*Additional orders may be added up to 1 week ahead of the first show day with a minimum of 100 servings at 5.00 each



MARKEY LTD FROZEN YOGURT OR SOFT SERVE ICE CREAM BAR

Fresh, natural, creamy and of course addictively delicious!

This Markey fully staffed service is a visually stunning and taste bud pleasing way to really treat your guests and get the most out of your show-floor presence.

Complete with state-of-the-art frozen yoghurt machinery and a vast array of healthy and wholesome toppings to choose from this colourful attraction will certainly have you noticed and remembered.

Includes 5 oz. cups, two trained Baristas to serve, counter, all equipment, consumables, stock and electrical supply.

Markey counter (supplied) measures, D 32", W 81", H 32". If a counter is provided (by the client) these are the basic minimum dimensions required.

FLAVORS MAY INCLUDE,

FROZEN YOGURT | Non-Fat Vanilla or Natural Tart base

SOFT SERVE ICE CREAM | Vanilla or Chocolate

TOPPINGS FOR BOTH MAY INCLUDE | Strawberries, Blueberries, Pineapple, Granola, Milk Chocolate Chips, Sliced Almonds, Coconut, Caramel, Honey

POWER REQUIREMENTS:

Frozen Yogurt/Soft Serve machine: 3 kW, single phase, 20 Amp at 110 volts

Refrigerator: 10 Amp at 115 volts

UP TO 500 SERVINGS

3,600.00 PER DAY

*Additional orders may be added up to 1 week ahead of the first show day with a minimum of 100 servings at 5.00 each

MARKEY LTD SMOOTHIE BAR

Classic, Superfood, Breakfast or even Custom tailored to suit your theme we've got you covered with our huge range of healthy and tasty Smoothies.

This high energy, visually stunning and attention-grabbing solution is a great alternative to hot drinks and will create even more interest (and traffic) to your stand and products. Let our two Markey Baristas engage your guests and look after your team whilst chopping and blending their way to a flavour rich experience.

Includes 7 oz. cups, two trained Baristas to serve, counter, all equipment, consumables, stock and electrical supply.

Markey counter (supplied) measures, D 32", W 81", H 32". If a counter is provided (by the client) these are the basic minimum dimensions required.

FLAVORS MAY INCLUDE,

CLUB TROPICANA | Mango, Watermelon, Coconut Water, Orange Juice

ZINGER | Strawberries, Pomegranate Juice, Non-Fat Vanilla Yoghurt and Honey

FANTASTIC FIVE | Strawberries, Blueberries, Raspberries, Blackberries, Cranberry Juice

GREEN MACHINE | Banana, Pineapple, Spinach, Coconut Milk and Water

POWER REQUIREMENTS:

Blenders: 4 x 13 Amp at 110 volts

Refrigerator: 10 Amp at 115 volts

UP TO 500 SERVINGS

3,600.00 PER DAY

*Additional orders may be added up to 1 week ahead of the first show day with a minimum of 100 servings at 5.00 each

FROZEN FUN SERVICES

Specialty frozen beverages throughout the country are trending. We specialize in cold beverages production. Our frozen beverages below introduce classic, tart, creamy, sweet & fruit flavors. Choose (1) service for the duration of the show.

2,800.00 Includes 400/7 oz. beverages of 6 hours of continuous service, and one professional attired attendant.

One Time Delivery Charge 275.00 per Service.

*Additional servings may be added up to 1 week ahead of the first show day in increments of 100.

A. Frozen Coffee

B. Frozen Lemonade

C. Little Italy Cannoli Shake

D. Slushy - choose (1) flavor for duration of show

- Celtic Swirl (Lime)

- Red Sox Swirl (Cherry)

E. The Shake Factory¹

- Includes (1) custom colored beverage

- Additional charge for (1) additional color

POWER REQUIREMENTS:

(2) 20 Amp lines at 110 volts

Work Space 6 ft. single level counter

¹The Shake Factory 2 color max.

Please allow 10-15 business days for a proof. Colors will be matched to your brand's pantone within 75%-100%. We will contact you if we cannot match your color.

BOSTON CREAM PIE MINIS

A salute to the iconic Boston dessert invented at the Omini Parker House Hotel and became the official state dessert of Massachusetts in 1996. The Boston creme pie was originally called pudding pie cake due to all cakes being made in pie tins in the early 1800's.

A professional attired attendant will freshly bake aromatic vanilla-bean cakes with all the rich goodness of a Boston cream pie! For a more aromatic service, you may also choose to add chocolate chips into the cake.

Includes 400 individually boxed desserts or 6 hours of continuous service, and two professional attired attendants.

*Additional servings may be added up to 1 week ahead of the first show day in increments of 100.

Choose (1) flavor for the duration of the show:

- Original Boston Cream Pie

- Chocolate Chip Boston Cream Pie

- Boston Strawberry Cream Pie

POWER REQUIREMENTS:

(2) 20 Amp lines at 110 volts

WORK SPACE:

8ft. single level counter

3,800.00

600.00 Add Branding to Your Packaging

275.00 One Time Delivery Charge per service



BOSTON CREAM PIE
BAKE SHOPPE 



VEHICLES THAT RUN ON FUN!

There are only three things we all need in life:
food, coffee, and beer.

PRESS & GATHER

MOBILE BARISTA CART

\$2,500 inclusive

HOT BREW

Regular and Decaffeinated Coffee

COLD BREW COFFEE

Cold Brew
Nitro Coffee

COLD BREW TEA

Mint Green Tea
Wild Berry Tea
Sweet Peach Tea

TAP/TUK

Beer & Wine Car
\$7,000 inclusive

DRAFT BEER

Bud Light Draft

BOTTLED BEER

Harpoon IPA
Samuel Adams Lager

WINE

Boston Winery Merlot
The Black Dog American White

A FUN EXPERIENCE FOR FUN PEOPLE!

MOBILITY

No need to worry about the need for electric because
your eTuk is self sufficient. You pick the location and
we make it happen.

