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Attendee List

The attendee list provides **company name, title and country only** and will be posted here on a weekly basis starting 30 days prior (first post will be December 2, 2019).

WARNING: You may have been contacted by one or more companies offering you access to the NRF 2020 attendee list. Please note that NRF does not share our full attendee list with anyone, and therefore, anyone who approaches you with this type of offer is a scammer.

Post-show Attendee List

Exhibitors may request a one-time usage request form to receive an excel file of the mailing addresses of retail attendees (no email addresses will be included).

Please complete this [**Post-Show Attendee List Request Form**](#) and send back as instructed.

Deadline to Submit Agreement: February 14, 2020

Deadline to Use List: March 14, 2020

TO DO CHECKLIST



<input checked="" type="checkbox"/>	SERVICE	DEADLINE	NOTES
<input type="checkbox"/>	Reviewed Booth Guidelines	As soon as possible	
<input type="checkbox"/>	Updated Company Profile & Product Categories	As soon as possible	
<input type="checkbox"/>	Submitted Island Schematic	September 30, 2019	
<input type="checkbox"/>	Submitted Product Categories (to be included in printed Quick Guide).	October 24, 2019	
	Submitted Company Profile (to included in mobile app which goes live November 8)	November 4, 2019	
<input type="checkbox"/>	Submitted Lead Retrieval Form (submit early to get the best rate)	November 11, 2019 or November 26, 2019	
<input type="checkbox"/>	Submitted Names and Dates for Group Block of Hotel Rooms (for 10+ rooms)	November 18, 2019	
<input type="checkbox"/>	Shipped Materials to Freeman's Warehouse	Arrive between November 27 & December 28, 2019	
<input type="checkbox"/>	Submitted Exhibitor Appointed Service Contractor (if applicable)	December 6, 2019	
<input type="checkbox"/>	Submitted Freeman Booth and A/V Forms (discounted rate for furniture, graphics, carpet, etc.)	December 12, 2019	
<input type="checkbox"/>	Submitted Certificate of Insurance Form	December 13, 2019	
<input type="checkbox"/>	Submitted Security Office Form for Booth (if needed)	December 13, 2019	
<input type="checkbox"/>	Submitted Individual Hotel Room Reservations (for 1-9 rooms)	December 21, 2019	
<input type="checkbox"/>	Ordered Flowers/Plants for booth (if needed)	December 20, 2019	
<input type="checkbox"/>	Submitted Meeting Room & Off-site Event Request Form (if needed)	December 27, 2019	
<input type="checkbox"/>	Ordered Utilities (cleaning, electricity, plumbing, internet) through "Jake"	December 29, 2019	
<input type="checkbox"/>	Submitted Exhibit Staff Registrations (to avoid waiting in lines on site)	December 31, 2019	
<input type="checkbox"/>	Submitted Non-EXPO Hours Meeting Form (if needed)	January 3, 2020	
<input type="checkbox"/>	Paid all invoices to NRF (to avoid freight being held at dock)	January 3, 2020	
<input type="checkbox"/>	Requested Post-show Attendee List	February 14, 2020	

NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

DEADLINE DATE

December 6, 2019

An exhibitor-appointed contractor (EAC) is any company (or individual) that is hired to install/dismantle/provide service to an exhibitor at NRF Big Show 2020 (e.g., installation/dismantle contractors, booth designers, non-official florists, furniture suppliers, laborers, etc.). Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance.

NOTE: An EAC will be granted access to the exhibit floor *ONLY* if the EAC Form and Certificate of Insurance have been received no later than 30 days prior to exhibitor move-in and approved by NRF. There will be no exceptions.

If your company plans to use an EAC, please complete this form and email to [Karen Kimakovich](#).

EXHIBITING COMPANY

Name:

Booth #:

On-site Contact at Show:

Cellphone #:

Email:

EXHIBITOR APPOINTED CONTRACTOR

EAC Company Name:

Address:

On-site Contact at Show:

Cellphone #

Services to be Performed:

Expo Floorplans

Level 1: Booth #s: 202 – 1839 and Meeting Room #s: MR103 - 1861

Level 3: Booth #s: 3100 – 6063 and Meeting Room #s: MR3000 - 5985

Level 4: Booth #s: 7000 – 7061 (Innovation Lab) and Booth #s: 7099 – 7200 (Startup Zone)

2020 Exhibitors

Check the list of [**current exhibitors**](#).

[**Javits Center Floorplans**](#)

Certificate of Insurance

Submission Deadline: December 13, 2019

NRF requires a current certificate of insurance from every exhibitor specific to each show. Please send your certificate of insurance to **[Karen Kimakovich](#)** as soon as possible. **[Click here to view a sample COI form.](#)** The most important items in the attached sample are the coverage of limits along the right-hand side, and the “certificate holder” name and address in the bottom left corner. Please also have your provider add Javits Convention Center and Freeman in the “additional insured” box.

The insurance carrier that provides your company with workers comp and/or liability insurance should be able to provide you with a similar certificate quickly and free of charge.

If you are unable to secure a certificate of insurance that way, here are a couple of providers that offer short- term, event-specific coverage and certificates of insurance for a reasonable fee:

- **[John Buttine Insurance](#)** (PDF)
- **[RainProtection Insurance](#)** (PDF)

IMPORTANT NOTE: An insurance certificate for your company must be on file to gain access to set-up and receive badges.

Exhibitor agrees to obtain adequate insurance coverage, at Exhibitor’s own expense, for property loss and damage and liability for personal injury through the period of the Show, inclusive of Move-in and Move-out days. Acceptable insurance consists of minimum commercial General Liability Coverage of \$2,000,000, with a single limit of \$1,000,000 each occurrence for bodily injury and property damage.

Exhibitor Badge Allotment

Exhibitor Booth Staff – Six (6) per 10' x 10' booth space rented. Exhibitor staff badges are for the exclusive use of exhibit booth staff. These badges allow access to the exhibit hall during move-in, show hours, and move-out. Exhibitor booth staff badges provide access to activities in the Expo ONLY. Company personnel requiring admittance to the sessions in addition to, or rather than staffing the booth, must register as exhibitor delegate participants by using the allotted complimentary full conference registration or paying the appropriate delegate registration fee.

Additional Exhibitor Booth Staff badges may be purchased for \$500.00/each.

Exhibitor Delegate - One (1) per 10' x 10' booth space rented. Exhibitor delegate badges allow access to full conference activities. Exhibitors wearing these badges will gain admittance to all sessions. In addition, the exhibitor delegate badges permit access to the exhibit hall during move-in, show hours, and move-out.

Additional Exhibitor Delegate badges may be purchased for \$1,500.00/each.

NOTE: Individuals can only have one badge type. NRF does not allow exhibitors to have more than one badge per person. Sharing of badges is NOT allowed. Badges are for exhibiting company personnel only.

Badge Policy

The Company Name on the badge will be printed exactly as the company name appears on your contract. NRF will not allow any variations of your company name to appear on the badge. Badges must be worn at all times and are not to be obscured by business cards or other items. Badges are not interchangeable and are only to be used by the person to whom they are issued. Badges remain the property of NRF and must be relinquished upon request from NRF Show Management or security personnel. Badges may not be shared.

Exhibitor Badges & Registration

Badges may be picked up at the Jacob Javits Center (right side of the Crystal Palace) or at the Marriott Marquis (level 5, Soho Room).

For security reasons, each registrant must pick up their own registration badge and provide a valid photo ID. You may not pick up a colleague's badge or badges for your group.

Registration Hours: *(subject to change)*

	Javits	Marriott Marquis
Friday, January 10	8:30 am – 5 pm	7 am - 4:30 pm
Saturday, January 11	8 am - 5 pm	7 am - 7:30 pm
Sunday, January 12	7 am - 5 pm	7 am - 5 pm
Monday, January 13	7 am - 5 pm	
Tuesday, January 14	8 am - 4 pm	

Cancellations

Registrations will automatically be cancelled for any exhibitor who cancels booth space. If you wish to cancel additional paid registrations (those registrations that required payment as a result of exceeding the number of allotted complimentary registrations), cancellations must be received in writing by December 27, 2019. Refunds will not be issued for cancellations made after December 27, 2019.

Lost Badges

Lost, stolen or shared badges are subject to a reprint fee that is equal to 100% of the original fees paid. Replacement fees are non-refundable. If your badge was included in your booth allotment, the replacement fee is \$400.00.

Registration Questions?

Phone: Call Customer Service, Monday - Friday, 9 am - 6pm ET at 1-800-974-9069 or 847-996-5898

Email: NRF20EXH@experient-inc.com and provide your company name



NRF BOOTH GUIDELINES

INSTRUCTIONS FOR SUBMISSION OF SCHEMATICS – DEADLINE IS SEPTEMBER 30, 2019

Requests for Variances:

All variance requests must be made in writing and sent via email to Anna Fassano, on or before **September 30, 2019**.

anna_fassano@afassanoco.com

Additional requirements when submitting island schematics:

- Deadline to submit your schematics is September 30, 2019.
- All dimensions must be in US measurements
- Elevation views should indicate the height of the following elements:
 - Top measurement of banner from the floor
 - Bottom measurement of banner from the floor
 - Overall height of the highest element of the display
 - Height of elements in the sight paths
 - Sight lines/paths must be shaded or called out based on sight line requirements above.
 - If sight path is under a header, the height of the header(s) must be indicated.
 - For two-story displays, the percentage of square footage of the two-story to the size of the booth must be indicated. If the sight path is under a two-story, the material above must be clear and indicated on your plans.
 - If solid surface ceilings are used in your booth, the square footage must be indicated.

CLICK HERE FOR A SAMPLE SUBMISSION

ARE YOU ON LEVEL 1 OR LEVEL 3?

The NRF EXPO Hall is on two levels of the Javits Center – Level 1 and Level 3. If your booth number is between 100 and 1899, you are on Level 1. If your booth number is between 1900 and 4799, you are on Level 3. Please be sure to follow the rules and regulations for your assigned hall and level, as there are some differences (primarily the heights of island booths and hanging signs). **No double decker booths are allowed on Level 1.**

ARE YOU AN ISLAND OR LINEAR BOOTH?

An Island exhibit is any booth exposed to aisles on all four sides. All other booths are considered linear booths. If a booth only shares its back wall with another exhibitor, it is still considered a linear booth, NOT an island booth, and must adhere to the linear booth guidelines. NO peninsula or end cap booths will be assigned.

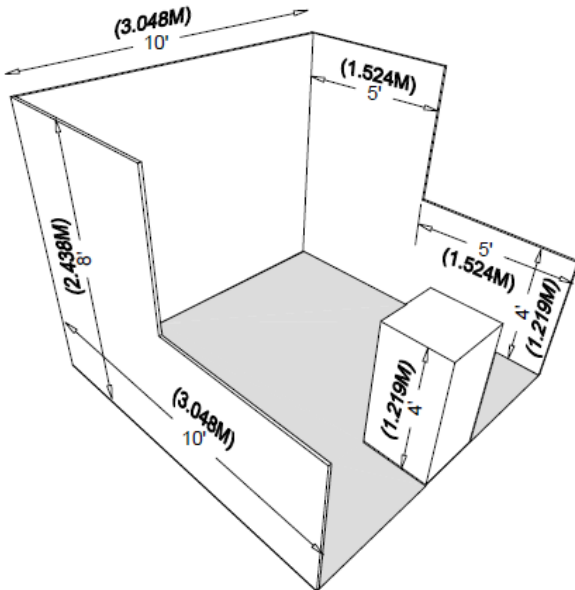
GENERAL BOOTH CONSTRUCTION GUIDELINES

- No exhibit may span an aisle by ceiling or floor covering.
- Exposed or unfinished sides and/or exhibit backgrounds must be draped to present an attractive appearance. Exhibits will be inspected during the move-in and the service contractor, with the approval of the NRF Show Manager, will provide draping deemed necessary and submit the bill to the exhibitor. NRF reserves the right to base all decisions on the best interests of all concerned parties. All decisions are final.
- **Multiple Booths Sharing a Common Aisle:** A company may reserve two or more island booths at an NRF event; however, these booths may not be located in such a manner that they are situated across from each other on a main, transecting aisle of the Exhibit Hall. Additionally, employees of an exhibiting company that reserves two or more island booths are required to remain in the confines of their respective exhibit spaces and are not permitted to block traffic in the aisle.

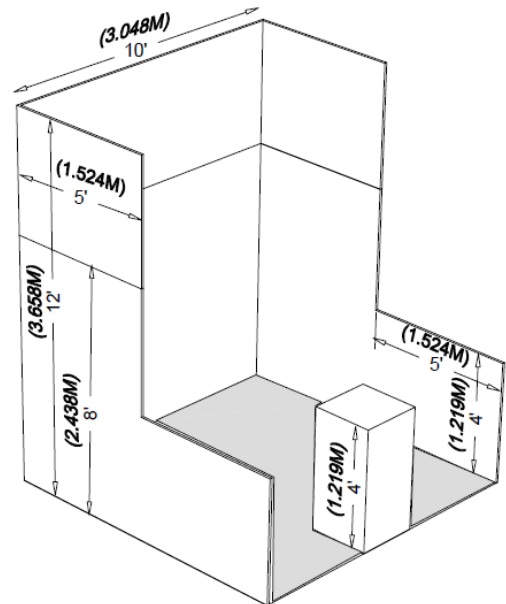
LINEAR BOOTH CONSTRUCTION GUIDELINES

Linear booths may not exceed an 8' back wall, including any identification sign unless your booth is on the perimeter and then the height of the back wall is limited to 12 feet including the sign. Structures above 48" must begin *at least* 5' back from the aisle line. No solid exhibit structure, TV, display items, banners, and/or other booth item is permitted to exceed 48" in height in the front 5' of the booth. Hanging signs are NOT permitted for linear booths.

Example of Linear Booth NOT on perimeter

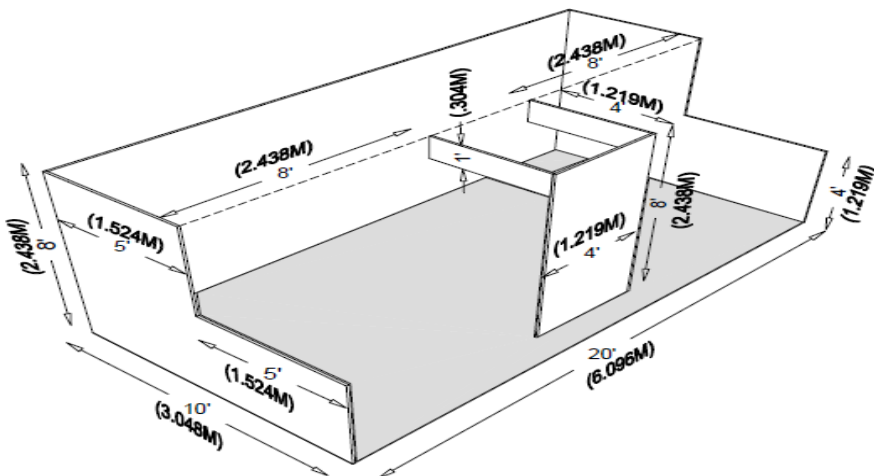


Example of Linear Booth on perimeter



LINEAR BOOTH CONSTRUCTION GUIDELINES WITH AN EXTENDED HEADER

An Extended Header Booth is a linear booth 20 feet or longer with a center extended header. All guidelines for linear booths apply to the Extended Header Booths, except that the center extended header has a maximum height of 8 feet, a maximum width of 20 percent of the length of the booth and a maximum depth of 9 feet from the back wall.



ISLAND BOOTHS, TWO-STORY BOOTHS AND BOOTHS WITH HANGING SIGNS

Below are the different options for booth design, with specifications on height and see through space. To ensure a fair and equitable exhibiting experience, all island booths are required to adhere to these guidelines.

Level 3 Guidelines

Island Booths with or without a header, but WITHOUT a Hanging Banner:

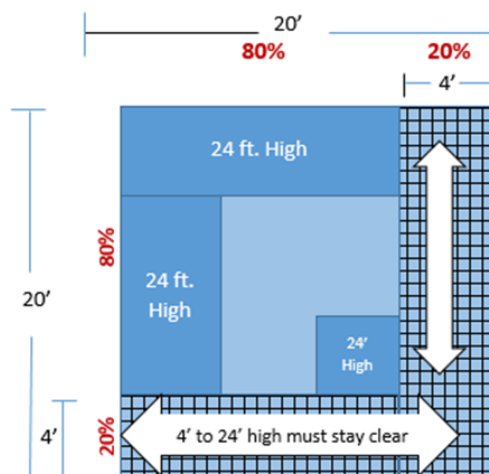
- Display height is limited 24 feet
- Must have a 20% contiguous break on all four sides of the booth to create a direct line of sight through the booth. The 20% sight path may be present under a header; however, the header cannot be larger than 2' in height. Additionally, if the sight path is under a header, the bottom of the header can be no lower than 14' from the ground.

Examples of calculations:

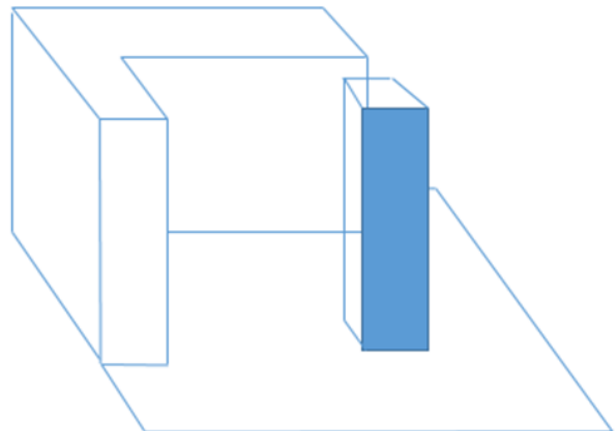
- **20' x 20' booth:** Booth must include a 4' direct line of sight to the opposite side of the booth, creating a 4' opening on all sides. Complete, clear visibility, must begin at 4' and continue to 24' high. If the sight path is under a header, the header cannot be larger than 2' in height and the bottom of the header no lower than 22'.
- **30' x 30' booth:** Booth must include a 6' direct line of sight to the opposite side of the booth, creating a 6' opening on all sides. Complete, clear visibility, must begin at 4' and continue to 24' high. If the sight path is under a header, the header cannot be larger than 2' in height and the bottom of the header no lower than 22'.
- **40' x 80' booth:** Booth must include an 8' direct line of sight to the opposite side of the booth, creating an 8' opening on both 40' sides of the booth. Booth must also include a 16' direct line of sight to the opposite side of the booth, creating a 16' opening on both 80' sides of the booth. Complete, clear visibility, must begin at 4' and continue to 24' high. If the sight path is under a header, header cannot be larger than 2' in height and the bottom of the header no lower than 22'.

Example of an Island Booth with NO Hanging Banner and WITHOUT a Header

Aerial View



Elevation View

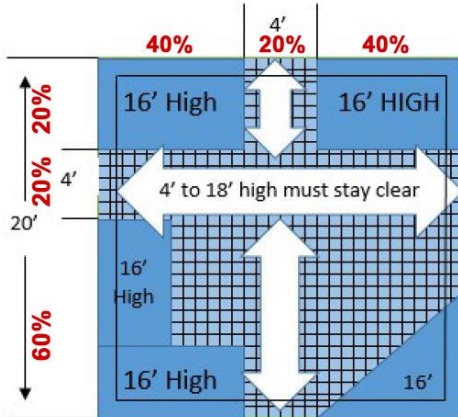


Island Booths WITH a Hanging Banner:

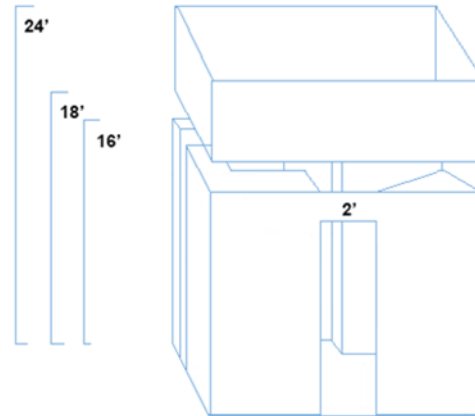
- Display height is limited to 16 feet when a hanging banner is being used
- In addition to rules and regulations listed above, if your booth includes a hanging banner, the bottom of the banner cannot be lower than 18' from the floor and the top of the hanging banner cannot be higher than 24' from the floor. If the sight path is under a header, header cannot be larger than 2' in height and the bottom of the header no lower than 14'.

Example of an Island Booth with Hanging Banner and Header

Aerial View



Elevation View



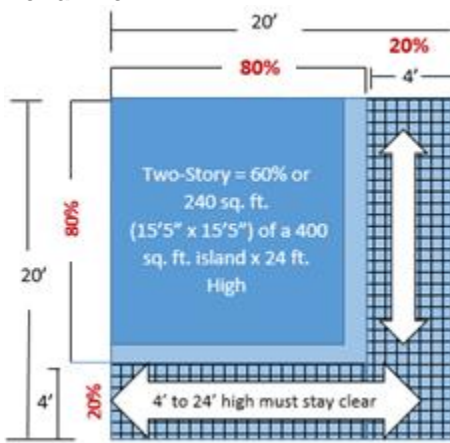
Two-Story Island Booth Guidelines (ALLOWED ONLY ON LEVEL 3):

Island booth guidelines apply ONLY to those booths on Level 3. Two-story/double decker booths are **NOT** allowed on Level 1.

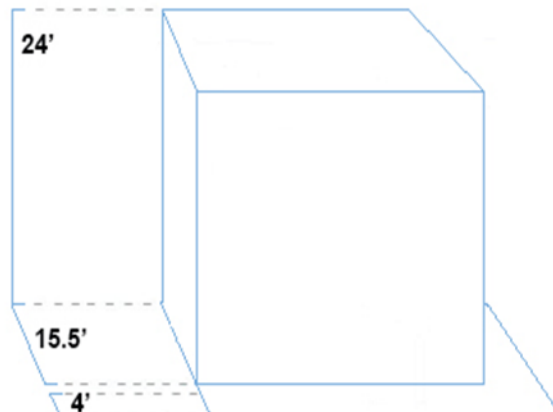
- The second level of a two-story booth can **only** be 60% of the total square footage of the island booth, including the stairwells/steps.
- If the sight path is under the second story of the double decker, the section of the sight path above the structural beam must be constructed of clear material.
- The floor level (first level) of the two-story booth must comply with the 20% line of sight guidelines on all four sides of the booth.
- The height of the second story cannot measure more than 16 feet in height from the floor if you have a hanging banner. The height of the second story cannot measure more than 24 feet without a hanging banner. Other components outside the two-story structure cannot measure more than 24' in height from the floor.
- Hanging banners will be allowed in a two-story booth, however, the bottom cannot hang lower than 18' from the floor and the top cannot be more than 24' from the floor.

Example of a Double Decker Island Booth

Aerial View



Elevation View



LEVEL 1 GUIDELINES – Hall 1A– Aisle 1300 through Aisle 1800 (NO DOUBLE DECKERS ALLOWED):

NOTE: Hall 1A has a lower ceiling than Halls 1B and 1C

Island Booths with or without a header, but WITHOUT a Hanging Banner:

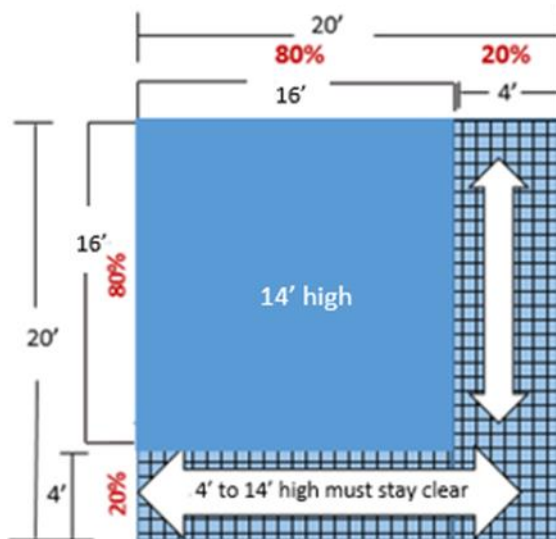
- Display height limitation is 14 feet if you are not using a hanging banner.
- Must have a 20% contiguous break on all four sides of the booth to create a direct line of sight through the booth. The 20% sight path may be present under a header; however, the header cannot be larger than 2' in height. Additionally, the bottom of the header can be no lower than 8'.

Examples of calculations:

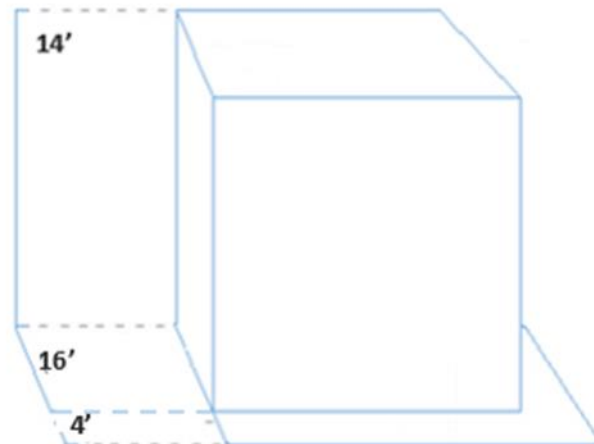
- **20' x 20' booth:** Booth must include a 4' direct line of sight to the opposite side of the booth, creating a 4' opening on all sides. Complete, clear visibility, must begin at 4' and continue to 14' high. If the sight path is under a header, the header cannot be larger than 2' in height and the bottom of the header no lower than 12'.
- **30' x 30' booth:** Booth must include a 6' direct line of sight to the opposite side of the booth, creating a 6' opening on all sides. Complete, clear visibility, must begin at 4' and continue to 14' high. If the sight path is under a header, the header cannot be larger than 2' in height and the bottom of the header no lower than 12'.
- **40' x 80' booth:** Booth must include an 8' direct line of sight to the opposite side of the booth, creating an 8' opening on both 40' sides of the booth. Booth must also include a 16' direct line of sight to the opposite side of the booth, creating a 16' opening on both 80' sides of the booth. Complete, clear visibility, must begin at 4' and continue to 14' high. If the sight path is under a header, header cannot be larger than 2' in height and the bottom of the header no lower than 12'.

Example of an Island without a hanging banner

Aerial View



Elevation View

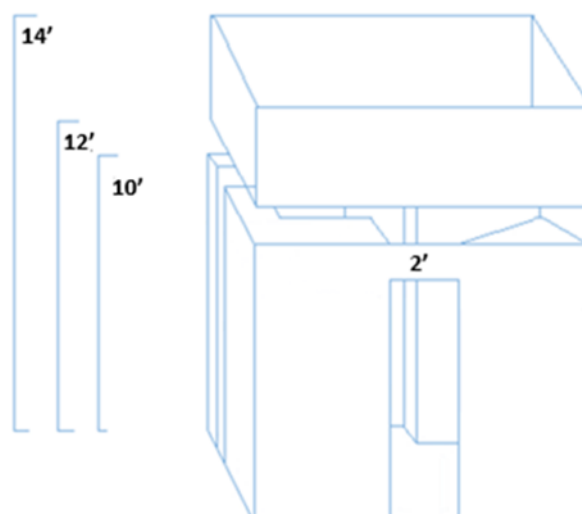
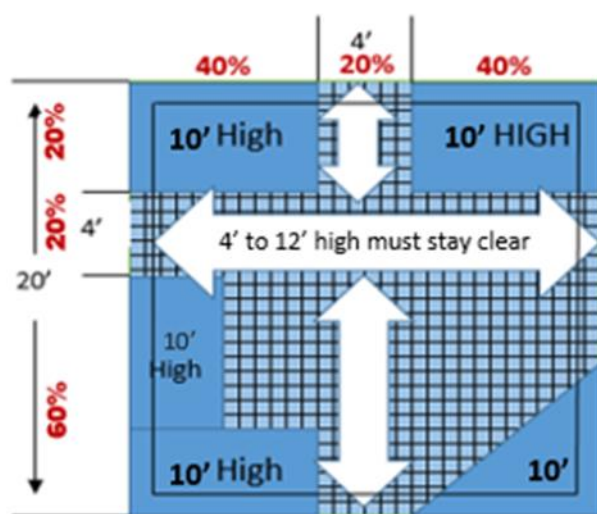


NOTE: Hall 1A has a lower ceiling than Halls 1B and 1C

Island Booths WITH a Hanging Banner:

- Display height limitation is 10 feet when using a hanging banner.
- In addition to rules and regulations listed above, if your booth includes a hanging banner, the bottom of the banner cannot be lower than 12' from the floor and the top of the hanging banner cannot be higher than 14' from the floor. If the sight path is under a header, header cannot be larger than 2' in height and the bottom of the header no lower than 8'.

Elevation View



Island Booths with or without a header, but **WITHOUT** a Hanging Banner:

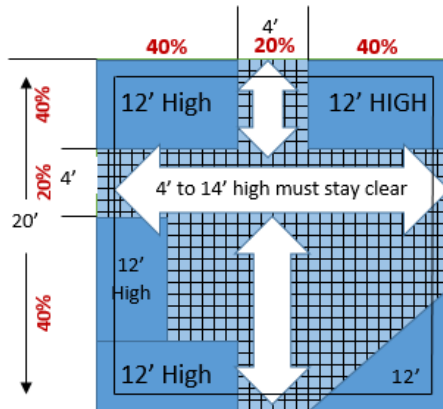
- Must have a 20% contiguous break on all four sides of the booth to create a direct line of sight through the booth. The 20% sight path may be present under a header; however, the header cannot be larger than 2' in height. Additionally, the bottom of the header can be no lower than 14'.

- **20' x 20' booth:** Booth must include a 4' direct line of sight to the opposite side of the booth, creating a 4' opening on all sides. Complete, clear visibility, must begin at 4' and continue to 16' high. If the sight path is under a header, the header cannot be larger than 2' in height and the bottom of the header no lower than 14'.
- **30' x 30' booth:** Booth must include a 4' direct line of sight to the opposite side of the booth, creating a 4' opening on all sides. Complete, clear visibility, must begin at 4' and continue to 16' high. If the sight path is under a header, the header cannot be larger than 2' in height and the bottom of the header no lower than 14'.
- **40' x 80' booth:** Booth must include an 8' direct line of sight to the opposite side of the booth, creating an 8' opening on both 40' sides of the booth. Booth must also include a 16' direct line of sight to the opposite side of the booth, creating a 16' opening on both 80' sides of the booth. Complete, clear visibility, must begin at 4' and continue to 16' high. If the sight path is under a header, header cannot be larger than 2' in height and the bottom of the header no lower than 14'.

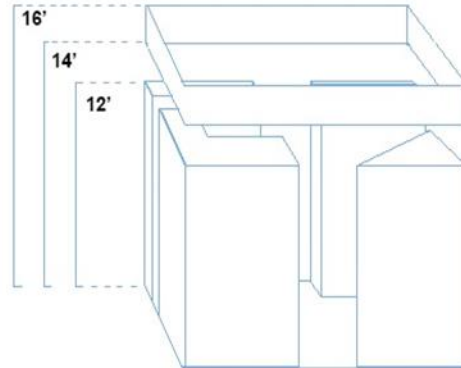
Island Booths WITH a Hanging Banner: (Halls 1B and 1C– Level 1) *continued*

- Display height limitation is 12 feet when using a hanging banner
- In addition to rules and regulations listed above, if your booth includes a hanging banner, the bottom of the banner cannot be lower than 14' from the floor and the top of the hanging banner cannot be higher than 16' from the floor. If the sight path is under a header, header cannot be larger than 2' in height and the bottom of the header no lower than 10'.

**Example of an Island Booth with Hanging
Aerial View**



Elevation View



NOTE FOR ALL ISLAND BOOTHS: The rules have noted that starting height for your 20% visibility must start 4', or below if you prefer. This will allow you to have a desk or small furniture item to be in this area without obstructing line of sight.

ALL BOOTH CONSTRUCTION GUIDELINES WILL BE STRICTLY ENFORCED.



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

New York City Department of Buildings Double Decked Booths and Solid Overhead Structures

All plans for double decked booths or booths with solid overhead structures must be submitted to the Javits Security and Safety Solutions department for review and preliminary approval. If preliminary approval is given a NYC Department of Buildings build permit will be required.

Double decked booths **are not permitted** in exhibit halls 1A, 1B, 1C, 1D, 1E and 3D.

The New York City Department of Buildings (DOB) requires that **ALL** double decked booths displayed within a place of public assembly file for a DOB build permit for each. The filing must include stamped drawings by a New York State or City Licensed Architect or Engineer. These permits expire and will need to be re-filed for each event.

The New York City Department of Buildings (DOB) requires that all solid overhead structures greater than 120 square feet, including connecting areas or space with a common means of egress or entrance, built within a place of public assembly file for a DOB build permit. The filing must include stamped drawings by a New York State or City Licensed Architect or Engineer. These permits expire and will need to be re-filed for each event.

Applications for such structures and uses shall be submitted to the DOB no later than 15 business days prior to the construction of the temporary structure or the commencement of the temporary use.

You are not obligated to, but in the event you wish to, use the Javits Centers contracted P.E./R.A. (di Domenico + Partners) they will review all drawings to ensure compliance with DOB and FDNY code and regulations, discuss and propose necessary changes so that the drawings and applications may be prepared for review by the DOB. di Domenico + Partners will create and file all DOB required documents through an expeditor to ensure timelines are met. The fees for their service vary based on amount of necessary changes and meetings.

NOTE: PLEASE KEEP IN MIND IT TAKES SEVERAL WEEKS TO GET APPROVAL FROM THE NY DEPT OF BUILDINGS AND THE JAVITS AND ARE THERE ARE SIGNIFICANT FEES INVOLVES.

EXHIBITOR FAQ's

What are the dates of the NRF Big Show 2020?

Sunday through Tuesday, January 12-14, 2020

When is the Expo open?

Sunday, January 12 10 am – 5 pm

Monday, January 13 9 am – 5 pm

Tuesday, January 14 9 am – 4 pm

Where is the event taking place?

Jacob K. Javits Convention Center located at 429 11th Avenue, New York City

(NOTE: This is NOT the on-site shipping address for exhibitors. Please refer to the [shipping details](#).)

What type of professionals attend the Big Show?

2019 Big Show by the Numbers:

- 38,300 industry professionals, 15,300 retailers, 3,768 retail companies and 80 of the Top 100 Retail Companies
- 75% U.S.-based, 25% International (representing 99 countries)

See more demographic details [here](#).

What are all the NRF Big Show deadlines for exhibitors?

Click [here](#) for a copy of our To-Do list which outlines all the upcoming deadlines.

Do I need to provide a certificate of insurance and what information would I need to include?

NRF requires a current certificate of insurance from every exhibitor specific to each show. Please send your certificate of insurance to [Karen Kimakovich](#). [Click here](#) to view a sample COI form. The most important items in the attached sample are the coverage of limits along the right-hand side, and the “certificate holder” name and address in the bottom left corner. Please also have your provider add Javits Convention Center and Freeman in the “additional insured” box. **Submission Deadline: December 13, 2019**

The insurance carrier that provides your company with workers comp and/or liability insurance should be able to provide you with a similar certificate quickly and free of charge. If you are unable to secure a certificate of insurance that way, here are a couple of providers that offer short-term, event-specific coverage and certificates of insurance for a reasonable fee:

[John Buttine Insurance](#)

[RainProtection Insurance](#)

IMPORTANT NOTE: An insurance certificate for your company must be on file to gain access to set-up and receive badges.

When can I move-in and move-out?

Move-in

DATE	EXPO HALL	TIMES
Tuesday, January 7	3A-E #	8 am – 5 pm
Wednesday, January 8	3A-E #	8 am – 5 pm
Thursday, January 9	1B-C & 3A-E #	8 am – 5 pm
Friday, January 10	1A-C & 3A-E	8 am – 5 pm
Saturday, January 11	1A-C & 3A-E, River Pavilion	8 am – 9 pm

Note: Anyone needing access to the EXPO hall prior to registration opening (see pg 4 for hours) must pick-up a wristband to gain entrance (companies without an insurance certificate on file will be denied access to the hall).

Move-out

DATE	TIMES	
Tuesday, January 14	4 pm – 11:59 pm	
Wednesday, January 15	8 am – 12 pm	Level 1 only
	8 am – 5 pm	Level 3 only
Thursday, January 16	8 am – 12 pm	Level 3 only #

= select companies only – click [here](#) for details.

As an exhibitor, what do I get access to?

The following networking opportunities are available for exhibitors:

	Exhibitor Full Conference & Expo-only Badges
Opening Party	Yes
Donut Dunk	Exhibitors with a Full Conference pass only
International Reception	International Exhibitors welcome
Box Lunch	Available for purchase with Full Conference pass
Snack Attack	Yes
Expo Happy Hour	Yes

Will we receive attendee contact information before or after the event?

NRF will post a password protected attendee list to include just **company name and title only** which will be posted in the [Attendee tab](#) of the exhibitor resource center on a weekly basis starting 30 days prior (first post will be November 11, 2019).

WARNING: You may have been contacted by one or more companies offering you access to the NRF 2020 attendee list. Please note that **NRF does not sell or rental our attendee list EVER**, and therefore, anyone who approaches you with this type of offer is a scammer.

Post-show Attendee List

Exhibitors may request a one-time usage request form to receive an excel file of the mailing addresses of retail attendees (no email addresses will be included). [Click here](#) for the Post-Show Attendees List Request Form. Please note the form needs to be returned to [Susan Newman](#).

Deadline to Submit Agreement: February 14, 2020

Deadline to Use List: March 14, 2020

I'm having trouble logging in to the Exhibitor Portal – what can I do?

Passwords are case-sensitive. Please ensure alpha characters are capitalized. If your password is still not working, please click on [Forgot your password](#) to retrieve or contact [Williana Parker](#) at NRF.

What are your rules and regulations for island booths and hanging signs?

Click [here](#) for details.

Is WiFi provided in the exhibit hall?

No. You will need to place an order through Jake (Javit's utilities). The forms and prices can be found in the [Service Manual](#). There is open wifi network in the public areas of the Javits.

Will my booth be furnished?

Booths are not furnished unless you purchased a Turnkey Booth. Please review the [Service Manual](#) for order information. All exhibit spaces are required to have their booth floor covered, no exceptions. Order by December 12th to get the lowest price.

Booth Provisions (for level 1 and 3)

Included in the price of booth space:

- 8' high back drape and 3' side drape in show colors (excluding islands)
- 7" x 44" Identification sign for booths 400 sq ft or less
- 6 exhibitor expo pass badges (per 10' x 10')
- 1 full conference pass badge (per 10' x 10')
- Up to five product categories in the printed onsite quick guide
- Company profile on the website and in the show mobile app

[Turnkey booth packages](#) are available for 10'x10', 10'x20' and 20'x20' booths. Contact [Tami Sakell](#) for more details on price at 202-661-3044. Deadline to purchase is December 12th.