EXPERIENCE

The ultimate versatile vehicle that's perfect for mobile
vending and entertaining conference attendees.

OPPORTUNITY

Custom branding of the eTuks allow an innovative
branding opportunity for sponsorship packages.

THE ULTIMATE BEVERAGE EXPERIENCE, TO CREATE LONG LASTING MEMORIES.

Enhance your attendee experience with our
exclusive carts!

Each cart provides up to 500 servings for a
two hour rental period.

Contact your Catering Sales Manager for
additional information.



CHOCOLATE THERAPY

SWEET REMEDIES

Based in Framingham, Chocolate Therapy makes a healthy indulgence that people can feel good about. The company's line of award-winning, truffles, caramel and more feature surprising flavor combinations with taste and texture of flavors infused with therapeutic, local ingredients, such as olive oil, cinnamon, pomegranate, lavender, blueberries and more. These truffles indulge your senses and soothe the soul! Please speak with your catering manager for additional options.

YEAR-ROUND 4pc. BOXED COLLECTIONS

DARK CHOCOLATE

Aristaeus - Dark Chocolate ganache w/Olive Oil and Sea Salt

The Cure - Dark Chocolate ganache w/Cayenne, Cinnamon and Bay Leaf

Strawberry Modena - Dark Chocolate ganache w/Strawberry purée, Balsamic Vinegar

Pom Balm - Dark Chocolate ganache w/Pomegranate molasses

MILK CHOCOLATE

Heavenly Hazelnut - Milk Chocolate ganache w/Hazelnut butter, crisps crepes

Vitamin C - Milk Chocolate ganache w/Lemon, Lime and Blood Orange purée

Milk Chocolate Golden Heart - Milk Chocolate ganache

Raspberry Gemme - Milk Chocolate ganache w/Raspberry fruit purée

DAIRY FREE (Dark Chocolate)

Note: Pricing does not include a one-time \$275.00 fee for customized mold

*Custom individual logo chocolates (transfer sheet on top) also available for a one-time fee of \$200.00

Castaway - Creamy Dark Chocolate w/Sesame seeds & Coconut oil

Dark Chocolate Hazelnut - Dark Chocolate ganache w/Hazelnut paste & Hazelnuts

Black Coffee - Dark Chocolate ganache w/Coffee & Soymilk

Peanut Butter Cup - Dark Chocolate w/Peanut Butter & Coconut Oil

BRUNCH TRUFFLES

Mimosa - White Chocolate ganache w/Oranges & Sparkling Wine

Coconut Cake - Dark Chocolate ganache w/Coconut

French Toast - White Chocolate ganache w/Maple Syrup & Crisp Crepes

Berry Compote - Dark Chocolate ganache w/Mixed Berries puree'

Boxed Collections \$10.00 a box
5 dozen box minimum (60)
Branded box logo available for an additional fee
Add 2.00 more for ribbon



MINI CUSTOM CHOCOLATE BAR WITH COMPANY LOGO

Choice of dark chocolate or milk or white chocolate
\$7.00 per bar
8 dozen bar minimum (96)



BEVERAGES



BAR SELECTIONS

HOSTED DELUXE BAR

COCKTAILS

Featuring Tito's Vodka, Bombay Sapphire Gin, Hornitos Tequila, Bacardi 8 Rum, Maker's Mark Bourbon, Dewar's White Label Scotch Whisky, Macallan 12 Scotch Whisky Jameson Irish Whiskey, Jack Daniel's Whiskey and Sweet and Dry Vermouth.

11.00 PER DRINK

WINE BY THE GLASS

Pinot Grigio

Chardonnay

Pinot Noir

Cabernet Sauvignon

Brut

Brut Rosé

9.00 PER GLASS

BEER

IMPORTED/PREMIUM BEER

7.50 EACH

DOMESTIC BEER

7.00 EACH

NON-ALCOHOLIC

BOTTLED WATER

4.50 EACH

SOFT DRINKS

4.50 EACH

JUICES

5.00 EACH

HOSTED PREMIUM BAR

COCKTAILS

Featuring Svedka Vodka, Bombay Gin, Bacardi Superior Rum, Jim Beam Bourbon, Jose Cuervo Especial Tequila, Dewar's White Label Scotch Whisky and Sweet and Dry Vermouth.

10.00 PER DRINK

WINE BY THE GLASS

Pinot Grigio

Chardonnay

Pinot Noir

Cabernet Sauvignon

Brut

Brut Rosé

9.00 PER GLASS

BEER

IMPORTED/PREMIUM BEER

7.50 EACH

DOMESTIC BEER

7.00 EACH

NON-ALCOHOLIC

BOTTLED WATER

4.50 EACH

SOFT DRINKS

4.50 EACH

JUICES

5.00 EACH

*Beverages are billed on consumption unless otherwise noted. Levy bartender(s) required and bartender fees apply. Cash bar options are available.

WINE BY THE BOTTLE

WHITE WINE

CHARDONNAY
Kendall-Jackson
60.00

CHARDONNAY
Sonoma-Cutrer
75.00

CHARDONNAY
Stag's Leap Karia
105.00

CHARDONNAY
Cakebread
145.00

SAUVIGNON BLANC
Kim Crawford
60.00

PINOT GRIGIO
Love Story
55.00

PINOT GRIGIO
Santa Margherita
85.00

RIESLING
Chateau Ste. Michelle
42.00

RED WINE

PINOT NOIR
Meiomi
70.00

PINOT NOIR
La Crema
64.00

CABERNET SAUVIGNON
Josh Craftsman's Collection
45.00

CABERNET SAUVIGNON
Louis Martini
70.00

MERLOT
Murphy Goode
45.00

MALBEC
Alamos
40.00

RED BLEND
19 Crimes
40.00

RED BLEND
Conundrum
55.00

RED BLEND
The Prisoner
120.00

BUBBLY

SPARKLING
Chandon Brut
65.00

CHAMPAGNE
Nicolas Feuillatte Brut
155.00

ROSÉ

ROSE
Fleur de Mer
60.00

SPARKLING ROSÉ
Chandon
85.00

LOCAL

CABERNET SAUVIGNON
Boston Winery, Mass.
60.00

BLACK DOG SHARK
IN THE POND
Boston, Mass.
48.00

BREAD AND ROSES ROSE
Boston Winery, Mass.
46.00

EXHIBITOR CATERING ORDER FORM

| EXHIBITING COMPANY INFORMATION | |
|--|----------|
| COMPANY NAME: (Include Booth Name if Different) | |
| BILLING ADDRESS: | |
| CITY, STATE, ZIP CODE: | |
| MAIN TELEPHONE NUMBER: | COUNTRY: |
| MAIN FAX NUMBER: | |
| EMAIL ADDRESS: | |