Does electricity come with my booth?

No. You will need to place an order through Jake (Javit's utilities). The forms and prices can be found in the [Service Manual](#).

Do I have to order carpet?

Yes, you will need to either rent carpet or provide your own type of floor covering.

I'm not able to stay for the full exhibition. What is NRF's policy on early break-down?

NRF does NOT allow early break-downs for many reasons. If your company dismantles or does not have personnel in the booth during the hours of the exhibition for the three days, your company will lose 50% of their accumulated priority points. You can hire Freeman to tear down your booth for you if needed and labor details are available in the [Service Manual](#).

How many exhibitor registrations are included with my booth?

Exhibitor Booth Staff – Six (6) per 10' x 10' booth space rented. Exhibitor staff badges are for the exclusive use of exhibit booth staff. These badges allow access to the exhibit hall during move-in, show hours, and move-out. Exhibitor booth staff badges provide access to activities in the EXPO halls ONLY. Company personnel requiring admittance to the sessions in addition to, or rather than staffing the booth, must register as exhibitor delegate participants by using the allotted complimentary full conference registration or paying the appropriate delegate registration fee.

Additional Exhibitor Booth Staff badges may be purchased for \$500.00/each.

Exhibitor Delegate - One (1) per 10' x 10' booth space rented. Exhibitor delegate badges allow access to full conference activities. Exhibitors wearing these badges will gain admittance to all sessions. In addition, the exhibitor delegate badges permit access to the exhibit hall during move-in, show hours, and move-out.

Additional Exhibitor Delegate badges may be purchased for \$1,500.00/each.

NOTE: Individuals can only have one badge type. NRF does not allow exhibitors to have more than one badge per person. Sharing of badges is NOT allowed. Badges are for exhibiting company personnel only.

When can I pick up my exhibitor badge?

Badges may be picked up at the Jacob Javits Center (right side of the Crystal Palace) or at the Marriott Marquis (level 5, Soho Room).

For security reasons, each registrant must pick up their own registration badge and provide a valid photo ID. You may not pick up a colleague's badge or badges for your group.

Registration Hours (subject to change):

	Javits	Marriott Marquis
Friday, January 10	8:30 am – 5 pm	7 am – 4:30 pm
Saturday, January 11	8 am – 5 pm	7 am – 7:30 pm
Sunday, January 12	7 am – 5 pm	7 am – 5 pm
Monday, January 13	7 am – 5 pm	
Tuesday, January 14	8 am – 4 pm	

How do I update my Company Profile and/or Product Category Information?

Go to Booth Info in the [Exhibitor Portal](#) (use company password provided) and edit the applicable fields and don't forget to click Save at the bottom of the page. Please be sure to also select your product categories at the end of the update, you may select up to 5. (Please note that this must be done for each event that your company participates in with NRF. Company description does not carry over from one show to another.)

How do I change the booth point of contact?

Please email [Williana Parker](#) with your updates.

I have a Meeting Room on the show floor so now where can I find those details?

Go to the [Service Manual page](#) to find the pdf on meeting room set-up, graphics and access to the rooms.

Are there any fines to be aware of?

If an exhibitor fails to comply with the rules and regulations, the exhibitor may be penalized, to include loss of points. Below is a list of point deductions each worth 5 points and points will double if more than two warnings are given to a company:

- Using attendee mailing list inappropriately
- Early tear-down or dismantling of booth
- Unauthorized sublet of exhibit space
- Company violating booth guidelines (to include hanging signs and sound levels)
- Soliciting outside the confines of assigned booth space
- Misuse of exhibitor badges
- Holding a meeting/social event that conflicts with the NRF Big Show program or EXPO hours
- Invoices not paid on time as specified in payment schedule

Please note for Rebook: If a company fails to exhibit in any given year, the company will lose 50% of their accumulated points. If a company is considered a no-show, all points accumulated are erased.

How do I book a hotel room?

We recommend that you book your hotel through our official NRF housing partner MCI (formerly Wyndham Jade). Click [here](#) to book your hotel. We now have more NRF partner hotels located near the Javits Center, with incredibly low rates if you stay in our housing block. BONUS: If you stay in our block, you also get additional priority points!

Can I bring my own food to distribute from our booth?

Unfortunately, no. The Javits catering company, [Cultivated](#), does not allow any outside food and all drinks and snacks must be ordered through them.

How can I secure a meeting room for an after-hours event?

All requests for function space in an official hotel must be reviewed and approved by NRF and are permitted during the dates and times listed below. Please submit [this form](#) by December 27, 2019 to [MCI USA](#).

Permissible Dates & Times

Saturday, January 11	Sunday, January 12	Monday, January 13	Tuesday, January 14
Before 4:30 pm or After 8 pm	Before 8 am or After 5:30pm	Before 8 am or After 5:30pm	Before 8 am or After 4:30pm

How can I gain access to the Expo Hall before or after hours for a meeting?

Exhibitors planning an event or meeting at their booth before or after scheduled show hours must complete [this form](#) and submit to Williana Parker at NRF (parkerw@nrf.com) for approval by January 3, 2020. Exhibitors will be notified of the time and location of where passes can be obtained on-site. In addition to a non-EXPO hours pass, all guests must be registered for NRF 2020, and must display their badge in order to enter the EXPO hall.

Important Notes: Someone from your company, with an exhibitor badge, must meet your guests at the designated start time at the entrance to the Hall to escort the group to your booth. If you have any stragglers, a company representative (with a badge) must wait behind at the entrance to escort the late arrivals. If your meeting involves more than 20 people, you will need to order security for your meeting.

What are the shipping deadlines?

Advance Warehouse Shipping

Freeman will accept shipments beginning on Friday, November 27, 2019 until Friday, December 27, 2019.

Direct to Show Site

Freeman will accept shipments on site at the Javits Center beginning Tuesday, January 7. Shipments received prior to Tuesday, January 7 will be refused and returned.

Hanging Sign

If your company plans to hang an overhead sign, it must be shipped separately and received at the Freeman warehouse between November 27 and December 27, 2019.

Shipping Information

Please refer to the [Service Manual](#) for all shipping details and labels.

Will you offer shuttle service to/from hotels for exhibitors?

NRF provides shuttle service to/from [official hotels](#) and the Convention Center. The daily schedule will be posted as we get closer to the meeting dates.

Media/Press?

If you are a member of the press/media or you are an exhibitor and have questions about the media presence at NRF Big Show, please contact press@nrf.com

Who do I contact to secure sponsorship opportunities?

Contact Tami Sakell, Sr. Director of Exhibits & Sponsorship Sales at sakellt@nrf.com or call 202-661-3044.

What are the benefits of becoming a member?

One immediate benefit is the discount on the booth space fee you'll enjoy as an NRF member. For additional benefits, visit nrf.com/about-us/nrf-membership or call Jannise Corry at 202-626-8175.

Still Have Questions?

Hotel Reservations: nrf@mcievents.com

Registration: NRF20EXH@experient-inc.com

Exhibit Operations: parkerw@nrf.com

Exhibit & Sponsorship Sales: sakellt@nrf.com

Membership: corryj@nrf.com

Visit the [Exhibitor Resource Center](#) for up-to-date details!



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You need to stand out in the crowd. We're here to make that easy. Because we have a FedEx Office on-site at Jacob K. Javits Convention Center, our experts can help you draw traffic and increase sales with printed materials that are ready to start working when you arrive.

Start-to-Finish Convenience

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You can even pre-order printed materials for your next show location and have them waiting for you when you arrive. And as soon as the show ends, we can ship packages home or to your next destination.

We're Here to Help

Jacob K. Javits Convention Center
655 W. 34th Street
New York, NY 10001
1.917.816.7958
apriili.stewart-washington@fedex.com

Sat & Sun: usa1280@fedex.com

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Sat-Sun [usa1280](tel:1280)@fedex.com

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- Window clings
- Floor graphics

International Exhibitors – Visa Request Form

Official information about applying for a visa can be found on the U.S. Department of State Bureau of Consular Affairs Visa Services [website](#). The visa application process can take several months, so NRF encourages international exhibitor to apply for visas as early as possible.

Individuals may request an invitation letter by sending a request to Susan Cuevas at cuevass@nrf.com. NRF is unable to contact US embassies in support of an individual attempting to gain entry into the United States to attend NRF's Big Show.

NRF's guidelines for providing invitation letters are as follows:

- Invitation letters will only be issued to employees of confirmed Exhibiting Companies who have registered for the show. We are unable to process requests for family members not working for the exhibiting company.
- Only a PDF invitation letter will be emailed to the attendee. Original invitation letters cannot be mailed.
- If a visa is denied, NRF will refund according to our cancellation and refund policy as listed in your exhibit booth application terms and conditions. If you paid for any additional registrations beyond your booth allotment, NRF will refund your fees accordingly.
- The invitation letter does not financially obligate NRF in any way. All expenses incurred in relation to the NRF Big Show are the sole responsibility of the exhibitor.
- NRF is not authorized to assist with the visa process beyond providing an invitation letter.
- The following information will be required to submit:

Gender: (Mr. Mrs.)

First Name:

Last Name:

Job Title:

Company Name:

Company Address:

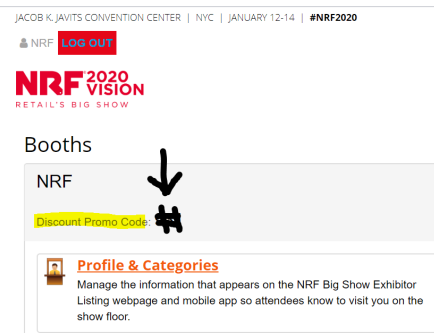
City:

Country:

Passport Number:

Invite Your Retail Customers to Big Show

Exhibitors each receive an individualized marketing code to share with customers to track participation which you can in your exhibitor portal right below your company name.



NRF is offering your clients a **20% discount** off the full conference pass - see rates below!

★ Download this **flyer** to invite your clients and personalize it with your company name, booth number and promo code.

	Full Conference Pass
Retail Clients: Member Company	\$780 (normally \$975)
Retail Clients: Non-member Company	\$1,580 (normally \$1,975)
NOTE: 20% discount does not apply to non-retailer full conference rates.	

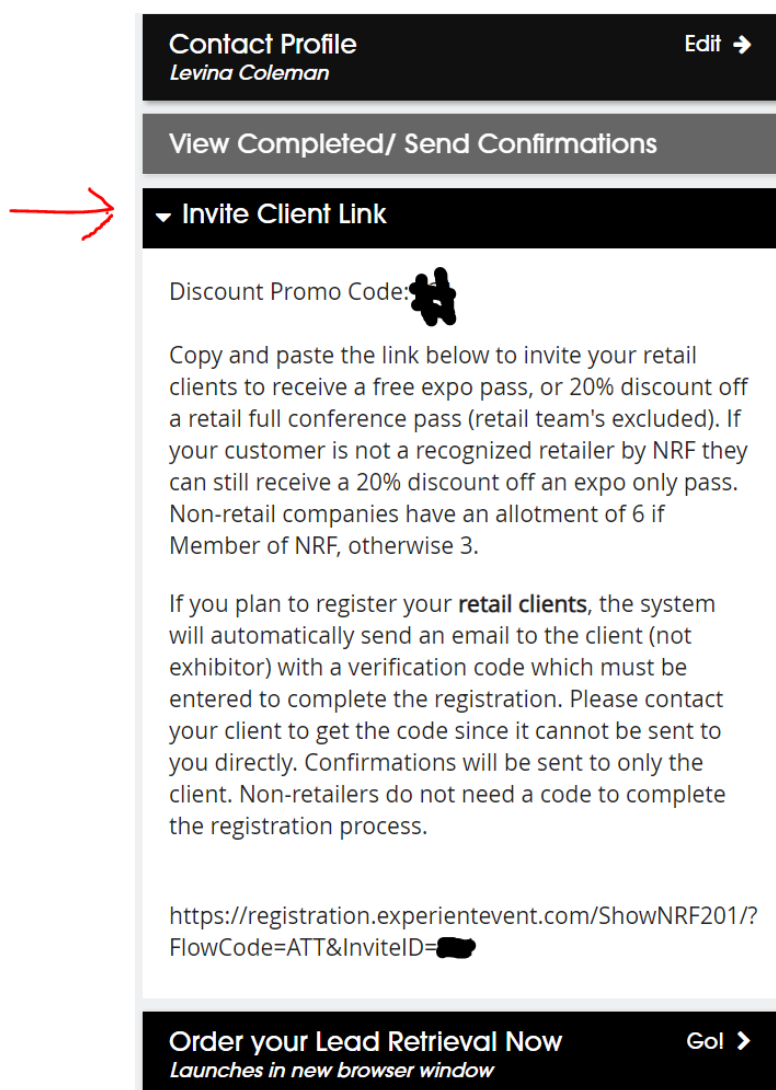
Use of a discount code is only valid at the time of the initial purchase/registration. Refunds will not be authorized for existing registrations where the special offer was received after the initial purchase. Limit one special offer/discount code per registration.

Code Instructions

Your assigned exhibitor promo code and link will be posted in your **Registration dashboard in the tab called Invite Client Link** (see picture below). To access your registration dashboard, please sign-in to the **Exhibitor Portal** and click on the **Booth**

Personnel link. Your promo code is also listed below your booth number and company name in the Exhibitor Portal.

If you plan to **register your retail clients**, the system will automatically send an email to the client (not exhibitor) with a verification code which must be entered to complete the registration. Please contact your client to get the code since it cannot be sent to you directly. Non-retailers do not need a code to complete the registration process. Confirmations will be sent to only the client.



Contact Profile Edit →
Levina Coleman

View Completed/ Send Confirmations

→ **▼ Invite Client Link**

Discount Promo Code: [REDACTED]

Copy and paste the link below to invite your retail clients to receive a free expo pass, or 20% discount off a retail full conference pass (retail team's excluded). If your customer is not a recognized retailer by NRF they can still receive a 20% discount off an expo only pass. Non-retail companies have an allotment of 6 if Member of NRF, otherwise 3.

If you plan to register your **retail clients**, the system will automatically send an email to the client (not exhibitor) with a verification code which must be entered to complete the registration. Please contact your client to get the code since it cannot be sent to you directly. Confirmations will be sent to only the client. Non-retailers do not need a code to complete the registration process.

[https://registration.experientevent.com/ShowNRF201/?FlowCode=ATT&InviteID=\[REDACTED\]](https://registration.experientevent.com/ShowNRF201/?FlowCode=ATT&InviteID=[REDACTED])

Order your Lead Retrieval Now Go! >
Launches in new browser window

Logos and Images

NRF will provide a number of graphics for you to use in your own marketing to clients. Be sure to add these images to your print, social media, and email signatures.

Big Show Exhibitor (png file) - use restricted to NRF 2020 Big Show Exhibitors only

Big Show Sponsor (png file) - use restricted to NRF 2020 Big Show Sponsors only

NRF Member (png file) - use restricted to NRF Members only

(Check back later for additional graphics and style guide.)

The NRF logo is a registered trademark. Appropriate use of the event logo is permitted for only companies exhibiting and/or sponsoring at the NRF Big Show 2020 who wish to promote their participation in the show.

Use of the NRF event logo is not permitted on a product or service, since such use might imply that the product or service has received the approval or endorsement of the NRF.

NRF reserves the right to deny any request that may be inappropriate, offensive or not in the best interests of the show.

MEETING ROOMS ON SHOW FLOOR

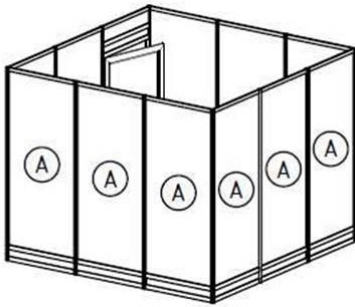
Meeting Room Furnishings

Meeting Rooms on the show floor will be located on two levels and the floorplans may be found [here](#).

Level 1: MR#s 103 - 1861

Level 3: MR#s 3000 - 5985

The meeting rooms are made of Black Impac wall panels with 3 panels per side. Each panel is 87" H by 38 1/8" W with silver metal frames for a finished size of 8' H and 9' square. Gray carpet will be provided inside the rooms (if you wish to change the color, you will be responsible for the cost involved).



If you plan to order a conference table, chairs, coat rack, etc., please review the [Freeman and Javits Service Manual](#) for prices, sizes and options (however you are welcome to use your own company). If you selected more than one meeting room and need to make them one larger room, you are welcome to remove the center walls and you can make the room as long as 20' without a return wall (anything larger will need a support wall). **The deadline for discount pricing is December 12, 2019.**

Please refer to page 3 in the Freeman Service Manual pdf for a Freeman representative name and email address should you have any questions about the structure of the meeting rooms.

Meeting Room Graphics

You are welcome to add graphics to the inside and/or outside walls (except the side walls unless you have a corner room and outside back walls on all rooms). The graphics must be made with a material that can be easily removed without damaging the walls. The usable space for each panel is 38-1/8"W x 87"H (same inside and out) and if you want a graphic on the door, use 30-3/4"W x 73-1/8"H. No bleed is necessary. NRF will provide a standard Meeting Room number sign on each door unless you provide a branded sign yourself.

To order meeting room graphics, please contact Bruce Thompson with Freeman at Bruce.Thompson@freemanco.com.

Again, you are welcome to use your own printer however they will need to get approval from Bruce at Freeman on the materials (glue, tape) to be used to adhere the images.

Access to Meeting Rooms

The dates you will have access to the meeting rooms will vary by level. Please review this [move-in and move-out schedule](#) for your assigned rooms.

The Expo Hours are as follows:

Sunday, January 12	10 am – 5 pm
Monday, January 13	9 am – 5 pm
Tuesday, January 14	9 am – 4 pm

If you plan to host a meeting either prior to or after the expo house, please complete the [Non-Expo Hours Pass Request Form](#) and note the details related to security. **The request form must be submitted no later than January 3, 2020.**

NON-EXPO HOURS PASS

DEADLINE DATE

January 3, 2020

Exhibitors planning an event or meeting at their booth before or after scheduled show hours must complete this form and submit to Williana Parker at NRF (parkerw@nrf.com) for approval by **January 3, 2020**. Exhibitors will be notified of the time and location of where passes can be obtained on-site. In addition to a non-EXPO hours pass, all guests must be registered for NRF 2020, and must display their badge in order to enter the EXPO hall.

Entrance will be granted during the times indicated below. We ask that exhibitors keep this time in mind when scheduling meetings, as this is the **ONLY** permissible time that access will be granted.

Sunday, January 12	5 pm – 6 pm
Monday, January 13	8 am – 9 am and 5 pm – 6 pm
Tuesday, January 14	8 am – 9 am

Exhibitors planning an attendance of 20 or more people, including booth staff, must hire security to be present for the duration of the event. **To avoid delays in processing the request, proof of the security order should accompany this form when submitted.**

Guest lists are required for events hosting over 20 attendees. This list should be submitted to Williana Parker and will be given to security to facilitate admittance. Passes will still be required, and all guests must again be registered for NRF 2020 and must display their badge in order to enter the EXPO hall.

No one under the age of 18 is admitted onto the show floor at any time. NRF does not have the ability to watch children under the age of 18 so please do not bring children to the Jacob Javits Convention Center; even during booth set-up hours.

EXHIBITING COMPANY

Company Name:

Booth #:

On-site Contact at Show:

Cellphone #:

Email:

Select Date(s) / Time(s):

Expected # of Guests:

Sunday, January 12	5 pm – 6 pm
Monday, January 13	8 am – 9 am
Monday, January 13	5 pm – 6 pm
Tuesday, January 14	8 am – 9 am

Initials:

By providing your initials above, the Exhibitor accepts full responsibility for the Guest(s) during non-show hours.

OFF-SITE EVENT & MEETING REQUEST

DEADLINE: December 27, 2019

Fax completed form to 972-349-7675, or email to contacts below, and for any questions please contact:

Amanda Bender 972-349-7327/ amanda.bender@mci-group.com

Michelle Reed 972-349-5540/ michelle.reed@mci-group.com

All requests for function space in an official hotel must be reviewed and approved by NRF and are permitted during the dates and times listed below.

Permissible Dates & Times

Events & Meetings	Saturday 1/11	Sunday 1/12	Monday 1/13	Tuesday 1/14
	Before 4:30pm Or After 8:00pm	Before 8:00am or After 5:30pm	Before 8:00am or After 5:30pm	Before 8:00am or After 4:30pm

The exhibiting company, as well as MCI, the official hotel supplier, will be notified of the status of the request once reviewed. Once approved, MCI will confirm the approval with the hotel and all function requirements must be then be coordinated directly with the hotel. NRF accepts no financial or organizational responsibility for the function. Room rental, catering, equipment or other charges are the sole responsibility of the exhibitor.

COMPANY INFORMATION (You MUST be an exhibitor to request meeting space)

Exhibiting Company: _____ Booth Number: _____
Contact Person: _____ Phone Number: _____
Email: _____

HOTEL/FACILITY REQUESTED: _____

EVENT TYPE & LOGISTICS

<input type="checkbox"/> Sleeping Room w/ Hospitality Suite	<input type="checkbox"/> Meeting Room		
Event Day & Time:	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday

☐ **Private Event (Do Not Post/Publish)** Event Type: _____

Event Time: _____ Until: _____ Required Setup Time: _____

Estimated Number of Attendees: _____

FOR NRF ADMINISTRATIVE USE ONLY
Approved By: _____

Date: _____

Sent to MCI: _____

Press Coverage

If your company has BIG news to share, then NRF 2020: Retail's Big Show is the place for you to say it. Our schedule of annual conferences provides a great opportunity for you to make a significant new product or business announcement to a targeted media audience.

Each of our conferences attracts a variety of media attendees; however, not every conference will be of interest to all publications or broadcast outlets. NRF 2020 generally receives media attention from various well-known industry trade publications, national newspapers, industry bloggers, broadcast outlets, and magazines.

[**Click here**](#) for more details on how to work with the press and gain access to the media and analyst list.

More details to come of how exhibitors can request press information.

[**Social Media Kit**](#) (PDF file)

Priority Points

The NRF will use the priority point system (exhibit seniority) to conduct on-site space selection during NRF Big Show 2020 for 2021. These priority points will be totaled and will determine space selection appointments.

The higher the points—the earlier the appointment—the best chance of being assigned a preferred booth location.

Points will be calculated using the five (5) most recent NRF Big Shows (2016-2020) and will include all confirmed booths and sponsorship orders as of November 11, 2019 for Big Show 2020. Priority point confirmations and space selection appointment times will be emailed prior to NRF 2020 in December 2019.

Priority Points are accumulated by:

- **BOOTH SIZE:** 5 points are earned for each 10' x 10' (100 square feet) booth space rented at NRF 2020.
- **MEMBERSHIP:** 5 points are earned for good member status at the time of NRF 2020.
- **SPONSORSHIPS:** 1 point is earned for every \$5,000 spent on NRF 2020 sponsorships.
- **HOTEL ACCOMMODATIONS:** Points are earned based on final number of rooms booked through MCI USA and utilized at one official NRF hotel. 3 points are earned for those companies with a minimum of 25 hotel rooms, 2 points for 15-24 rooms and 1 point for 5-14 rooms.

NOTE: Points will be granted based on actualized rooms and will be audited post Big Show 2020. Cancelled rooms and no-shows will not be counted toward your point total. Because 2021 space selection will have already happened when we complete our audit, points will be applied to 2022 Big Show space selection. Rooms booked directly with a hotel, even those in our housing block, do not count.

Mergers / Splits/ Partners

When companies are acquired, merged or consolidated, NRF will use the point total from the company with the greatest number of priority points (points will not be combined). If the two merging companies have both purchased a booth and/or sponsorships for an upcoming show, the remaining company will receive the points for the spend of BOTH companies for that show only. All previous points for the company that no longer exists will be deleted.

When a company splits, it is the responsibility of the companies to determine how they want the total points split between each company. NRF Exhibit Operations Department must be notified of any mergers or splits no later than November 18, 2019.

Partner and complimentary booths will not earn priority points.

Company Name Change

If a company name changes since its most recent participation, please notify the NRF Exhibit Operations Department to update your record accordingly.

Penalties

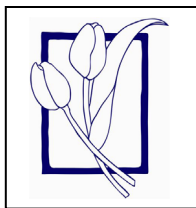
If an exhibitor fails to comply with the rules and regulations, the exhibitor may be penalized, to include loss of points. Below is a list of point deductions each worth 5 points and points will double if more than two warnings are given to a company:

- Using attendee mailing list inappropriately
- Early tear-down or dismantling of booth
- Unauthorized sublet of exhibit space
- Company violating booth guidelines (to include hanging signs and sound levels)
- Soliciting outside the confines of assigned booth space
- Misuse of exhibitor badges
- Holding a meeting/social event that conflicts with the NRF Big Show program or Expo hours
- Invoices not paid on time as specified in payment schedule

If a company fails to exhibit in any given year, the company will lose 50% of their accumulated points.

If a company is considered a no-show, all points accumulated are erased.

NOTE: The point system may be updated on a yearly basis at NRF's discretion.



Convention Plant Creations Inc.

827 Magazine Street / New Orleans, LA 70130

(800) 749-4524 Fax: 504.524.5958

www.conventionplant.com

NRF²⁰²⁰ VISION
RETAIL'S BIG SHOW

Return form to: Felicia@conventionplant.com

Professional Floral Services	Cost Ea	Qty.	Total	Notes
FLORAL ARRANGEMENTS				
Fresh Floral Arrangement (not to exceed 10" wide x 10" tall) Height: Width: Color:	\$100.00			Fresh Floral Arrangement - (not to exceed 10" wide x 10" tall) Created in 4" vases with flowers to match your exhibit. Perfect addition for enhancing coffee tables and conference rooms
Fresh Floral Arrangement- Custom Design Height: Width: Color:	\$125.00			Fresh Floral Arrangement- Custom Design- Perfect addition to make a statement on any reception counter or display
PREMIUM BLOOMING				RENTAL POLICY
Phalaenopsis Orchid Plant / ceramic or glass container <input type="checkbox"/> White <input type="checkbox"/> Purple	\$105.00			<ul style="list-style-type: none"> • All materials and plants available on a rental basis only. • Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. • All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at the end of show.
Bromeliad Plant <input type="checkbox"/> Red <input type="checkbox"/> Yellow	\$60.00			
GREEN & BLOOMING PLANT RENTALS				
Mum Plants (Indicate number & color) Yellow White Lavender	\$50.00			
Seasonal Flowering Plants (azaleas, etc.)	\$60.00			PAYMENT POLICY <ul style="list-style-type: none"> • All orders must be paid in full prior to or upon delivery unless accompanied by an authorized purchase order. • Adjustments cannot be made after the close of the show. • A 1.5% per month finance charge applies to balances over thirty days. • US funds or credit card. Tax ID # 72 - 1141497 • If tax exempt, you must include a copy of your tax-exempt form. • Please inquire about wire transfers if needed.
Small Ivy	\$50.00			
Large: <input type="checkbox"/> Fern <input type="checkbox"/> Ivy	\$60.00			
3 Foot green plant	\$60.00			
4 Foot green plant	\$70.00			
5 Foot green plant	\$80.00			
6 Foot green plant	\$110.00			
Taller plants & trees priced upon request	Call			
INDICATE YOUR CHOICE OF CONTAINERS BELOW				
Container Colors: ___White ___Black	No Charge			
Bubble Bowl (great for business cards)	\$50.00			
FLORAL ORDER TOTAL				CALL US AT
Sub Total of Above Order		\$		Contact: Felicia Wineski Cell: (504) 329-3631 Office: 1-800-749-4524 Felicia@conventionplant.com
On site mark up begins EOD of Dec 27th	20%	\$		
Sales Tax	8.87%	\$		
Grand Total		\$		
ADDITIONAL SERVICES AVAILABLE ON REQUEST				
• Please have a designer see us in our booth on: Date: _____ Time: _____ Contact: _____ Also, plant design for hospitality suites, luncheons, banquets and parties.				
NRF 2020/ BIG SHOW / JANUARY 12-14 / JAVITS CENTER / NEW YORK, NY				
Company	Booth #			
Booth Rep	Authorized Signature			
Address	Phone #			
City	State	Postal Code		
Payment Amount Enclosed \$	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card		
CREDIT CARD PAYMENTS, PLEASE COMPLETE ATTACHED FORM				

CREDIT CARD AUTHORIZATION FORM:

I, _____, hereby authorize *Convention Plant Creations, Inc.* to charge my credit card account in the amount of \$_____.

() VISA () MASTERCARD () AMERICAN EXPRESS () DISCOVER

Card Number: _____

Expiration Date: ____ / ____ VID Code: _____

Credit Card Billing Address:

Street: _____

City: _____ State: _____

Zip Code: _____ Country: (if not USA) _____

Phone Number: _____ E mail address: _____



Convention Name or Event Name: _____

Booth #: _____

Company Name: _____

As the credit card holder, I hereby authorize receipt of goods and services at the event listed above.

Cardholder's Signature

Date

As the credit card holder, I also authorize *Convention Plant Creations, Inc.* to charge my credit card for any additional floral items added on site, verbally approved by me or my staff.

Your completion of this form helps us to protect you, our valued customers, from credit card fraud. *Convention Plant Creations* will keep all information entered on this form strictly confidential.

Hotel Reservations

With more NRF partner hotels located near the Javits Center this year, you'll be able to stay close to the action—plus rates are lower than ever before.

We advise that you book your hotel through our official NRF housing partner MCI (formerly Wyndham Jade). Click the link below to book your hotel today!

Book Your Rooms with MCI

Deadlines:

- **November 18, 2019** - Group Blocks: Exhibiting companies who have blocked **10+ rooms** must provide names along with arrival/departure dates for reservations.
- **December 21, 2019** - Individual Reservations: Deadline for reservations of **1-9 rooms**.

Exhibitors are also welcome to submit their request for rooms using [this form](#).

***NEW!* Earn Priority Points by Booking with MCI USA**

Exhibitors are now able to earn priority points by booking hotel rooms at one of the official NRF hotels with the official housing provider, MCI USA. 3 points are earned for those companies utilizing a minimum of 25 hotel rooms, 2 points for 15-24 rooms and 1 point for 5-14 rooms.

Points will be granted based on actualized rooms and will be audited post Big Show 2020. Cancelled rooms and no-shows will not be counted toward your point total. Because 2021 space selection will have already happened when we complete our audit, points will be applied to 2022 Big Show space selection. Rooms booked directly with a hotel, even those in our housing block, do not count.

Questions?

Email: nrf@mcievents.com

Phone: Call MCI, Monday - Friday, 8 am – 5 pm CT

Individual Reservations: Domestic (U.S. & Canada): 800-830-6743 / International: 972-349-5935

Group Reservations: Domestic (U.S. & Canada): 800-830-6779 / International: 972-349-5933

Lead retrieval is now MORE THAN just lead collection.

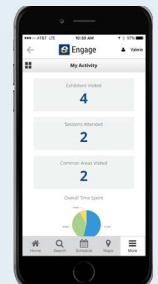
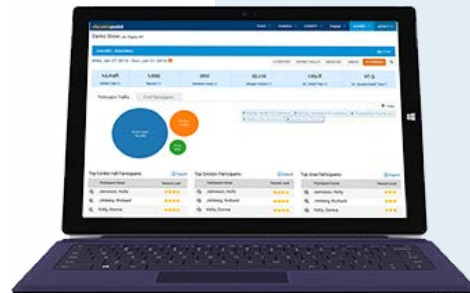
With eventBit® on attendee badges, the reader or software you rent from Experient for lead retrieval will now capture near time aisle and booth traffic information. All of this new data will be aggregated in your exhibitor dashboard. As a reminder, you will only receive full contact information when you scan the attendee's badge.

eventBit IQ Performance Package with Lead Retrieval

Works by placing a small BLE (Bluetooth Low Energy) transmitter on attendee badges, read by the same lead retrieval equipment you already use.

Lead Retrieval Options: Handheld Badge Scanner (RT2000)

- All the mobile lead capture benefits of SWAP®, available in a hand-held device



Take advantage of these eventBit Performance Packages

You'll receive:

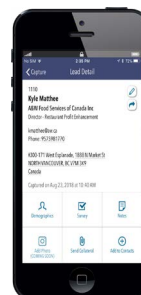
- Statistical analytics on booth traffic
- Attendee qualification and dwell time
- Information on activity around your booth
- Near time data to make booth staffing decision
- **Booth View Alerts:** Allows you to select the companies you most want to talk to and receive an alert when they are nearby

Tablet (Android Device)

- Large screen for easy note-taking
- Custom lead surveys
- All leads consolidated in your SWAP portal for follow-up

SWAP Mobile App (Use Your Own Device)

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Customizable lead qualifiers and survey
- Ability to attach and send collateral from your device



Experient Onsite Tech support available with all Lead Retrieval and eventBit products.

Hubs (eventBit Data Receivers)

Gain deeper statistical insight on attendee booth behavior



Hubs are available to add into any Performance Package purchase. The eventBit Hubs, with customizable read ranges, let your company make future booth decisions by tracking specific pieces of equipment, product theaters, and offsite events to receive additional statistical data on how attendees are spending time.

To enjoy the benefits of your eventBit on your SWAP-enabled personal device, *you must set your Bluetooth and Location Services to ALWAYS ON.*



NRF Retail's BIG Show January 12 - 14, 2020 | New York, NY



Exhibiting Company: _____ Booth #: _____

Check if information is for: Exhibiting Company Third Party

3rd Party Company (if applicable): _____ Contact Name: _____

Address: _____ City: _____

State/Country: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

ORDER LEAD RETRIEVAL (eventBit IQ Performance Package Included)					
Lead Retrieval Options	on or before 11/11/19	11/11/19 to 11/26/19	after 11/26/19	number of units	TOTAL
Handheld Badge Scanner (RT2000)	\$570	\$645	\$675		\$
RT2000 Portable Bluetooth printer	\$75	\$100	\$125		\$
Tablet (Android Device)	\$499	\$525	\$575		\$
SWAP Mobile App (1-3 Users)	\$599	\$599	\$599		\$
Use Your Own Device					
Add Mobile App Users	\$129 (Each)				\$
(After purchase of initial lead option)					
Additional Services					
Developer's Kit (Real Time Data Services)	\$650				\$
Click here for more information.					
Delivery of Reader to Booth	\$100				\$
(Post show pickup not available)					
Hubs (eventBit Data Receivers)	Call for Pricing				\$
Please Note:				Sub-Total	\$
To utilize eventBit on your SWAP-enabled personal device,				Tax	8.875%
you must turn on your Bluetooth and Location Services.				TOTAL	\$

Lead Retrieval Order Confirmation will be emailed to you.

Note: All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

Orders are subject to these Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check accompanied by order form.
- All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee. Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.
- [Additional Terms and Conditions](#)

Order Online: <https://exhibitor.experientswap.com>

Order by Mail: Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

Order by Fax: 301.694.3286

Payment Method

- ☐ Check (Orders cannot be processed unless received with payment.)
- ☐ Visa ☐ MasterCard ☐ American Express ☐ DISCOVER

Signature: _____

Card #: _____ Exp: ____/____/____

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Experient recommends all customers seek their own expert advice for GDPR Compliance concerns.

For Assistance Contact:

William Harris

P: 888.268.0380

E: william.harris@experient-inc.com

It is against Experient's security policy to accept credit card information via email.



A Maritz Global Events Company

***Order By: December 12, 2019 to Receive Early Order Pricing!**



Exhibiting Company Name:	Booth #:
--------------------------	----------

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - White		\$295.00	\$383.50	
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$720.00	\$936.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	

Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$290.00	\$377.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,800.00	\$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		

Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32" - 80" Flat Screen) *Only required if providing your own Flat Screen		\$150.00	\$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$150.00	\$195.00	
Dual Post Stand - (32" - 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$225.00	\$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$800.00	\$1,040.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$1,300.00	\$1,690.00	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$325.00	\$422.50	
Apple iPad		\$175.00	\$227.50	
iPad Floor Stand - White		\$150.00	\$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$300.00	\$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$450.00	\$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$550.00	\$715.00	

Additional Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$120.00	\$156.00	
Choose: Blu-ray -or- DVD Player		\$150.00	\$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$240.00	\$312.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

***Early order rate is subject to a 30% increase when ordering equipment after December 12, 2019.**

Contact Your Freeman Representative	Total Your Order	
MARTHA ARROYO martha.arroyo@freeman.com Phone: 708.255.7125 Fax: 469.621.5618 Online at: www.freeman.com Don't see what you are looking for? Please call to discuss the options!	*Equipment Sub-Total	
	*38% Service Charge (\$206.00 Min)	
	*If Equipment Sub-Total is greater than \$3000, please call for custom quote.	
	State Sales Tax (8.875%)	
	**TOTAL CHARGES:	
	**Freeman Event Tech Total Charges does not include electrical install/dismantle labor	
	For delivery of your audio visual equipment, please be prepared to notify both our Exhibitor Service Representative at the Service Desk in addition to the Javits electricians working your booth. We will work with the Javits electricians to deliver and set your equipment order.	

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:	Booth Number:
Exhibiting Company Name:	
Company Address:	
City / State:	Zip Code:
Phone:	Fax:
Email:	
Third Party (If Applicable):	
Signature:	

Delivery Information

*A representative must be in your booth at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the booth structure and set-up. Please call us at 708.255.7125 with questions.*

On-Site Contact Person:	Cell Phone:
Please Select Your Preferred Date and Time of Delivery (Choose One):	
Friday, January 10, 2020	<input type="checkbox"/> 8am - 12pm <input type="checkbox"/> 1pm - 5pm
Saturday, January 11, 2020	<input type="checkbox"/> 8am - 12pm <input type="checkbox"/> 1pm - 5pm
If You Have a Special Delivery Request, Please Note it Here:	

Payment Information

Method of Payment (Choose One):

- ☐ **Credit Card** * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.
- ☐ **Check** *Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.
- ☐ **Key Account** *Key Account customers have been pre-approved with net 30 terms.
- ☐ **Bank Transfer** * Please reference the Show Name and Booth Number so we may properly credit your account.
Wire Transfer: Bank Transfer to Bank of America, N.A.; Dallas, TX
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.
 Physical address routing identifiers: 100 West 33rd Street, New York, NY
- International Wire Transfer**
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.
 CHIPS address: 0959 Freeman Audio Visual, Inc.
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY
- ACH Direct Deposit**
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

**** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.**

**** All payments must be made in advance in US funds.**

****Full payment, including any applicable tax, is due at the time the order is placed.**

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

***Order By: December 12, 2019 to Receive Early Order Pricing!**

Company Name: _____



Meeting Room Event Technology Packages (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
All Meeting Room Audio should be contracted through the Jacob Javits Convention Center				
Small Meeting Room Package (Up to 50 people)				
96" Tripod Screen with Skirt, Projector(4000 Lumens), Projection Stand with Skirt		\$650.00	\$845.00	
Medium Meeting Room Package (50 - 150 people)				
6' X 10' 8" Projector Screen, Projector (4000 Lumens), Projection Stand with Skirt		\$1,100.00	\$1,430.00	
Large Meeting Room Package (150 people +)				
9' x 16' Projector Screen, Projector (6000 Lumens) , Projection Stand with Skirt		\$1,450.00	\$1,885.00	
Meeting Room Flat Screen Packages (Daily Rentals)				
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$520.00	\$676.00	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$725.00	\$942.50	
70" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,015.00	\$1,319.15	



A La Carte Meeting Room Equipment (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
LCD XGA Computer Projector (4000 Lumens)		\$425.00	\$552.50	
Projection Stand (for LCD and Overhead Projectors)		\$20.00	\$26.00	
Tripod Screen Circle One: 70" \$30 • 84" \$35 • 96" \$45		\$	\$	
Choose: Blu-ray -or- DVD Player		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$165.00	\$214.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$165.00	\$214.50	
HP Laser Printer (40 PPM)		\$97.50	\$126.75	
Wireless Presentation Mouse		\$30.00	\$39.00	
Flip Chart w/ Pad with Markers		\$40.00	\$52.00	



Quoted Additional Equipment	QTY.	Early Order	Daily Rate	Total

Freeman has a full complement of Computer, Audio, Video and Lighting Inventory, as well as design capabilities.
Whether your needs are big or small, our experts are available to help you!
Please contact us at: 708.255.7125 for a custom quote.