| SITE INFORMATION | |
|------------------------------|-------------|
| EVENT NAME: | |
| BOOTH NUMBER: | BOOTH SIZE: |
| ON-SITE CONTACT NAME: | |
| ON-SITE CONTACT CELL NUMBER: | |

| DATE | DELIVERY TIME/ SERVICE END TIME | ITEM DESCRIPTION | QTY | PRICE |
|------|------------------------------------|------------------|-----|-------|
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Mail, or Scan (Along With Any Floor Plans) To:
EIMAN KARIM – SENIOR CATERING SALES MANAGER

Levy Restaurants | Boston Convention & Exhibition Center

617.954.1046 | ekarim@levyrestaurants.com

CONTACT INFO

BOSTON CONVENTION & EXHIBITION CENTER

415 Summer Street
Boston, MA 02210
(617) 954-2382

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

900 Boylston Street
Boston, MA 02115
(617) 954-2189



MCCA / LEVY RESTAURANTS / BOSTON CONVENTION & EXHIBITION CENTER

Sample Food and/or Beverage Distribution Authorization Request

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Boston Convention & Exhibition Center and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the BCEC. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies.
2. All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. Cans or bottles are not permitted. Levy Restaurants will be happy to provide biodegradable service wares for all services, please contact your Catering Sales Manager for a price list of available items.
 - b. Alcoholic beverage sampling is permitted **only** if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
 - c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or BCEC services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the BCEC and National Association of Chain Drug Stores (NACDS) is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than **on July 30th**.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 per day minimum for dry or refrigerated storage
2. \$150.00 for a small visi cooler
3. \$300.00 for a large double visi cooler
4. \$25.00 per drop off and per pick-up for steward
5. \$7.00 per 5 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment.*

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please request a shipping label and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Boston Convention & Exhibition Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Per the City of Boston, a copy of your company's health license from the town/state you hold a permit for is required to obtain a permit.

Information must be received no later than close of business (5:00 PM EST) on July 30th.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

National Association of Chain Drug Stores (NACDS)

August 28th – August 30th

| COMPANY INFORMATION | | | |
|------------------------|--|---------------|--|
| Company Name: | | Booth Number: | |
| Billing Address: | | | |
| City, State, Zip Code: | | Country: | |
| Telephone Number: | | | |
| Email Address: | | | |
| Onsite Contact Name: | | | |

| SAMPLING INFORMATION | |
|----------------------|--|
| Sample Item: | |
| Distribution Purpose | |
| Quantity: | |
| Portion Size: | |
| Method of Dispensing | |

Agreed _____
Exhibiting Firm

Approved _____
Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY July 30th TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

Eiman Karim, Catering Sales Manager
415 Summer Street, Boston MA 02210
ekarim@levyrestaurants.com
Telephone 617.954.1046



Temporary Food Application Process

1. All temporary food service applications **must** be completely filled out. **All fees and permits must be paid and picked up before 3 P.M. No permits will be granted after 3 P.M.**
2. The application **must** have a signature.
3. Any establishment that is not licensed in the City of Boston **must** attach a copy of their license from the City/Town they are licensed in.
4. Any food truck/trailer that is not licensed in the City of Boston must get an approval from the Boston Fire Department and bring that approval to the Health Division before the Health permit can be issued.
5. Any vendor that does not have a licensed establishment to operate, must obtain a copy of the Health permit and a letter from the establishment stating they have permission to use the facility.
6. Any vendor doing pre-packaged products **must** pick up the product the day of the event; nothing should be stored at home.
7. **ALL applications must be submitted by the coordinator of the event. Individual applications will not be accepted unless other arrangements have been made between the coordinator and the Health Division.**
8. No application will be processed unless all the criteria are met.



Inspectional Services Department

Temporary Food Service Application

Name of Applicant: _____ Phone: _____
Name of Owner (if different): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Licensed establishment where foods are prepared: _____
Copy of Permit Provided: Yes _____ Pending _____
Email Address: _____
Name of Event: _____
Event Coordinator: _____ Phone: _____
Event Address: _____
City: _____ State: _____ Zip Code: _____
Date/Time of Event: _____
Signature of Applicant: _____

TRANS FAT FOODS CANNOT BE SERVED

List all food/beverages that will be served and the establishment where the food was purchased. If shell stock is utilized, please have copies of tags available for inspection.

ITEMS:

LOCATION PURCHASED:

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |

FEES ARE AS FOLLOWS: 1 DAY EVENT - \$30

Example: 01/01/20 - \$30

PLEASE NOTE: TIME TEMPERATURE CONTROLLED FOR SAFETY FOOD PRODUCTS (TCS)
ALWAYS REQUIRE A HEALTH INSPECTION ON SITE.