***Early order rate is subject to a 30% increase when ordering equipment after December 12, 2019.**



Contact Your Freeman Representative	Total Your Order	
MARTHA ARROYO martha.arroyo@freeman.com Phone: 708.255.7125 Fax: 469.621.5618 Online at: www.freeman.com Don't see what you are looking for? Please call to discuss the options!	*Equipment Sub-Total	
	*38% Service Charge (\$206.00 Min)	
	*If Equipment Sub-Total is greater than \$3000, please call for custom quote.	
	State Sales Tax (8.875%)	
	**TOTAL CHARGES:	
	**Freeman Event Technology Total Charges does not include electrical install/dismantle labor	
	For delivery of your audio visual equipment, please be prepared to notify both our Exhibitor Service Representative at the Service Desk in addition to the Javits electricians working your booth. We will work with the Javits electricians to deliver and set your equipment order.	



Contact Information

Name:

Exhibiting Company Name:

Company Address:

City / State:

Zip Code:

Phone:

Fax:

Email:

Third Party (If Applicable):

Signature:

Meeting Information

*A representative must be in your meeting room at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the meeting room and set-up. Please call us at 708.255.7125 with questions.*

On-Site Contact Person:

Cell Phone:

Date of Meeting:

Meeting Room Location:

Start Time:

End Time:

Seating Style:

Seating Capacity:

Rehearsal Required:

☐ Yes☐ No

If so, what time?

Additional Meeting Days:

Date of Meeting:

Meeting Room Location:

Start Time:

End Time:

Seating Style:

Seating Capacity:

Date of Meeting:

Meeting Room Location:

Start Time:

End Time:

Seating Style:

Seating Capacity:

Payment Information

Method of Payment (Choose One):

☐

Credit Card * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.

☐

Check *Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.

☐

Key Account *Key Account customers have been pre-approved with net 30 terms.

☐

Bank Transfer * Please reference the Show Name and Booth Number so we may properly credit your account.

Wire Transfer: Bank Transfer to Bank of America, N.A.; Dallas, TX

ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.

Physical address routing identifiers: 100 West 33rd Street, New York, NY

International Wire Transfer

Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.

CHIPS address: 0959 Freeman Audio Visual, Inc.

Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

ACH Direct Deposit

ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.

ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

**** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.**

**** All payments must be made in advance in US funds.**

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

EASY IS NICE, ON ANY DEVICE

Freeman Online® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced Freeman Online, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high GRAY and WHITE back drape, 3' high GRAY side dividers. Booths 400 sq. ft. or less will receive a one-line identification sign. Booths larger than 400 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in GRAY. Exhibitors on Level 1 and 3 are required to provide floor covering at their booth.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **Thursday, December 12, 2019.**

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

- Please adhere to the Targeted Move-In Schedule -

Tuesday	January 07, 2020	8:00 AM - 5:00 PM	- Targeted exhibitors only*
Wednesday	January 08, 2020	8:00 AM - 5:00 PM	- Targeted exhibitors only*
Thursday	January 09, 2020	8:00 AM - 5:00 PM	- Targeted exhibitors only*
Friday	January 10, 2020	8:00 AM - 5:00 PM	- All exhibitors
Saturday	January 11, 2020	8:00 AM - 9:00 PM	- All exhibitors

*Exhibitors occupying 201 sq. ft. or more (if sending materials directly to show site) must follow the move-in schedule as outlined on the color-coded [Targeted Floorplan](#). **All exhibitor freight arriving off-target will be assessed an additional 15% material handling surcharge.** Please refer to Freeman's [material handling form](#) for rates.

*Exhibitors occupying 200 sq.ft. or less, have the option to move-in either at the target date/time or any time between the hours of 8:00 AM - 4:30 PM Friday, January 10 and/or Saturday, January 11. PLEASE NOTE: All freight received on Saturday, January 11 will be prevailing overtime rates. Please refer to Freeman's [material handling form](#) for rates. For questions regarding your freight move-in date or time contact: Christian DeMayo at christian.demayo@freemanco.com.

EXHIBIT HOURS

Sunday	January 12, 2020	10:00 AM - 5:00 PM
Monday	January 13, 2020	9:00 AM - 5:00 PM
Tuesday	January 14, 2020	9:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT

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

Please note that your move-out time is also dependent on the size and location of your booth. We will return empty containers at the close of show on Tuesday.

Booths 200 sq. ft.

Tuesday	January 14, 2020	4:00 PM - 11:59 PM
Wednesday	January 15, 2020	8:00 AM - 10:00 AM

Booths 201 sq. ft. or Larger

Tuesday	January 14, 2020	4:00 PM - 11:59 PM	
Wednesday	January 15, 2020	8:00 AM - 12:00 PM	Level 1 Only
		8:00 AM - 5:00 PM	Level 3 Only
Thursday	January 16, 2020	8:00 AM - 12:00 PM	Level 3 Only

DISMANTLE AND MOVE-OUT INFORMATION

Booths 200 sq. ft. or Smaller: Exhibitor move-out will begin at 4:00 PM on Tuesday, January 14, 2020 and Exhibitors must be completely packed and have all outbound material handling paperwork turned in by 10:00 AM on Wednesday, January 15, 2020. Please note this may require working through the night Tuesday if needed, however, please be aware this does not mean you will have to incur carpenter overtime labor charges. NY Regulations allow for the first 8 hours of labor to be billed at straight time no matter when they occur. Please see Union Regulations portion of the Exhibitor Manual for more information. If you are in the EXPO Hall already by the end of move-out time of 11:59 PM on Tuesday, you will be allowed to stay longer to finish however you cannot enter the hall after 11:59 PM and must wait until 8:00 AM on Wednesday to complete the work.

Carriers must be checked in by 10:00 AM on Wednesday, January 15, 2020. Freeman will guarantee straight time rates on outbound material handling charges provided carriers are checked in on time and all materials are packed up (ready to be loaded) AND material handling agreements are turned in to Freeman by 10:00 AM on Wednesday, January 15, 2020.

Booth 201 sq. ft. or Larger: Exhibitor move-out will begin at 4:00 PM on Tuesday, January 14, 2020 and Exhibitors must be completely packed and have all outbound material handling paperwork turned in by 12:00 PM on Wednesday, January 15, 2020 for Level 1 (booth #s 100-1900) and 12:00 PM on Thursday, January 16, 2020 for Level 3 (booth #s 3000-6000). Please note this may require working through the night Tuesday if needed, however, please be aware this does not mean you will have to incur carpenter overtime labor charges. NY Regulations allow for the first 8 hours of labor to be billed at straight time no matter when they occur. Please see Union Regulations portion of the Exhibitor Manual for more information. If you are in the hall already by the end of move-out time of 11:59 PM on Tuesday, you will be allowed to stay longer to finish however you cannot enter the hall after 11:59 PM and must wait until 8:00 AM on Wednesday to complete the work. You will not be able to stay in the EXPO Halls after 5:00 PM on Wednesday and must return at 8:00 AM on Thursday to complete the work.

CARRIER DEADLINES

Level 1: Carriers must be checked in by 12:00 PM on Wednesday, January 15, 2020. Freeman will guarantee straight time rates on outbound material handling charges provided carriers are checked in on time and all materials are packed up (ready to be loaded) AND material handling agreements are turned in to Freeman by 12:00 PM on Wednesday, January 15, 2020. Please note an additional material handling surcharge of 15% will be assessed for booths larger than 200 sq. ft. that are not packed-up, carriers checked-in, and/or material handling agreements turned in after 12:00 PM on Wednesday. Outbound material handling agreements turned in after 7:00 PM on Wednesday for booths larger than 200 sq. ft. will incur a 25% material handling surcharge.

Level 3: Carriers must be checked in by 12:00 PM Thursday, January 16, 2020. Freeman will guarantee straight time rates on outbound material handling charges provided carriers are checked in on time and all materials are packed up (ready to be loaded) AND material handling agreements are turned in to Freeman by 12:00 PM on Thursday, January 16, 2020. Please note that for booths larger than 200 sq. ft. that are not packed up, carriers checked in, and/or material handling agreements turned in after 12:00 PM on Thursday, an additional material handling surcharge of 15% will be assessed. Outbound material handling agreements turned in after 7:00 PM on Thursday for booths larger than 200 sq. ft. will incur a 25% material handling surcharge.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (201) 299-7575 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 fax: (469) 621-5618
Monday - Friday 8:00 AM - 5:00 PM
FreemanNewYorkES@freeman.com
NRFCustomerService@freeman.com

EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada
+1 (512) 982-4187 Local & International
(469) 621-5810 Fax
Monday - Friday 8:00 AM - 5:00 PM

FREEMAN EXHIBITOR SERVICES POINTS OF CONTACT

Please see dedicated Freeman Exhibitor Service Representatives based on your Booth Name:

Company Name A-D	Lymari Colon	Lymari.Colon@freeman.com
Company Name E-L	Gretchen Davey	Gretchen.Davey@freeman.com
Company Name M-R	Juanita Rivas	Juanita.Rivas@freeman.com
Company Name S-Z	Gina Alberto	Gina.Alberto@freeman.com

SERVICE CENTER HOURS

Tuesday	January 07, 2020	8:00 AM - 5:00 PM
Wednesday	January 08, 2020	8:00 AM - 5:00 PM
Thursday	January 09, 2020	8:00 AM - 5:00 PM
Friday	January 10, 2020	8:00 AM - 5:00 PM
Saturday	January 11, 2020	8:00 AM - 5:00 PM
Sunday	January 12, 2020	7:00 AM - 6:30 PM
Monday	January 13, 2020	7:30 AM - 6:30 PM
Tuesday	January 14, 2020	7:30 AM - 11:59 PM
Wednesday	January 15, 2020	8:00 AM - 5:00 PM
Thursday	January 16, 2020	8:00 AM - 5:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com order by Thursday, December 12, 2019. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show.

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

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth #
NRF 2020 RETAIL'S BIG SHOW
FREEMAN
909 NEWARK TURNPIKE
KEARNY, NJ 07032

The Freeman office & warehouse will be closed on the following days for the holidays:
November 28 & 29, 2019
December 24 & 25, 2019
January 1, 2020

Freeman will accept crated, boxed or skidded material beginning Wednesday, November 27, 2019 at the above address (note the warehouse will be closed November 28-29). Material arriving after Friday, December 27, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108' H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth #

NRF 2020 RETAIL'S BIG SHOW

% FREEMAN

JACOB K. JAVITS CONVENTION CENTER

369 12TH AVENUE

NEW YORK, NY 10001

Exhibitors occupying 201 sq.ft. or more, must follow the move-in schedule as outlined on the Targeted Floorplan. **Exhibitor freight arriving off-target will be assessed an additional 15% material handling surcharge.** Please refer to Freeman's material handling form for rates.

Freeman may receive shipments at the exhibit facility beginning Tuesday, January 07, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

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

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575. We are open Monday - Friday between the hours of 8:00 AM - 5:00 PM.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new free service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New York Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by Thursday, December 12, 2019.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

No children under the age of 18 years are allowed into the EXPO Halls either during move-in, show hours, or move-out. No exceptions will be made.

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

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

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have Monday through Friday between the hours of 8:00 AM - 5:00 PM.

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

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

Frequently Asked Questions for NRF:

1. **What is included with my Package?** Each 10' x 10' booth will be set with 8' high GRAY and WHITE back drape, 3' high GRAY side dividers. Booths 400 sq. ft. or less will receive a one-line identification sign. Booths larger than 400 sq. ft. may receive a one-line identification sign upon request.
2. **Where is my space located?** NRF is located in all halls on Level 1 and Level 3.
3. **Do I need floor covering?** Exhibitors on Level 1 and Level 3 are required to provide floor covering.
4. **Can I order any furnishings for my area?** Yes, you can place furnishing orders directly via FreemanOnline.
5. **How should I ship my materials for my exhibit?** We have provided labels for you to use for shipping. You can ship to our warehouse and the items will be in your space when you arrive. If you ship to show site, they will be delivered to your area when the materials are accepted (material handling charges apply). Please make sure to put your company name and booth location on all shipments.
6. **Will I have any charges if I ship my materials for my exhibit space?** Yes you will have material handling charges based on weight. The charges are on the Material Handling order form in the NRF Kit.
7. **What are the work rules for the Javits Center?** Please see the Union Jurisdictions in the NRF Kit. Also detailed info on rules is supplied further in the FAQs.
8. **Can I do any electrical work myself in the space provided?** Next pages outlines rules that are allowed at the Javits. Please note you can find info on the Javits website at the link below (under operational policies).
<http://www.javitscenter.com/exhibit/overview/>
9. **Can I do any work myself in the space provided?** Next pages outlines rules that are allowed at the Javits. Please note you can find info on the Javits website at the link below (under operational policies).
<http://www.javitscenter.com/exhibit/overview/>
10. **Can I hand carry any items into the Javits Center?** Yes you can. Next page outlines what the building allows for hand carry. Please note you can find info on the Javits website at the link below (under operational policies).
<http://www.javitscenter.com/exhibit/overview/>
11. **What if I have questions onsite?** All the vendors for NRF will have service desks located in the Crystal Palace for Level 3 booths, 1B01/02 for Level 1 booths. They will be staffed during move-in, show open and show close. You can visit them at any time for assistance.
12. **When will my booth be set?** Your space at NRF will be ready for move-in following the Targeted Move-In schedule.
13. **When can I set up?** Please refer to the Targeted Move-In schedule.
14. **Are exhibit times different for NRF?** No – the show open and close times are the same for the overall show.

TARGETED MOVE IN PLAN

NATIONAL RETAIL FEDERATION

01/12/20 - 01/14/20

JACOB K. JAVITS CONVENTION CENTER - EXHIBIT LEVEL 1 HALLS 1A-1C - NEW YORK, NEW YORK



LEVEL 1 TARGET NOTES:

Your target freight move-in date is the date and time your freight **MUST** arrive at the Jacob K. Javits Convention Center. Your target time is for check-in only and does not necessarily represent the time you will be unloaded. Please allow up to 4 hours for unloading. Exhibit personnel **DO NOT** need to be present on the target move-in date.

Exhibitors occupying 201 sq.ft. or more must follow this targeted floorplan. All exhibitor freight that arrives off-target will be assessed an additional 15% material handling surcharge. Please refer to Freeman's material handling form for rates.

Exhibitors occupying 200 sq.ft. or less have the option to move-in either at the target date/time, or any time 8:00 a.m. - 5:00 p.m. Friday, January 10th and/or Saturday, January 11th.

PLEASE NOTE: All freight received on Saturday, January 11th will be at prevailing overtime rates. Please refer to Freeman's material handling form for rates.

For questions regarding your freight move-in date or time contact: Christian Demayo at christian.demayo@freemanco.com

Freight shipped in advance to the warehouse will be moved to your booth on straight time on your target move-in date.

ALL LEVEL 3 BOOTHS MUST BE COMPLETELY SET UP BY:
Saturday, January 11, 5:00 p.m.
Exhibit setup is from 8:00 a.m. - 5:00 p.m. daily
Exhibitors wishing to work past the posted work hours must receive approval from Show Management.

FLOORPLAN AS OF: 10/08/2019

LEGEND

THURSDAY, JANUARY 9TH, 8 AM-1PM

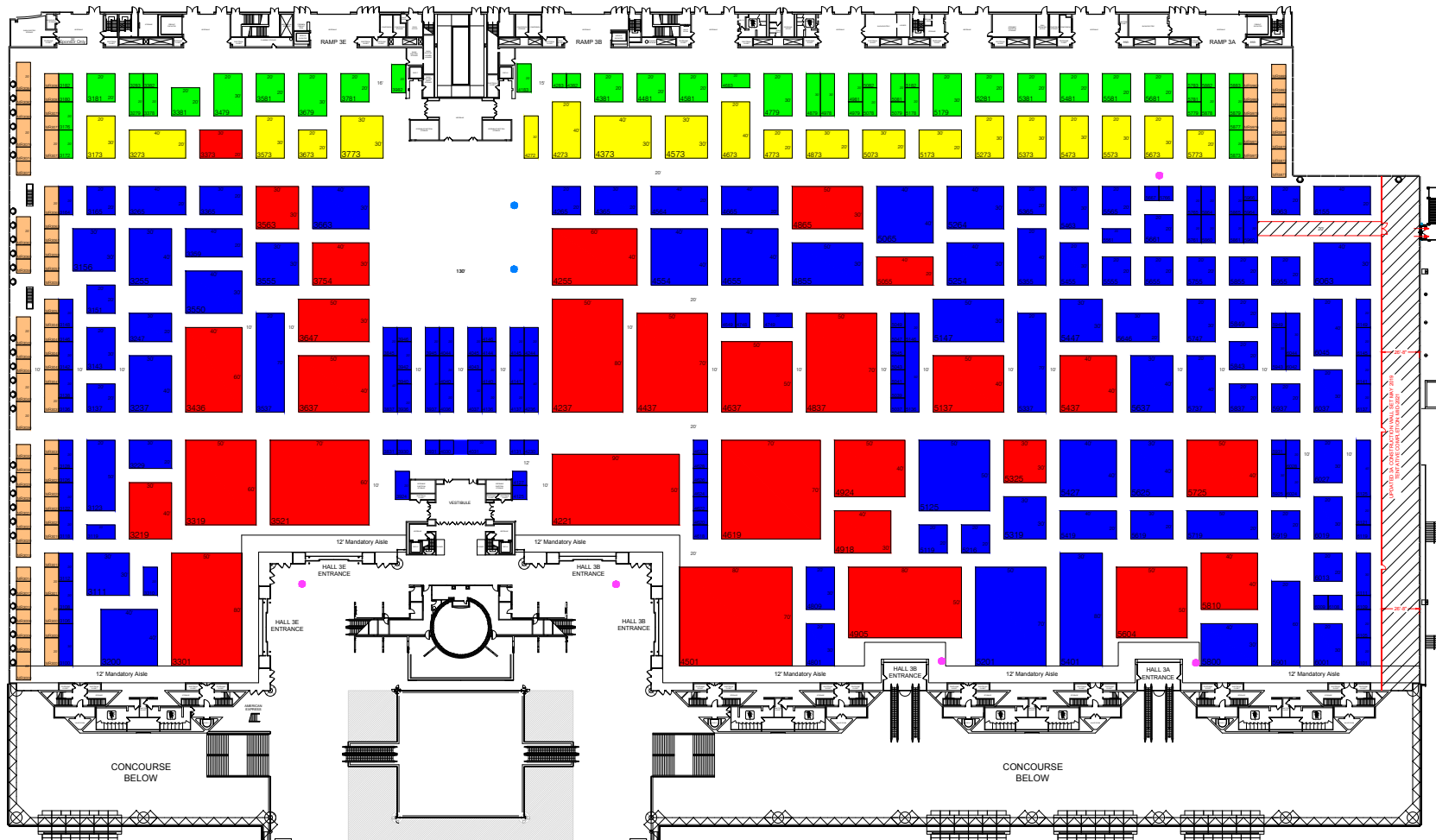
THURSDAY, JANUARY 9TH, 1PM-5PM

FRIDAY, JANUARY 10TH, 8AM-5PM

TARGETED MOVE IN PLAN NATIONAL RETAIL FEDERATION

01/12/20 - 01/14/20

JACOB K. JAVITS CONVENTION CENTER - EXHIBIT LEVEL 3 - HALLS A - E - NEW YORK, NEW YORK



LEVEL 3 TARGET NOTES:

Your target freight move-in date is the date and time your freight **MUST** arrive at the Jacob K. Javits Convention Center. Your target time is for check-in only and does not necessarily represent the time you will be unloaded. Please allow up to 4 hours for unloading. Exhibit personnel **DO NOT** need to be present on the target move-in date.

Exhibitors occupying 201 sq. ft. or more must follow this targeted floorplan. All exhibitor freight that arrives off-target will be assessed an additional 15% material handling surcharge. Please refer to Freeman's material handling form for rates.

Exhibitors occupying 200 sq. ft. or less have the option to move-in either at the target date/time, or any time 8:00 a.m. - 5:00 p.m. Friday, January 10th and/or Saturday, January 11th.

PLEASE NOTE: All freight received on Saturday, January 12th will be at prevailing overtime rates. Please refer to Freeman's material handling form for rates.

For questions regarding your freight move-in date or time contact: Christian Demayo at christian.demayo@freemanco.com

Freight shipped in advance to the warehouse will be moved to your booth on straight time on your target move-in date.

ALL LEVEL 3 BOOTHS MUST BE COMPLETELY SET UP BY:

Saturday, January 11, 5:00 p.m.
Exhibit setup is from 8:00 a.m. - 5:00 p.m. daily
Exhibitors wishing to work past the posted work hours must receive approval from Show Management.

FLOORPLAN AS OF: 10/08/2019

LEGEND

TUESDAY, JANUARY 7TH, 8 am

WEDNESDAY, JANUARY 8TH, 8AM-1PM

WEDNESDAY, JANUARY 8TH 1PM-5PM

THURSDAY, JANUARY 9TH, 8AM-5PM

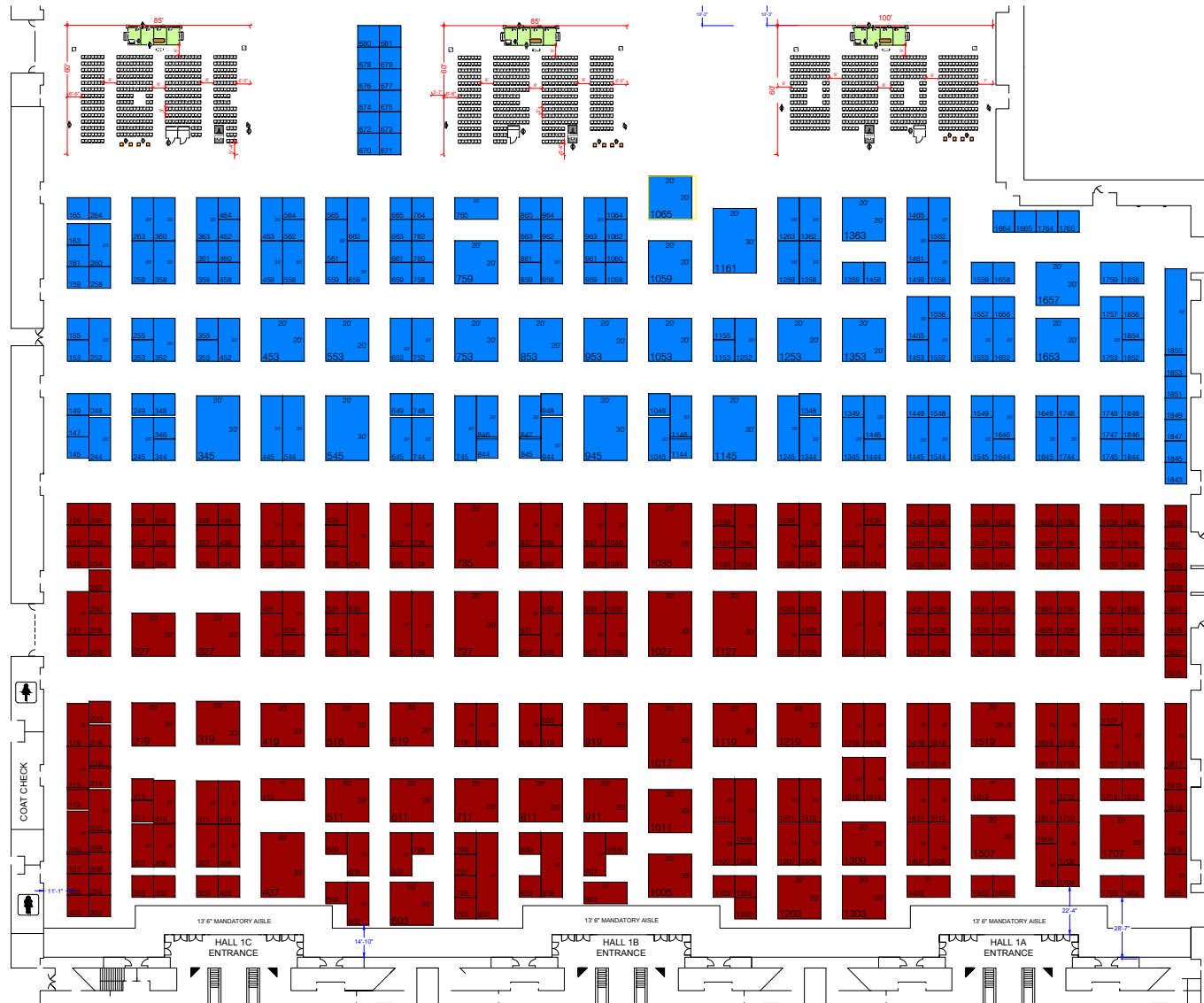
FRIDAY, JANUARY 10TH, 8AM-5PM

TARGETED MOVE OUT PLAN

NATIONAL RETAIL FEDERATION

01/12/20 - 01/14/20

JACOB K. JAVITS CONVENTION CENTER - EXHIBIT LEVEL 1- HALLS 1A-1C - NEW YORK, NEW YORK



LEGEND

WEDNESDAY, JANUARY 15TH, 6AM-9AM

WEDNESDAY, JANUARY 15TH, 9AM-12PM

*The above times are recommended driver check-in windows

** Booths 200 NSF and below have a check-in deadline of 10am

*** Booths 201 NSF and above have a check-in deadline of 12pm

**** If you wish to move-out Tuesday evening please coordinate with the freight supervisors on site. Drivers will not be signed-in prior to the above windows

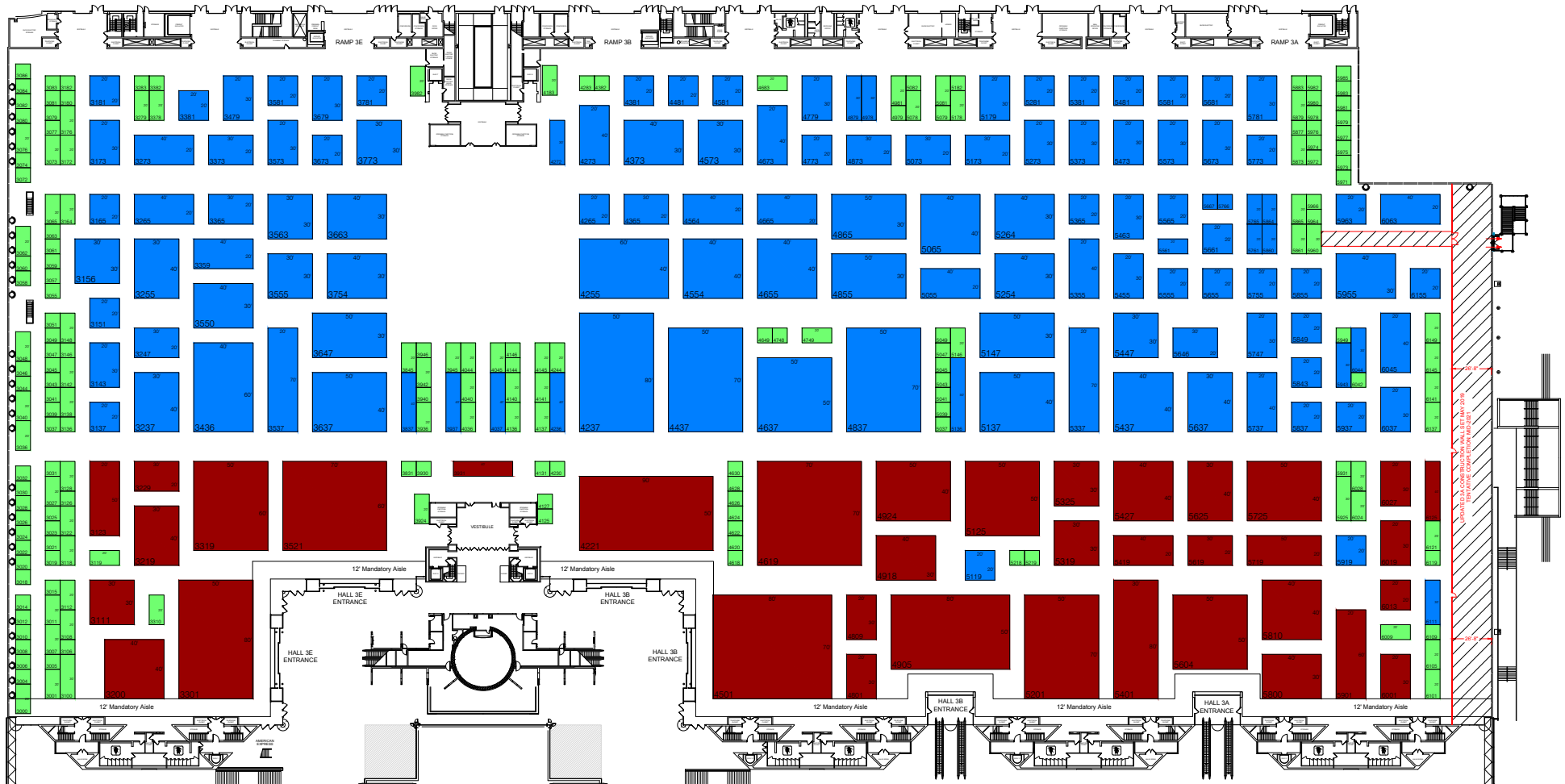
To avoid confusion regarding the pick-up of freight during the move-out of the event and to ensure freight is accessible via forklift when your truck check-in, please adhere to the attached target move-out plan.

TARGETED MOVE OUT PLAN

NATIONAL RETAIL FEDERATION

01/12/20 - 01/14/20

JACOB K. JAVITS CONVENTION CENTER - EXHIBIT LEVEL 3 HALLS A - E - NEW YORK, NEW YORK



LEGEND

WEDNESDAY, JANUARY 15TH, 6AM-12PM

WEDNESDAY, JANUARY 15TH, 6AM-3PM

THURSDAY, JANUARY 16TH, 6AM-12PM

THURSDAY, JANUARY 16TH, 6AM-12PM

*The above times are recommended driver check-in windows

** Booths 200 NSF and below have a check-in deadline of 12pm Wednesday

*** Booths 201 NSF and above have a check-in deadline of 12pm Thursday

**** If you wish to move-out Tuesday evening please coordinate with the freight supervisors on site. Drivers will not be signed-in prior to the above windows.

To avoid confusion regarding the pick-up of freight during the move-out of the event and to ensure freight is accessible via forklift when your truck check-in, please adhere to the attached target move-out plan.

FREEMAN

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 Fax: (469) 621-5618

NRF²⁰²⁰ VISION
 RETAIL'S BIG SHOW

**INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

TARGET CHANGE REQUEST

DEADLINE: DECEMBER 12, 2019

- Exhibitors requesting a revised targeted move-in date and time must complete and return this form to Freeman by DECEMBER 12, 2019.
- All Target Change requests must be authorized by Freeman.
- 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.
- You will be notified by email via this form of your revised move-in date and time.
- There will be NO CHARGE for requesting a target change.

Exhibiting Company		Booth Number
Primary Contact	Telephone	Fax
Email		
Estimated Weight of Materials		Estimated Time Required to Set Display

Please indicate day requested for new target move-in:

Level 3 Exhibitors _____ Tuesday, January 7, 2020 _____ 8:00 a.m. _____ Wednesday, January 8, 2020 _____ 8:00 a.m. _____ 1:00 p.m. _____ Thursday, January 9, 2020 _____ 8:00 a.m.	Level 1 Exhibitors _____ Wednesday, January 8, 2020 _____ 8:00 a.m. _____ 1:00 p.m.
--	---

FREIGHT CARRIER _____ No. of Crates _____ No. of Skids _____

**Email Completed Form by
 DECEMBER 12, 2019**

Freeman
 Attn: Christian DeMayo
 909 Newark Turnpike
 Kearny, NJ 07032
 christian.demayo@freemanco.com

For Office Use Only

_____ Approved _____ Denied

New Target Date: _____

New Target Time: _____

Signed: _____

Date: _____

FREEMAN target change request

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

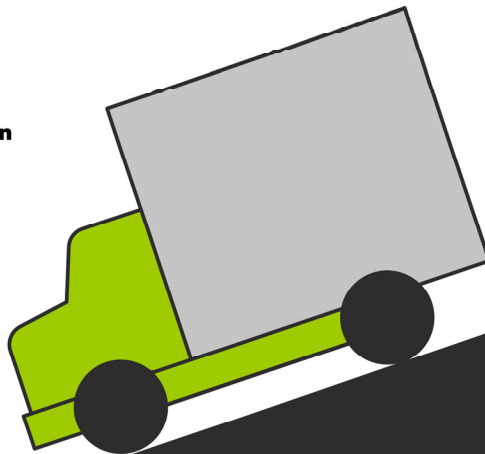
shipping out

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

FREEMAN

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 • Fax: (469) 621-5618

**NRF[®] 2020
VISION**
RETAIL'S BIG SHOW

DISCOUNT PRICE
DEADLINE DATE
DECEMBER 12, 2019

FREEMAN method of payment

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

COMPANY NAME:	BOOTH#:
ADDRESS:	BOOTH SIZE X
CITY/STATE/ZIP:	
CONTACT NAME:	PHONE #:
CONTACT EMAIL:	

Payment Information

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

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

1. Submit your payment information

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

<https://www.freemanpay.com/484682>

2. Submit your order

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

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

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

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

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

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

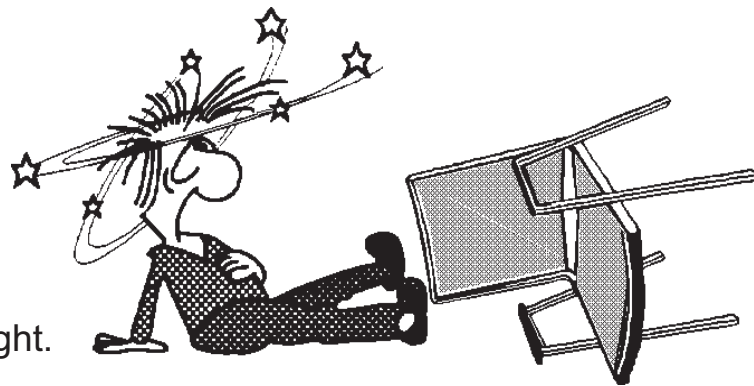
To ensure safety from electrical shocks, falling items and damage to materials, please **DO NOT** attach items/ equipment to the drapes or metal framework provided for your booth.



Standing on chairs, tables and other rental furniture is **PROHIBITED**. This furniture is not engineered to support your standing weight.

Use a ladder, not a chair.

Pack one with your freight.

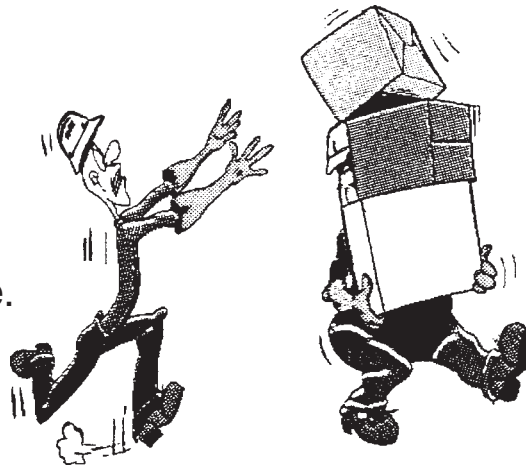


Freeman Decorating Company cannot be responsible for injuries, falls or damage caused by the improper use of this equipment. If assistance is needed in assembling your booth, please order **DISPLAY LABOR** on the enclosed form, or come to the Exhibitor Service Center, and labor, with the necessary ladders and tools, will be provided.

Thank You for Your Cooperation!

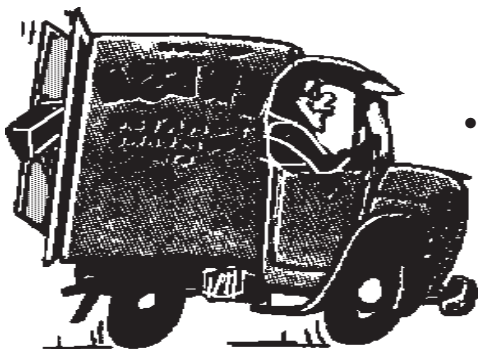
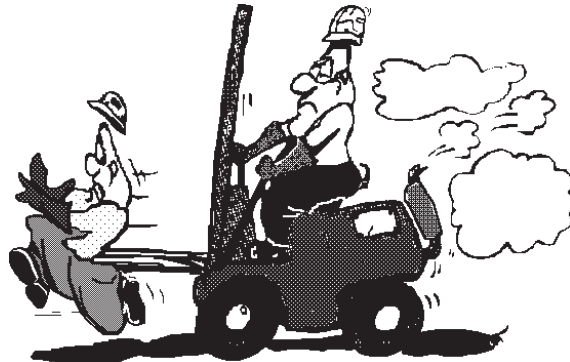
F R E E M A N

- Get help with big jobs. Too many things at once can be a load of trouble.



- Before walking under something, look up.
- Never step backwards.....
Always turn and look.

- Be aware of forklifts and scooters.
The driver might not see you.
- Watch your step in crowded aisles.

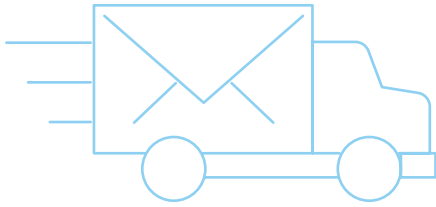


- For your safety, stay out of trucks and trailers.