1010 MASSACHUSETTS AVE., 4TH FLOOR, BOSTON, MA, 02118 •Tel. (617) 635-5326 •Fax: (617) 635-5388
Email: ISDHealth@boston.gov Website: www.boston.gov

(Rev. 2021)

Temporary Food Service Application

FEES ARE AS FOLLOWS:

1 DAY EVENT - \$30

Example: 1/1/21 - \$30

**\$30 FOR THE FIRST DAY AND \$5 FOR EACH
CONSECUTIVE DAY UP TO 14 DAYS**

Example: 1/1/21-1/3/21=\$40

PREPARATION/COOKING FACILITIES:

Onsite: Yes ___ No ___ N/A ___ If Yes, please describe the facilities and equipment:

Offsite: Yes ___ If yes, please describe the location:

Type of Tableware: Paper Products _____ China _____

Describe ware washing facilities for utensils and equipment:

FOOD PROTECTION:

Describe the equipment and means of transporting **COLD** Food (45°F or below) and **HOT** Food (140°F or above): _____

Refrigeration: Required ___ Not required ___

Method of Refrigeration: _____

Type of Cooking/Hot Holding Equipment: _____

Describe measures to protect food from contamination during preparation, storage, and display:

1010 MASSACHUSETTS AVE., 4TH FLOOR, BOSTON, MA, 02118

Email: ISDHealth@boston.gov Website: Cityofboston.gov/ISD/Health

Phone: (617) 635-5326 Fax: (617) 635-5388

(Rev. 2021)

GARBAGE AND RUBBISH:

Describe means for storage and disposal:

PERSONNEL AND FOOD HANDLING PRACTICES:

Disposable Gloves Provided: Yes ____ No ____

Hair Restraints Provided: Yes ____ No ____

Number of Food Handlers: _____

Location of Handwashing Facilities: _____

Location of Toilet Facilities: _____



BOSTON FIRE DEPARTMENT FIRE PREVENTION DIVISION

Instructions for a Food Truck Permit and Food Truck Inspection

- Food Truck Permits must be applied for online through the Boston Fire Department portal at: <https://www.boston.gov/departments/fire-prevention>
- Once the Food Truck Permit has been applied for online through the Boston Fire Department portal you must schedule a Food Truck Inspection with the Boston Fire Department.
- Food Truck Inspections are by appointment only Monday through Friday from 8am-11AM.

To schedule a Food Truck Inspection: Call or email Kristina Grublin at 617-343-3447 or Kristina.Grublin@Boston.gov

Boston Fire Department
Fire Prevention Division
Special Hazards Unit



Temporary Food Establishment Operations

Use this guide as a checklist to verify compliance with MA food safety regulations.

Submit a completed temporary food establishment application to the local Board of Health at a minimum of 30 days prior to the event.

☐ Application

FOOD & UTENSIL STORAGE AND HANDLING

| | |
|--|---|
| <input type="checkbox"/> Dry Storage | Keep all food, equipment, utensils, and single service items stored above the floor on pallets or shelving, and protected from contamination. |
| <input type="checkbox"/> Cold Storage | Keep potentially hazardous foods at or below 41°F. An effectively insulated container with sufficient coolant may be approved by the Board of Health for storage of less hazardous foods, or use at events of short duration. |
| <input type="checkbox"/> Hot Storage | Use hot food storage units when necessary to keep potentially hazardous food at or above 140°F. |
| <input type="checkbox"/> Thermometers | Use a thermometer to check temperatures of both hot and cold potentially hazardous food. Each refrigeration unit shall have a thermometer to accurately measure the air temperature of the unit. |
| <input type="checkbox"/> Wet Storage | Wet Storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean. |
| <input type="checkbox"/> Food Display | Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers. |



| | |
|--|---|
| <input type="checkbox"/> Food Preparation | <p>Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the Board of Health to prevent bare hand contact with ready-to-eat food.</p> <ul style="list-style-type: none"> • Protect all storage, preparation, cooking, and serving areas from contamination. • Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens. • Cooking: PHF'S- Beef 140°F, Pork 150°F, Ground Beef 155°F, Poultry 165°F, and other PHF'S 140°F |
|--|---|

PERSONNEL

| | |
|--|---|
| <input type="checkbox"/> Person in Charge (PIC) | <p>There must be one person designated in charge at all times responsible for compliance with the regulations. Check with the Health Division's Temporary Liaison to see if food protection management certification is required.</p> |
| <input type="checkbox"/> Handwashing | <p>A minimum two-gallon insulated container with a spigot, basin, soap, and disposable towels shall be provided for hand washing (see attached). The container shall be filled with warm water 100°F to 120°F. A hand washing sign must be posted.</p> |
| <input type="checkbox"/> Health | <p>The (PIC) must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers and hands must be covered and protected with waterproof materials.</p> |



Handwashing:

1. An accessible and functional hand washing facility with hot water shall be provided within the perimeter of any business involved in the sale of food. If only pre-packaged food products are sold, hand washing facilities are not required.
2. Handwashing facilities shall not be used for the cleaning of equipment, storage of wiping cloths, or the disposal of liquid waste.
3. All food products, cooking equipment, and serving utensils shall be protected from any splash or spillage involved in the washing of hands.
4. Disposable paper towels shall be provided with each hand washing facility and will be properly disposed of after being used.
5. Any of the following set-ups can be used as a handwashing facility:
 - a. Portable commercial hand sinks that produce water flow 10 seconds of activating a hand pump or opening a dispensing valve. Soap from a sanitary dispenser shall be provided.
 - b. Minimum of 2-5 gallons of potable water will be maintained in a container capable of dispensing water through a valve. This valve shall enable a constant flow of water when opened. The wastewater shall be collected and disposed of to a sanitary sewer. Soap from a sanitary dispenser shall be provided.
6. An accessible and functioning commercial hand sink will accompany any toilet utilized by food handlers. Soap from a sanitary dispenser and disposable single-use towels shall be provided. The sink shall be used for hand washing only. Handwashing facilities shall be checked regularly for adequate soap, towels, and water.

A convenient hand washing facility must be available onsite for employee hand washing whenever handling unpackaged foods. This facility shall consist of a least sufficient warm running water, soap, and individual paper towels. The Board of Health may approve the use of chemically treated towelette in lieu of hand washing facilities if only frankfurters, non-potentially hazardous foods and non-perishable foods are served and there is no bare hand contact. Chemically treated towelettes must be made available for use by customers in self-service operations.