- Dispose of waste articles properly.



Thank You for Your Cooperation!



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.

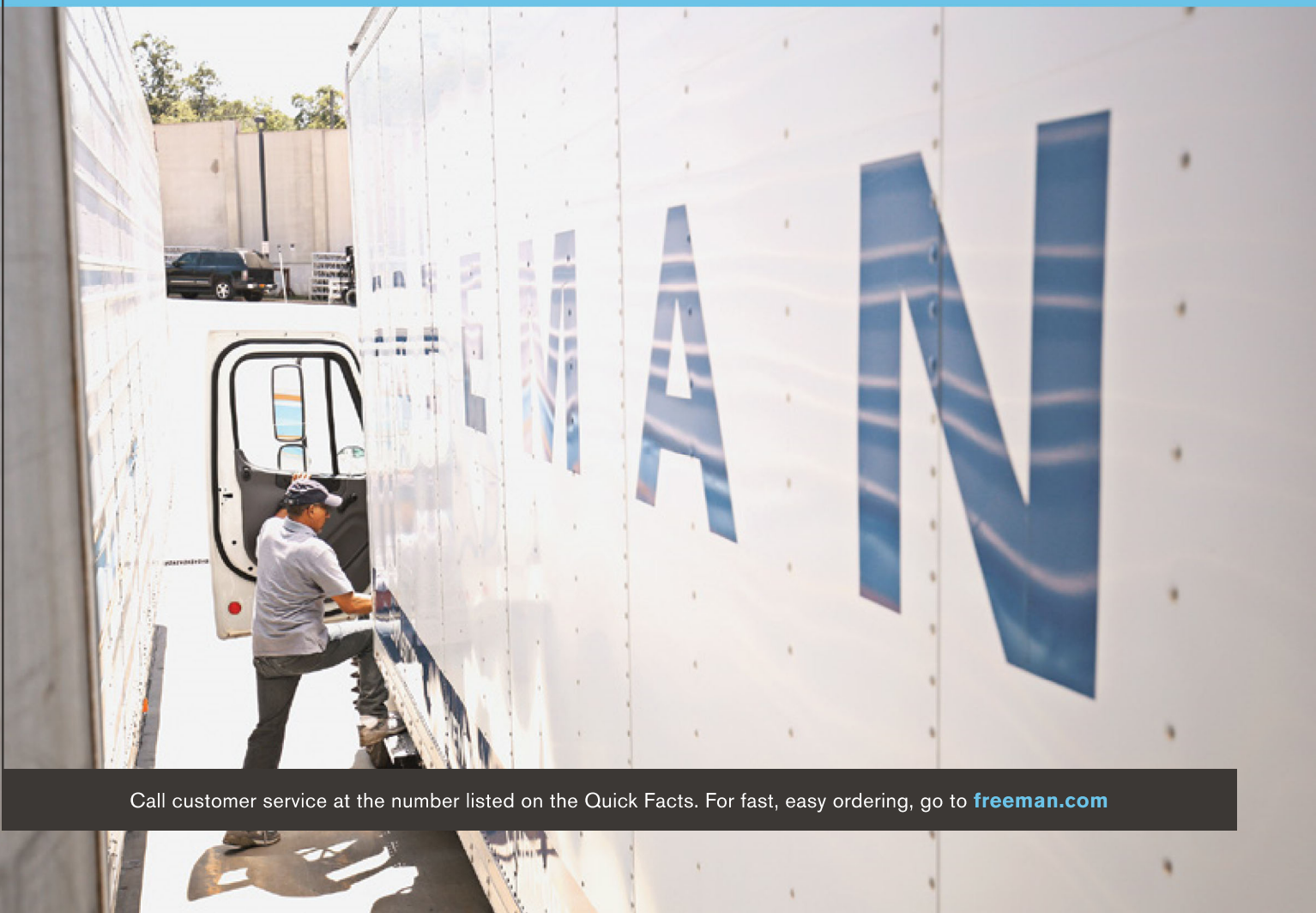


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

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

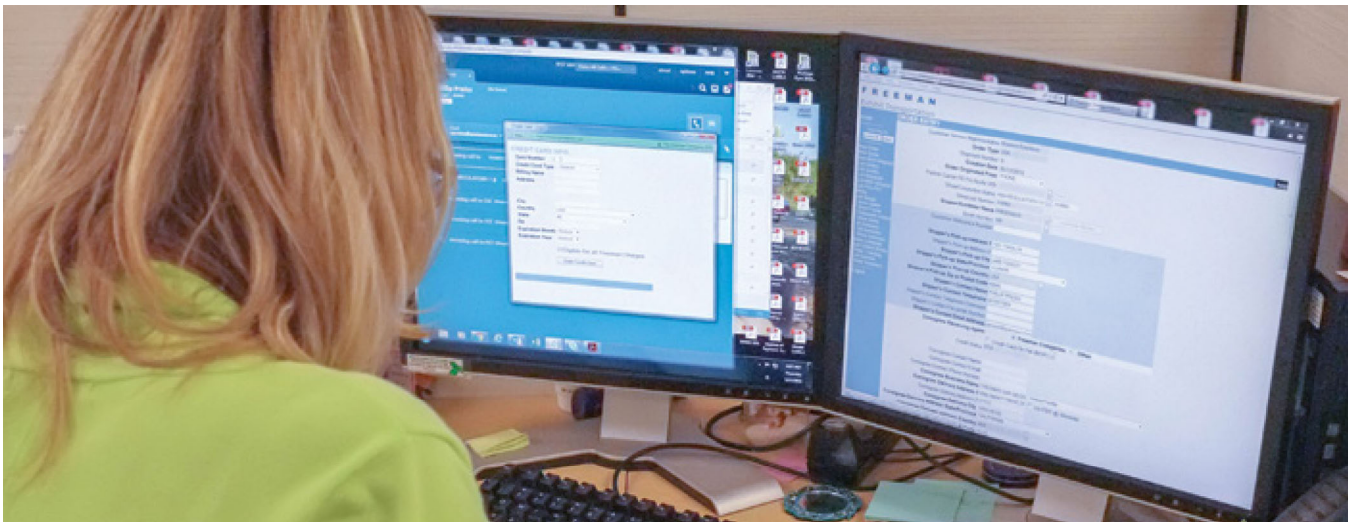
Questions?

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



FREEMAN

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

NRF²⁰²⁰ VISION
RETAIL'S BIG SHOW

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

Freeman exhibit transportation

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) _____ (State) _____ (Zip Code) _____

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #
NRF 2020 RETAIL'S BIG SHOW

C/O: FREEMAN **ADDRESS SUBJECT TO CHANGE**
909 NEWARK TURNPIKE
KEARNY, NJ 07032

MUST BE DELIVERED BY DECEMBER 27, 2019

- ☐ I will be shipping to **SHOW SITE**
FREEMAN / Exhibiting Company Name / Booth #
NRF 2020 RETAIL'S BIG SHOW

C/O: FREEMAN
JACOB K JAVITS CONVENTION CENTER
369 12TH AVENUE
NEW YORK, NY 10001

CANNOT BE DELIVERED BEFORE JANUARY 07, 2020

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address: _____

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (484682) _____

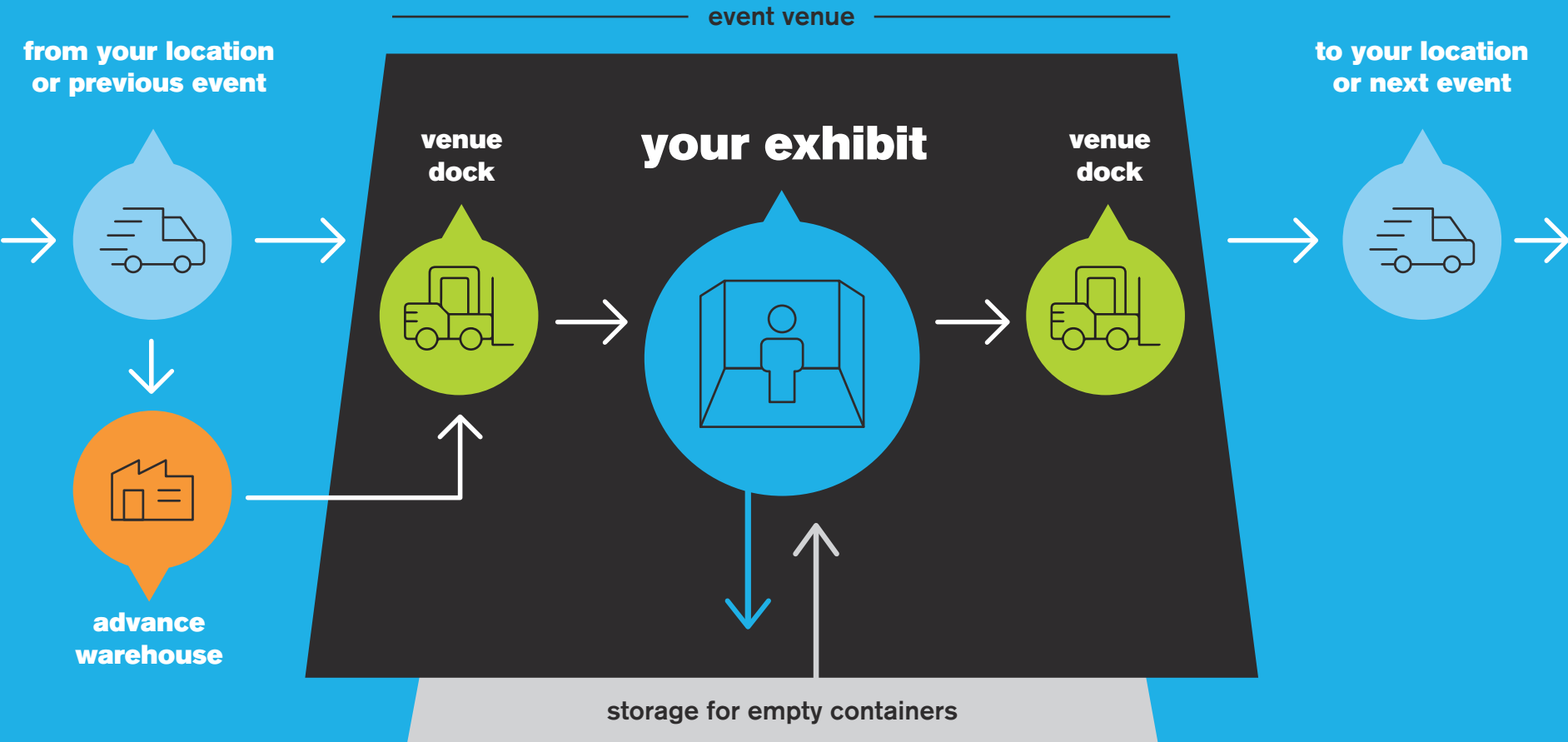
before event

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

WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME: Any time before 8:00 A.M. or after 4:30 P.M. Monday through Friday and All day Saturday, Sunday, and Holidays.

Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.

OFF-TARGET SURCHARGE: Booths 200 sq.ft and over
A 15% penalty will be applied to all exhibitor freight that does not follow the Targeted Floor plan move-in schedule.

A 25% penalty will be applied if the Outbound Material Handling Agreement is turn in after 7:00 P.M. on Thursday, January 16, 2020 for booths 201 sq. ft. or Larger.

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

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$195.75	391.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$140.00	280.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 45.00	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier. This includes UPS and Federal Express shipments.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after December 27, 2019	\$ 98.00	195.75
Off-Target Surcharge	\$ 21.50	43.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 70.00	140.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 70.00	140.00

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
<i>The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM.</i>		8.875% Tax	N/A
<i>To check on the arrival of freight, please call (201) 299-7575.</i>		Total	

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freeman.com

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

**ALL FREIGHT MUST BE ACCOMPANIED
BY A CERTIFIED SCALE TICKET**

***ALL DRIVERS MUST PROVIDE THE FOLLOWING
INFORMATION ON THEIR BILLS OF LADING:***

1. SHOW NAME
2. BOOTH NUMBER
3. EXHIBITOR'S NAME
4. SHIPPER'S NAME
5. PIECE SUMMARY
6. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS

***PIECE SUMMARIES MUST BE BROKEN INTO THE
FOLLOWING CATEGORIES:***

1. CRATES(WOODEN BOXES)
2. CARTONS (CARDBOARD BOXES)
3. CARPETS(RUGS AND PADS)
4. SKIDS(PALLETS)
5. TRUNKS(CASES)
6. BUNDLES
7. MACHINES
8. MISCELLANEOUS(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION
BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING

**IF YOU CANNOT PROVIDE ANY OF THE REQUESTED
INFORMATION, PLEASE CONTACT YOUR DISPATCH
OR CHECK YOUR FREIGHT CLERK**

F R E E M A N

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 Fax: (469) 621-5618

NRF[®] 2020 VISION
 RETAIL'S BIG SHOW

**INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

STORAGE AND HANDLING RATES

DELIVERIES FROM/TO STORAGE

Exhibitors must schedule delivery times at the Exhibit Service Center 3 hours prior to expected delivery.
 Deliveries before 12:00 noon must be scheduled the evening before.

STORAGE RATES

\$ 69.15 per day for up to 10 cubic feet
 \$103.65 per day for more than 10 cubic feet

MATERIAL HANDLER RATE FROM/TO STORAGE

The following rates will apply for each delivery of materials from storage to booth or from booth to storage.
These rates do not include the initial Material Handling Rates for shipments received at the warehouse or show site. Refer to Rigging Order Form.

STRAIGHT TIME\$186.75 Per Person/Per Half Hour
 (One half hour minimum per person)
 8:00 AM - 4:30 PM Monday through Friday

OVERTIME\$237.00 Per Person/Per Half Hour
 (One half hour minimum per person)
 ALL DAY Saturday, Sunday and Holidays

ACCESSIBLE STORAGE SPACE RESERVATIONS

_____ Number of days @ \$ 69.15 per day = \$ _____

_____ Number of days @ \$103.65 per day = \$ _____

For materials shipped in advanced to the warehouse, STORAGE CHARGES WILL BEGIN ON THE FIRST DAY OF EXHIBITOR MOVE-IN.

LIABILITY

While every attempt will be made to provide security for materials placed in accessible storage, Freeman assumes no liability for materials stored.

Additional, all materials handled by Freeman are subjected to our "Terms and Conditions".

ESTIMATED COST

_____ Number of deliveries @ \$ _____ = \$ _____

_____ Number of days @ \$ 69.15 per day = \$ _____

_____ Number of days @ \$103.65 per day = \$ _____

Total Estimated Cost.....\$ _____

FREEMAN

909 Newark Turnpike

Kearny, NJ 07032

(201) 299-7575 Fax: (469) 621-5618

**NRF[®]2020
VISION**
RETAIL'S BIG SHOW**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

COMPANY NAME: _____

BOOTH # _____

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

SPOTTING FEE

CARS/ SMALL TRUCKS \$619.25 PER UNIT (Round Trip)

MOTORIZED VEHICLES \$619.25 PER UNIT (Round Trip)

- Batteries must be disconnected and taped
- Fuel tanks must have no more than one eighth of a tank of gas.
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Vehicles may not be moved during show hours

***NOTE:** Mobile units will be assessed a "one time" spotting charge in addition to a one hour forklift/operator charge. (See Material Handling Equipment Labor form) each way for unloading and loading. Motorized equipment is defined as a tractor, forklift, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units: _____ Type: _____

Dimensions of Largest Unit:

Height _____ Width _____ Length _____ Weight _____

Will you require a crane or forklift? _____

(*See Material Handling Equipment Labor Form)

Comments/Special Handling Requirements: _____

DRIVING DIRECTIONS TO THE FREEMAN WAREHOUSE

909 NEWARK TURNPIKE, KEARNY, NJ 07032

From New Jersey Turnpike:

Exit 15W, toward Newark / Kearny (Pay Toll). Merge onto CR-508 E via exit 17A toward Jersey City proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

From Route 280:

Merge onto CR-508 E via Exit at 17A Jersey City East proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

From Route 7 East:

From Schuyler Avenue take NJ-7 East (Belleville Turnpike) continue to follow Belleville Turnpike look for a Yellow Sign on your right which reads Freeman Freight Receiving. At the sign make a right turn and proceed to the end of road for Freeman Freight Receiving.

From Lincoln Tunnel:

Merge onto NY-495 W (Crossing into New Jersey). Merge onto I-95 S / NJ Turnpike S exit 15W toward Newark / Kearny (Pay Toll). Merge onto CR-508 E via exit 17A toward Jersey City proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

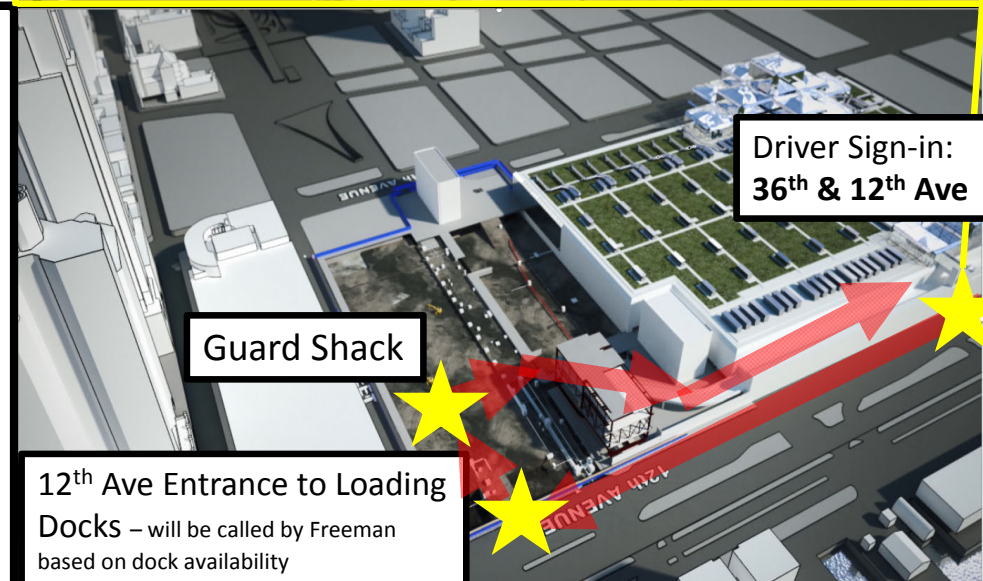
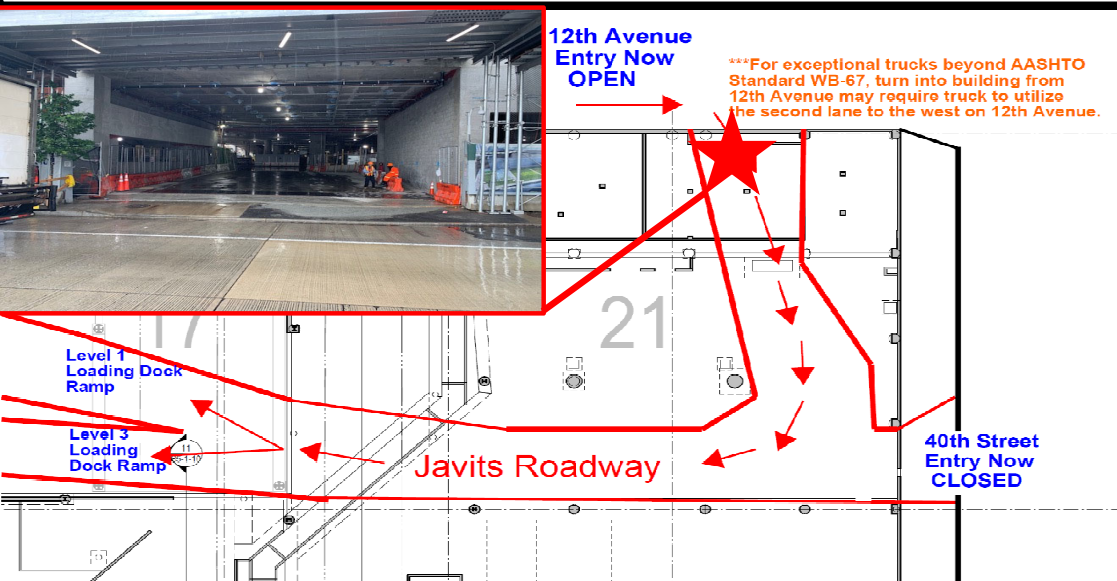
From Holland Tunnel:

Holland Tunnel becomes 14th St. 14th St becomes NJ-139 West. Merge onto US-1&9 S. Take the US-1 Truck / US-9 Truck exit towards I-280 / Jersey City /Kearny. Turn slight right onto US 1&9 stay straight to go onto NJ-7 West. Proceed about 1.1 miles and look for Yellow Signs which read Freeman Freight Receiving. Make a left turn and proceed to end of road for Freeman Freight Receiving

New 12th Ave Entrance Truck Routing

Driver Check-In Step by Step Instructions:

1. Driver must find parking on a NY city street near Javits and walk to the drive check-in area located at 12th Ave and 36th St. (North Office).
2. At check-in driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified scale weights if available and Freeman supervisor will create receiving reports.
3. Driver receives a Driver# after checking in and returns to his truck and awaits call on his cell phone when there is dock space to unload the truck.
4. **When driver gets called he drives to truck entrance gate on 12th Ave between 39th and 40th and checks in with Javits Security. All drivers must present their CDL to security for entrance then picks-up his paperwork from the Freeman supervisor located near the security booth.**
5. Freeman supervisor directs driver to proceed to assigned dock area (or truck scale) where driver is given specific dock # to back into.
6. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility (or returns to truck scale) then leaves.
7. Office phone number is **212-216-2780**.