NACDS 2022 Total Store Expo

Show Code: NACDS22

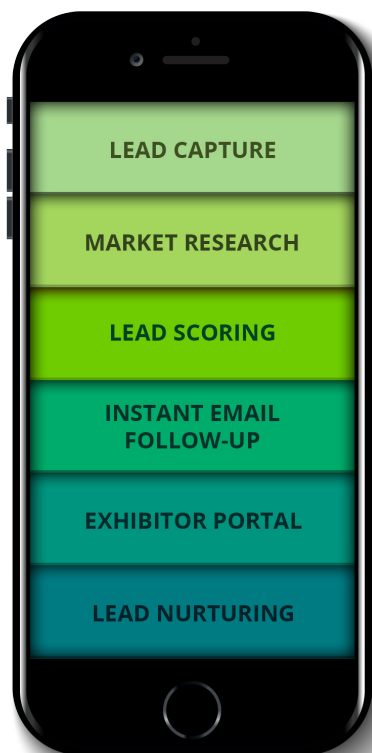
Early Bird Pricing Ends: 6/29/22

Advanced Pricing Ends: 7/15/22

Order Online: compusystems.com/order

The Easy Way to Collect Leads and Boost ROI

CompuLEAD® is the most powerful way to capture sales leads on the trade show floor using your own smartphone or a rented tablet. With six distinct tools to help warm up your sales calls and boost ROI, it's a marketing plan in an app!



6 Tools in 1

01

Collect leads on and off the show floor

02

Create action codes or survey questions to qualify leads

03

Score leads to identify your hottest prospects

04

Send targeted content to educate and inform prospects

05

Access leads any time

06

Transfer leads to your CRM for quick lead follow-up

"With its ease of use, CompuLEAD was a huge reason for our success at the Western Food Show. We're so happy we utilized CompuLEAD, and we plan to use it again and again."

- Matt Flemister
COO, Blockchain Hacienda Inc.



Give attendees peace of mind by using our new CompuLEAD Kiosk – the self-serve option for attendees to scan their own badges and request your content!

**Safest
Option!**

Questions?

Domestic (toll-free): +1.866.600.5323

International: +1.708.786.5565

Email: exhibitor-support@csireg.com

NACDS 2022 Total Store Expo

Show Code: NACDS22

Early Bird Pricing Ends: 6/29/22

Advanced Pricing Ends: 7/15/22

Order Online: compusystems.com/order

Lead Collection Options

A-la-Carte



CompuLEAD® App (use your own device)

- Download our app to your smart phone or tablet
- Capture leads at your booth, networking dinner, or anywhere else
- Quickly qualify leads for fast follow-up



CompuLEAD® Tablet

- Rent an Android tablet with the app pre-loaded
- Capture leads at your booth, networking dinner, or anywhere else
- Quickly qualify leads for fast follow-up
- Wireless printer available (Add-on option)

Packages



CompuLEAD® App Package (use your own devices)

- Download our app to 3 of your own smart phones or tablets to capture more leads simultaneously
- Qualify top prospects with custom qualifiers and surveys
- Send prospects up to 5 video links & 15 PDFs (up to 5 MB each) for quick email follow-up



CompuLEAD® Tablet Package

- Qualify top prospects with custom qualifiers and surveys
- Send prospects up to 5 video links & 15 PDFs for quick email follow-up
- Wireless printer – pairs to one device/app at a time
- Delivery, set up, and in-booth training



CompuLEAD® Kiosk Package

- Kiosk stand, HD touchscreen tablet, kiosk software, integrated barcode scanner, and internet service
- Custom survey questions and digital content delivery system – leave your hard copies at the office
- Delivery, set up, training, and pickup
- Dimensions: Kiosk: 4 ft. tall; Base: 22 in. long; Touchscreen tablet: 15 in. x 10 in. with 15 in. in viewable screen



atEvent® Premium Package (use your own device)

- Download our app to 3 of your own smart phones or tablets
- Scan business cards or badges—or enter a code for fast, contactless capture
- Capture important context with customizable qualifiers and follow-up actions
- Follow up faster with marketing automation and CRM integration
- Gain actionable event analytics in-app, in-portal, and by email post-event
- Capture marketing consent to comply with CCPA and GDPR

Questions?

Domestic (toll-free): +1.866.600.5323

International: +1.708.786.5565

Email: exhibitor-support@csireg.com



NACDS 2022 Total Store Expo
Show Code: NACDS22
Early Bird Pricing Ends: 6/29/22
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Order Online: compusystems.com/order

A-la-Carte

| | 6/29/22 EARLY BIRD | 7/15/22 ADVANCED | STANDARD |
|---|-----------------------|---------------------|----------|
| CompuLEAD App 1 User Activation (173A) | \$380 | \$430 | \$500 |
| + Additional User Activations (173B) | \$140 | \$140 | \$140 |
| CompuLEAD Tablet (174A) | \$485 | \$525 | \$575 |

Packages

| | | | |
|---|-------|-------|-------|
| CompuLEAD App 3 User Activations (115) | \$595 | \$630 | \$680 |
| <ul style="list-style-type: none"> Download app to 3 of your smart phones or tablets to capture leads at your booth or anywhere else Qualify top prospects with custom qualifiers and surveys Send prospects up to 5 video links & 15 PDFs for quick email follow-up | | | |
| + Additional User Activations (173B) | \$140 | \$140 | \$140 |
| CompuLEAD Tablet (114) | \$775 | \$840 | \$930 |
| <ul style="list-style-type: none"> Qualify top prospects with custom qualifiers and surveys Send prospects up to 5 video links & 15 PDFs for quick email follow-up Identify top prospects with custom qualifiers and surveys (up to 99 qualifiers & 10 survey questions) Wireless printer – pairs to 1 device/app at a time Delivery, setup and in-booth training | | | |
| CompuLEAD Kiosk (175A) | \$995 | \$995 | \$995 |
| <ul style="list-style-type: none"> Kiosk stand, HD touchscreen tablet, kiosk software, integrated barcode scanner, and internet service Custom survey questions and digital content delivery system – leave your hard copies at the office Delivery, set up, training, and pickup Dimensions: Kiosk: 4 ft. tall; Base: 22 in. long; Touchscreen tablet: 15 in. X 10 in. with 15 in. viewable screen | | | |
| atEvent 3 User Activations (194) | \$995 | \$995 | \$995 |
| <ul style="list-style-type: none"> Capture detailed prospect information Marketing automation (Eloqua, Marketo, Hubspot, Pardot) or CRM (Salesforce.com) integration Event intelligence and sales insights | | | |
| + Additional User Activations (294) | \$140 | \$140 | \$140 |

Add-ons

| | | | |
|--|-------|-------|-------|
| Wireless Printer For App (287A) – Only pairs to 1 device/app at a time | \$120 | \$135 | \$150 |
| Wireless Printer For Tablet (187A) – Only pairs to 1 device/app at a time | \$120 | \$135 | \$150 |
| Setup and In-Booth Training For App (108) | \$120 | \$135 | \$150 |
| Delivery, Setup and In-Booth Training For Tablet (08) | \$120 | \$135 | \$150 |
| Lead Retrieval Product Pick-up For Tablet (09) | \$80 | \$80 | \$80 |
| Custom Qualifiers and Survey Questions (05A) | \$90 | \$90 | \$90 |
| Literature & Videos (LITE) – Send prospects 5 video links and 15 PDFs (up to 5 MB each) from the app. | \$145 | \$145 | \$145 |
| Onboard Battery For Kiosk (175B) | \$105 | \$105 | \$105 |
| Insurance For Tablet (INS) | \$90 | \$90 | \$90 |

Processing Fee = \$25

Cancellation/Refund Policy:

By completing this lead retrieval order, you agree to be held liable for the safekeeping and return of the lead retrieval device and its accessories. If the device or Bluetooth printer is damaged, lost, or stolen, a replacement fee of \$500 per item will be charged. If the power cord is not returned for any device, a \$100 replacement fee will be charged. If the device is not returned within one hour after the show floor closes, a \$100 late fee will be assessed. All fees will be charged to the credit card used when placing the order. CompuSystems and atEvent are not liable in the event of any hardware or software malfunction, service interruption, or loss of saved leads. No refunds on the CompuLEAD App once it has been activated. No refunds on all CompuLEAD products within 30 days of the start of the event or after the event begins. Orders canceled before that period are entitled to a full refund less a \$100 cancellation fee. If the event dates change, the original event dates will apply to the refund policy.

Questions?

Domestic (toll-free): +1.866.600.5323
International: +1.708.786.5565
Email: exhibitor-support@csireg.com



Booth photography order form

Photographer: Michael Zilz

BOSTON, MA • AUGUST 27 – 29, 2022

Exhibitor name _____ Booth Number: _____

Company placing order: _____

Person placing order: _____

Phone number: _____ Email: _____

Photograph: __empty booth (after show hours) __with staff and/or attendees (during show hours)

Client notes: _____

On-site contact: _____ Mobile phone: _____

Photographs will be delivered electronically via DropBox or similar service. Please provide an email address for this purpose: _____

If you are ordering prints, please provide an address below for shipping via US postal service.

Company: _____ Attn: _____

Address: _____

*****Please complete both pages. Orders must be received by August 27, 2022*****

Send completed orders to
zilzproductions@icloud.com
Telephone (714) 785-4614

If photographs with staff and/or attendees are requested, these photographs will take place during show floor hours. The photographer will contact your representative on site for scheduling.

The photographer will use his judgement on selecting the angle(s) for photographing each booth. If you have specific requests please contact the photographer at the email address or phone number listed above.

Photography of empty booths is scheduled to take place
Sunday evening, August 28, 2022, beginning approximately 7:30pm.

IT IS THE RESPONSIBILITY OF EACH EXHIBITOR TO ARRANGE FOR 24-HOUR POWER TO THE BOOTH AND TO ENSURE THAT BACK-LIT PANELS ARE ILLUMINATED AND DISPLAY LIGHTING REMAINS ON DURING PHOTOGRAPHY.

For best representation of the booth, all display items should be fully stocked.
Do not cover displays.



Booth photography order form

Photographer: Michael Zilz

BOSTON, MA • AUGUST 27 – 29, 2022

| Number of views desired | Unit Price | Total (views times price) |
|--|-------------------------|------------------------------|
| _____ Digital jpg file ordering 1 to 4 views of the booth | \$94.00 <u>per view</u> | \$ _____ |
| _____ Digital jpg file ordering 5 or more views of the booth | \$89.00 <u>per view</u> | \$ _____ |

DIGITAL FILES DELIVERED ELECTRONICALLY VIA DROPBOX.

The above orders **DO NOT** include prints. Prints may be ordered separately below.

If you desire prints, please indicate the total number of prints required. If multiple prints are desired of the same view, please indicate that as well.

| | | |
|--------------------------------------|--------------------------|----------|
| _____ 8X10 Prints (approximate size) | \$36.00 <u>per print</u> | \$ _____ |
| | TOTAL DUE | \$ _____ |

Billing information - VISA, MASTERCARD AND AMEX ACCEPTED

All credit card information must include the exact name as it appears on the card and be accompanied by an authorized signature and the **CORRECT BILLING ADDRESS & ZIP CODE FOR THE CREDIT CARD.** Credit card charges will be processed upon completion of the assignment.

Credit card number: _____

Card type: VISA _____ MC _____ AX _____ Exp: _____ Code _____

Authorized signature: _____

Print name: _____

Name on card: _____

Billing address: _____

City/state/zip: _____

Telephone number: _____

Email address for credit card receipt: _____



NACDS TSE

TOTAL STORE EXPO

BOSTON, MA • AUGUST 27 - 29, 2022

| CUSTOM DESIGNED ARRANGEMENTS | DESCRIPTION / COLOR | UNIT PRICE | QUANTITY | TOTAL |
|------------------------------|---------------------|------------|----------|-------|
| SPRING FLORAL ARRANGEMENT | | 85.00 | | |
| TROPICAL FLORAL ARRANGEMENT | | 95.00 | | |
| CUSTOM FLORAL ARRANGEMENT | | BUDGET | | |
| HEIGHT: WIDTH: | | | | |

TO ORDER CUSTOMIZED FLORAL ARRANGEMENTS CONTACT US FOR DESIGN ASSISTANCE AND PRICING (702) 956-8011 OR EXHIBITORSERVICE@NATIONALPLANTFLORAL.COM

TROPICAL PLANT AND BLOOMING FOLIAGE

| | | | |
|--|-------|--|--|
| MUM PLANTS: Yellow ____ White ____ Lavender ____ | 30.00 | | |
| AZALEAS: Pink ____ Red ____ | 35.00 | | |
| BROMELIAD | 35.00 | | |
| SMALL Ivy ____ Pothos ____ | 30.00 | | |
| LARGE BOSTON FERN | 40.00 | | |
| 3 FOOT TROPICAL PLANT | 49.50 | | |
| 4 FOOT TROPICAL PLANT | 59.50 | | |
| 5 FOOT TROPICAL PLANT | 69.50 | | |

CUSTOM TROPICAL PLANTS

| | | | |
|--|------------------|--|--|
| 5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING | 125.00 | | |
| 6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING | 169.50 | | |
| 6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING | 169.50 | | |
| 8 FOOT - 16 FOOT TROPICAL PLANT | Price on Request | | |

CONTAINERS:

☐ WHITE ☐ BLACK

DELIVERY, PICK UP & MAINTENANCE 10% - \$20.00 MINIMUM

SUB TOTAL

(\$20.00 MIN)

GRAND TOTAL

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.
 We accept Checks, VISA, MasterCard, and American Express.

Contact National Plant & Floral to speak with one of our designers for assistance or to schedule a consult on-site.

PAYMENT: ☐ VISA ☐ MASTERCARD ☒ AMEX ☐ CHECK

CREDIT CARD #: _____

EXP DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

CREDIT CARD BILLING ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE #: _____

COMPANY NAME: _____

BOOTH CONTACT: _____

PHONE#: (_____) _____

EMAIL: _____

☐ EMAIL CONFIRMATION COPY ☐ EMAIL STATEMENT COPY

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
exhibitorservice@nationalplantfloral.com



IMPORTANT NOTE:

NACDS requires all temporary personnel to be registered for the conference at the demonstrator rate. Please contact NACDS at 703-837-4300, ext. 2 or registration@nacds.org for approval and more information.

JVA, Inc.

Corporate Headquarters

3753 Howard Hughes Pkwy., Suite 200
Las Vegas, NV 89169
(702) 259-4494 • (800) 553-8855
Email: LVinfo@judyvenn.com

Sales & Marketing

Billing: 3183-F Airway Ave., Suite 118
Costa Mesa, California 92626
(714) 957-8300 • Fax (714) 957-8301
Email: info@judyvenn.com

Cities: Atlanta • Chicago

Orlando • Miami • Washington DC
Philadelphia • Boston • New York
Nashville • New Orleans • Denver
Hawaii • Dallas • Houston • Austin
San Antonio • San Francisco
San Jose • Los Angeles • Anaheim
San Diego • Las Vegas • Reno

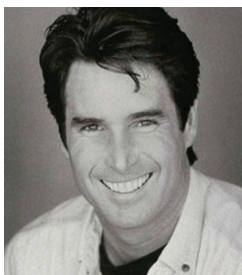


NATIONWIDE CONVENTION SERVICES

(800) 553-8855 • www.judyvenn.com

- Hostesses/Hosts ■ Brand Ambassador ■ Narrators
- Demonstrators ■ Crowd Gatherers ■ Interpreters
- Special Talent ■ Street Marketing
- Chair Massage Therapists ■ Shoe Shine Services

IN-STORE DEMOS • FOOD SERVERS DIVISION



*Going
Beyond What's
Expected...
Since 1971!*

ORDER FORM/CONTRACT

PLEASE PRINT OR TYPE
(Signature required on page 2.)

Date _____

Company _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Contact _____

Name of Event _____

City _____

Facility _____ Booth # _____

On-Site Contact Person _____

On-Site Phone _____

Dates Services Required:

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

Indicate Number of People Needed:

- | | |
|--|-------------------------------------|
| ____ Exhibit Hostess/Host/Brand Ambassador | ____ Hospitality Suite Hostess/Host |
| ____ Narrator/Spokesperson | ____ Interpreter |
| ____ Demonstrator/Sales Assistant | ____ Costumed Character |
| ____ Crowd Gatherer | ____ Food Server/Street Marketing |

Special Talent/Qualifications _____

Type of Apparel ☐ Business ☐ Cocktail ☐ Costume

☐ Food Server _____

METHOD OF PAYMENT AND TERMS

A credit card guarantee and a 50% deposit are required to confirm an order. Balance is due 7 days prior to first day of show.

If terms are not met, balance will be charged to credit card.

Cancellation Charges

If cancelled 46 or more days before show 10% Processing Fee of Total Bill

If cancelled 15-45 days before show 50% of Total Bill

If cancelled 14 days or less before show 100% of Total Bill

☐ Check, payable to **JVA, Inc.** (Mail to Sales and Marketing)

☐ AMEX ☐ MasterCard ☐ Visa ☐ Diners Club

Account # _____ Exp. Date _____

Name on Card _____

Authorized Signature _____

☐ Charge 50% deposit to credit card ☐ Charge total to credit card

P.O. # _____ Security Code _____

TOTAL PAYMENT DUE 7 DAYS PRIOR TO FIRST DAY OF SHOW.

"EXHIBITOR, PLEASE RETAIN A PHOTOCOPY (FRONT AND BACK) FOR YOUR FILES. PLEASE CALL JVA TO CONFIRM RECEIPT OF YOUR ORDER."

TERMS AND CONDITIONS

1. Agreement: The terms and conditions set forth herein, the Order Form, and the Rate Sheet constitute an Agreement between Judy Venn & Associates, Inc. ("JVA") and you the client ("Client").
2. Independent Contractors: JVA is an independent broker of convention services. JVA is not employed by the Client. In the performance of its Agreement with the Client, JVA will make its best efforts to obtain the services of subcontractors ("Talent") to fulfill the requirements of the Client, which may include, but are not limited to, exhibit hostesses/hosts, demonstrators/sales assistants, costumed characters, hospitality suite hostesses/hosts, narrators/presenters, interpreters or crowd gatherers. JVA does not employ the aforesaid persons, but retains their services as independent subcontractors.
3. Authority of Signatory: In the event the services of JVA are requested on behalf of the Client by an agent or third party representative, such as a producer or production house ("Agent"), the Agent, and any other signatory who executes this Agreement on behalf of the Client, represents and warrants that it/he/she has all due express or implied authority necessary to execute this Agreement on behalf of the Client, and to bind the Client hereto. Any Agent or other signatory that executes this Agreement acknowledges and agrees to be jointly and severally liable with Client for any and all financial obligations incurred under this Agreement by the Client or on the Client's behalf.
4. Cancellation by Client: (a) Client acknowledges and agrees to the CANCELLATION CHARGES set forth on the Order Form in the event Client, or Agent on behalf of Client, cancels its order prior to the event subject to this Agreement. Upon such cancellation, Client/Agent excuse JVA and the Talent from further performance under the terms of this Agreement. (b) Client acknowledges and agrees that the Client or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon a showing of good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating or canceling the Talent, Client must provide JVA with a reasonable opportunity to cure the inadequate performance of the Talent by allowing JVA to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Client terminates or cancels Talent without providing JVA with the aforesaid opportunity to cure, Client agrees to pay the entire fee due and owing as if Client and Talent had fully performed under the Agreement.
5. Cancellation by the Talent: Sometimes unexpected events occur beyond our control. When such unexpected events do occur, to ensure that our Client's needs are met we have established the following policy where Talent cancellation occurs: (a) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement seven (7) days or more prior to the start date of the subcontractor's services: (1) Where the canceling Talent was specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, and where JVA is able to communicate the cancellation to the Client in a timely fashion, the Client will have the option of canceling the Agreement with regard to that Talent without incurring charges for that specific Talent. (This cancellation option, if exercised, is limited only to the canceling Talent and the remainder of the Agreement will remain intact and in full force and effect). If JVA is unable to successfully communicate the cancellation to the Client or does not receive a responsive instruction from the Client at least four (4) days prior to the scheduled event, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements; (2) Where the canceling Talent was NOT specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, JVA will make its best efforts to select, at its option, a replacement subcontractor that most closely fulfills the Client's requirements. (b) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement less than seven (7) days prior to the start date of the subcontractor's services, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements. (c) Any cost variance due to selection of different Talent arising out of (a) or (b) above will be the responsibility of the Client and/or its Agent.
6. Client authorization: Client expressly authorizes JVA and its affiliates and subsidiaries to use, for its marketing, promotional, and advertising materials, any photographs, videotape, or other recordings or reproductions of Client's trademarks, copyrighted materials, or other intellectual property, derived from Client's participation at events at which JVA has provided Talent, products, or services, on behalf of Client. This also includes authorization for JVA to use the photograph, videotape, or likeness of Client and/or its employees, by whatever means recorded, for the same purposes. JVA shall have no ownership rights or interest in Client's trademarks, copyrighted materials, or other intellectual property, or in the likeness of Client or its employees, by virtue of this authorization or any use arising from this authorization. Such use by JVA, if any, shall not constitute a waiver of Client's rights or interest in any of its trademarks, copyrighted materials, or intellectual property.
7. Intellectual Property Rights: JVA is the sole and exclusive owner of all intellectual property rights, including copyrights, in the finished product, performance, or services of JVA and its affiliates and subsidiaries. This includes, without limitation, all recordings of any performance or services procured or provided by JVA, its affiliates, subsidiaries, and/or its Talent by any means, electronic or otherwise. Recordings or reproductions of the finished product, performance, or services by any means, electronic or otherwise, may be used only by express written authorization from JVA. Reproductions of products, performances, or services may be obtained from JVA on request when available.
8. Governing Law: This Agreement has been negotiated and entered into in the State of California, County of Orange, and shall be governed by, construed and enforced in accordance with the laws of the State of California. If any term of this Agreement is held to be invalid, void, or unenforceable in whole or in part, the remainder of the provision(s) shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
9. This Agreement constitutes the entire Agreement between the parties hereto concerning the subject matter of the Agreement, and supercedes all prior and contemporaneous Agreements between the parties. The Agreement may be amended only by a writing signed by JVA and the party to be charged which expressly refers to this Agreement and specifically states that it is intended to amend it. No party is relying on any warranties, representations or inducements not set forth herein, on the Order Form, or on JVA's Rate Sheet. This clause may not be waived. I, the Client and/or the Client's authorized agent, do acknowledge that I have read these Terms and Conditions, the Order Form, and the Rate Sheet provided by Judy Venn & Associates, Inc., and that I understand, acknowledge and agree to all of the foregoing.

Authorized Signature: _____

Date: _____

Print Name & Title: _____

NOTICE: The Terms and Conditions and the Order Form bearing original signatures must be returned to Judy Venn & Associates, Inc. prior to commencement of the event subject to this Agreement.

~ Sales & Marketing Office ~
Mail to: 3186 Airway Avenue, Suite H, Costa Mesa, CA 92626



REDUCE - REUSE - RECYCLE