FREEMAN

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618

NRF²⁰²⁰ VISION
RETAIL'S BIG SHOW

**OUTBOUND MATERIAL HANDLING
AND SHIPPING LABELS**NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

☐ SAME AS SHIP TO

BILL TO:

COMPANY NAME: _____

BILLING ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

No need to schedule your outbound shipment.

Charges will appear on your Freeman invoice.

☐ Other Carrier

Carrier Name: _____

Carrier Phone: _____

(Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by all other carriers are 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 the completed material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor's expense.

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: NOVEMBER 27, 2019

DEADLINE DATE IS: DECEMBER 27, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

909 NEWARK TURNPIKE

KEARNY, NJ 07032

WAREHOUSE

EVENT: NRF 2020 RETAIL'S BIG SHOW

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

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: NOVEMBER 27, 2019

DEADLINE DATE IS: DECEMBER 27, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

909 NEWARK TURNPIKE

KEARNY, NJ 07032

WAREHOUSE

EVENT: NRF 2020 RETAIL'S BIG SHOW

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.

***WAREHOUSE CLOSED NOV 28-29, 2019**

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: NOVEMBER 27, 2019

DEADLINE DATE IS: DECEMBER 27, 2019

TO: _____
EXHIBITOR NAME

C/O **FREEMAN**
909 NEWARK TURNPIKE
KEARNY, NJ 07032

HANGING SIGN

EVENT: NRF 2020 RETAIL'S BIG SHOW

BOOTH NO. _____ NO. OF PIECES _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: NOVEMBER 27, 2019

DEADLINE DATE IS: DECEMBER 27, 2019

TO: _____
EXHIBITOR NAME

C/O **FREEMAN**
909 NEWARK TURNPIKE
KEARNY, NJ 07032

HANGING SIGN

EVENT: NRF 2020 RETAIL'S BIG SHOW

BOOTH NO. _____ NO. OF PIECES _____

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.

WAREHOUSE IS CLOSED NOV 28-29, 2019

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JANUARY 07, 2020

TO:

EXHIBITOR NAME

C/O: FREEMAN

JACOB K JAVITS CONVENTION CENTER

369 12TH AVENUE

NEW YORK, NY 10001

SHOW SITE

EVENT: ***NRF 2020 RETAIL'S BIG SHOW***

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JANUARY 07, 2020

TO:

EXHIBITOR NAME

C/O: FREEMAN

JACOB K JAVITS CONVENTION CENTER

369 12TH AVENUE

NEW YORK, NY 10001

SHOW SITE

EVENT: ***NRF 2020 RETAIL'S BIG SHOW***

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

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

F R E E M A N

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 • Fax: (469) 621-5618

NRF²⁰²⁰ VISION
RETAIL'S BIG SHOW

DISCOUNT PRICE
DEADLINE DATE
DECEMBER 12, 2019

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

EXHIBITOR BOOTH PACKAGE

Exhibitor Booth Package Price Per 10' x 10' Booth \$573.80

This Package is only offered in advance. Freeman must receive this form on or before THURSDAY, DECEMBER 12, 2019.

Please note: No Substitutions

Each 10' x 10' Booth Package Includes:

(1) 9' x 10' Booth Carpet

Mark Carpet Color:

- | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Gray | <input type="checkbox"/> Green | <input type="checkbox"/> Latte |
| <input type="checkbox"/> Midnight Blue | <input type="checkbox"/> Plum | <input type="checkbox"/> Red | <input type="checkbox"/> Red Pepper | <input type="checkbox"/> Tuxedo |

(1) 6' X 30" Draped Table

Mark Drape Color:

- | | | | | |
|--------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Brown | <input type="checkbox"/> Green | <input type="checkbox"/> Flax |
| <input type="checkbox"/> Gold | <input type="checkbox"/> Gray | <input type="checkbox"/> Plum | <input type="checkbox"/> Red | <input type="checkbox"/> White |

(2) Black Diamond Arm Chairs

(1) Corrugated Wastebasket

200lbs Show Site Material Handling - *Straight time show site rates.*

(Overtime rates will be applied. Please refer to the material handling form for rates).

TOTAL COST

Sub-Total _____ + Tax (8.875%) _____ = TOTAL _____

FREEMAN®

furnishings 2019





EMPOWERING YOUR BUSINESS FROM THE GROUND UP

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

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

beacon

Fairfax Sofa & La Brea Chairs

10'x10' Booth



10'x10' Munich Sectional Booth




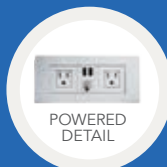
10'x20' Malba Café & Bench Theater Booth


Power Up In Style.

Denotes Powered Products



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

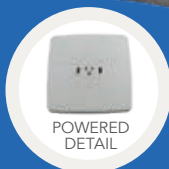


ROMA 
83017 Sofa, Powered
(white vinyl) 78"L 31"D 33"H

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



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



Powered Seating

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

Powered Seating



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

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

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

Powered Tables



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

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



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

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

Powered Banquettes.

Denotes Powered Products



Modular System

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



Detail of Electrical Charging Outlet



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



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



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




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



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

Powered Pedestals

Denotes AC and USB charging outlets 



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

Wireless Charging Table, Powered
E) 820710
(white, AC plug-In)
20"L 20"D 18"H

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

Powered Tech Desk



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

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

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

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

810140, Chair

21"L 25"D 34"H

830150, Loveseat

48"L 25"D 34"H

HEDGE

85030

7' Boxwood Hedge

36.5"L 12"D 84"H

PEDESTAL

85063

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

8201223

Hydraulic Chrome Base

(lamine white top)

30" Round 29"H

REGIS

82075 End Table

(brushed metal)

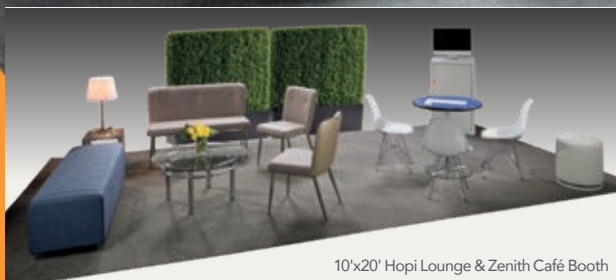
16"L 15.5"D 16.5"H

MARCHE

815159 Swivel Ottoman

(blue fabric)

17" RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power 

A.



B.



C.



BAJA

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

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

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

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

A.



B.



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)

Munich Collection

Modular Seating to Design Custom Exhibits

Denotes Powered Products



MUNICH

830201 Sectional 3pc.

(gray fabric)
93.5"L 27"D 28.5"H

HEDGE

85035

4' Boxwood Hedge

46"L 9"D 47"H



WIRELESS CHARGING TABLE, POWERED

820710

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



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



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



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

Soft Seating Collections



A.



B.

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.



C.

TANGIERS

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

KEY LARGO

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

SOUTH BEACH

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



A.



B.



C.



A.



B.

Accent Chairs



SWANSON

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

KEY WEST

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



LA BREA

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



WENTWORTH

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

AURA

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



Accent Chair Styles



A.



B.



C.



D.



E.



F.

Madrid Chair

A) 81816
(white vinyl)
30"L 30"D 31"H

B) 8102
(black vinyl)
30"L 30"D 31"H

C) 810949

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

D) 810151

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

E) 810140

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

F) 810947

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

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

Marina Chair

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

Meeting Chair

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

Group Seating

ZENITH

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

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



LAGUNA

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

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



MALBA

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

MARINA

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



Styles & Shapes



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

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

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



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

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

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



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

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

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

Mix & Match

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

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

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



Ottomans

Vibe Cube

18"L 18"D 18"H

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



D.



E.



G.



I.



F.



H.



J.



Styles & Shapes



C.



F.



I.



L.



N.



A.



D.



G.



J.



M.



O.



B.



E.



H.



K.

Beverly Bench

60"L 20"D 18"H

A) 81556 (white vinyl)

B) 81550 (black vinyl)

C) 81552 (gray fabric)

D) 81555 (red fabric)

E) 81554 (ocean blue fabric)

F) 81553 (linen fabric)

G) 81551 (brown fabric)

H) 815119 Half Bench

(white vinyl)

39"L 22"D 18"H

ENDLESS Square

34"L 34"D 15"H

I) 815123 (black)

J) 815122 (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

K) 815952 (black)

L) 815953 (white)

M) 8507 Quarter Curve

(white vinyl)

53"L 22"D 18"H

Ring (4 ottoman seats)

(white vinyl)

72"RND 18"H

N) 81526 Edge

LED Cube

(white plastic)

19"L 19"D 19"H

A/C power only

O) 82074

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



K.

J.

Marche Swivel Ottomans

17"RND 18"H

A) 815150 (white vinyl)

B) 815154 (red fabric)

C) 815158

(pear yellow fabric)

D) 815156 (plum fabric)

E) 815159 (blue fabric)

F) 815151 (gray fabric)

G) 815155

(rose quartz fabric)

H) 815152 (linen fabric)

I) 815153

(raspberry fabric)

J) 815157

(meadow green fabric)

K) 815160

(orange fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

A) 820250 (glass, chrome)

B) 820251 (wood, chrome)



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

C) 820252 (glass, chrome)

D) 820253 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

A) 82034 (glass, chrome)

B) 82027 (wood, black)



C.



D.



GEO


End Table

26"L 26"D 20"H

C) 82035 (glass, chrome)

D) 82028 (wood, black)

Styles & Shapes

Available in Power 

Sydney Cocktail Tables

(brushed steel)

48"L 26"D 18"H

A) 82053 (white)

82073 (Powered)

B) 82052 (black)

82076 (Powered)

C) 82077 (blue)

D) 82078 (wood)

Sydney End Tables

27"L 23"D 22"H

E) 82055 (white)

F) 82054 (black)

G) 82079 (blue)

H) 82080 (wood)

Regis Tables

(brushed metal)

I) 82074 Bench Table

47"L 15.5"D 16"H

J) 82075 End Table

16"L 15.5"D 16.5"H

Silverado Tables

(glass, chrome)

K) 82015 End Table

24" Round 22"H

L) 82014 Cocktail Table

36" Round 17"H

Oliver Tables

(walnut finish)

M) 82088 End Table

22" Round 22"H

N) 82087 Cocktail Table

47"L 27"D 19"H

Aura Round Table

O) 82084

(white metal)

15" Round 22"H

Edge LED Cube Table

P) 82057

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Wireless Charging

Table, Powered

Q) 820710

(white, AC plug-In)

20"L 20"D 18"H



Café Tables

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

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



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



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

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

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

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

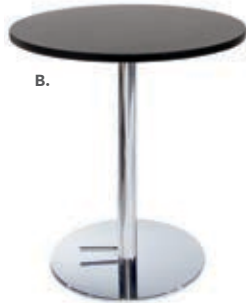


Customize and Create

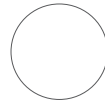
Choose your base, black or chrome, then pick a color that suits your design.



A.



B.



WHITE LAMINATE



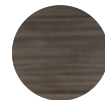
GRAPHITE NEBULA



BLUE LAMINATE



MAPLE



MADISON/GRAY ACAJOU



RED



SILVER TEXTURED



WOOD LAMINATE

Café Tables

Standard Black Base
30" RND 29"H

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

Café Tables

Hydraulic Chrome Base
30" RND 29"H

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

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

Mix & Match

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



D.



C.

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



F.



E.



Bar Tables

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

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



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

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



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

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

F.



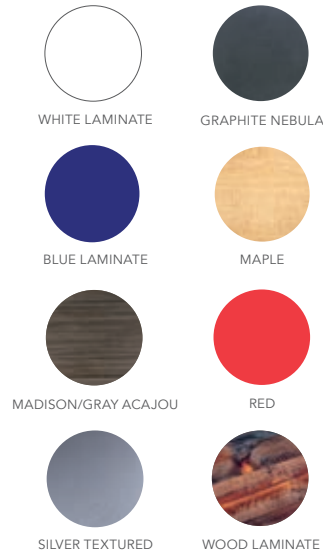
G) 820240 30"
Round Bar Table
w/ Hydraulic Chrome Base
(Madison/gray acajou)
30" RND 45"H

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



Customize and Create

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



Bar Tables

Standard Black Base
30" RND 42"H

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

Bar Tables

Hydraulic Chrome Base
30" RND 45"H

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

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

Style & Design

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



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

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

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

F) 810953 Apex Barstool
(red vinyl) 21"L 21"D 33"H



Barstools



LIFT Barstools

15" Round 23–33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black vinyl)

D) 810872 (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.

T.

U.



S.

Mix & Match

T) 720163 Butcher Block-Top Bistro
(oak) 30"L RND 42"H

also available **720164** 36" RND 42"H

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



Apex Barstools

21" L 21" D 33" H

A) 810951 (black vinyl)

B) 810953 (red vinyl)

C) 810954 (white vinyl)

D) 810952 (blue ultra suede)

Zoey Barstools

15" L 16" D 30-34.75" H

E) 810840 (white, chrome)

F) 810834 (black, chrome)

Banana Barstools

21" L 22" D 41.75" H

G) 810104 (black, chrome)

H) 810103 (white, chrome)

I) 810201 Oslo Barstool

(white)

17" L 20" D 45" H

J) 810848 Christopher Barstool

(white vinyl, chrome)

19" L 15" D 41" H

K) 810202 Shark Barstool

(white, chrome)

22" L 19" D 34-44" H

L) 810850

Zenith Barstool

(white, chrome)

19" L 20" D 44" H

M) 81092

Lucent Barstool

(frosted, acrylic)

22" L 22.5" D 45.5" H

N) 810860

Laguna Barstool

(maple, chrome)

18" L 20" D 47" H

Blade Barstool

20.5" L 20.125" D 40.5" H

O) 81080 (red)

P) 81081 (sky blue)

Q) 71088

Black Diamond Stool

(black) 22" W X 18" L X 46" H

R) Gas Lift Stool w/ arms

24" W X 20" L X 46" H

71048 (gray, adjustable)

also available

71047 w/o arms

S) 810839

Rustique Barstool

(gunmetal) 13" L 13" D 30" H

Conference Tables

A.



B.



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

D.



C.



E.



MADISON
(Madison/gray acajou)
C) 820261 5' Table
60"L 48"D 29"H
D) 820262 8' Table
96"L 60"D 29"H
E) 820263 10' Table
120"L 48"D 29"H

Styles & Shapes

A. | B.



C.



D.



E.



F.



I.



G.



H.



Atomic Round Tables

(glass, chrome)

A) 8201225 42" RND 30"H

B) 8201224 36" RND 30"H

Geo Rounded Square Tables

42"L 42"D 29"H

C) 82044 (glass, chrome)

D) 82043 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H

E) 82041 (glass, black)

F) 82051 (glass, chrome)

G) 820707 Merlin

Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

H) 820706 Work Table

(white laminate, white)

48"L 24"D 30"H

I) 820203

6' Conference Tables

(graphite nebula)

72"L 42"D 29"H

Mix & Match

J) 810946 Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable

K) 810945 Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable

J.



K.



Executive Seating

Pro Executive High Back Chair

25"L X 24"D X 48"H

A) 810844 (white vinyl)

B) 810946 (black vinyl)

Adjustable height



Task Stool

810135

(black fabric)

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

Adjustable height



Pro Executive Guest Chair

24"L X 22"D X 36"H

810947 (black vinyl)



Gas Lift Chair

26" X 20" L X 38" H

A) 71045 (gray, adjustable)

71046 w/ arms

Gas Lift Stool

24"W X 20"L X 46"H

B) 71048 (gray, adjustable)

71047 w/o arms



Pro Executive Mid Back Chair

24"L X 22"D X 40"H

A) 810945 (white vinyl)


B) 810944 (black vinyl)

Adjustable height



Communal and Powered Tables

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

Denotes AC and USB charging outlets 



POWERED
DETAIL

Bar Tables

Table Top Options



BLACK

WHITE

MAPLE

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



810860
Laguna Barstool
(maple, chrome)
18\"/>



Ventura Powered Bar Tables

(silver frame)
72.25\"/>

A) 820950 (black top)
820955 (white top)

Ventura Communal Bar Tables

(silver frame)
72.25\"/>

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\"/>

A) 820964 (black top)
B) 820965 (white top)

Ventura Communal Café Tables

(silver frame)

72.25\"/>

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

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

Black Top
E) 820962 (solid)

Office Essentials

MADISON

A) 84075 Madison Executive Desk

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

B) 84077 Madison Credenza

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

C) 810135 Task Stool

(black fabric)

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

D) 810844 Pro Executive

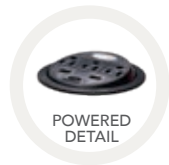
High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable



Tech Powered Desk




A. 



B. 



Denotes AC and USB charging outlets 

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

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

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

Lighting & Shelving



ACCENT LAMPS

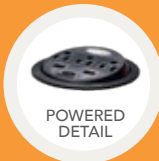
Mason Lamps
(brushed silver)
A) 850708 Floor Lamp
18" RND 55"H
B) 850707 Table Lamp
16" RND 26"H

SHELVING

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

Show Essentials

Denotes AC and USB
charging outlets



Midtown Powered Counter

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



Midtown Powered Counter

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

850103 (unlighted)

850102 (lighted with plug-in)



(back)



85030

7' Boxwood Hedge

36.5"L 12"D 84"H



810860

Laguna Barstool

(maple, chrome)

18"L 20"D 47"H

Display Counter

A) 72056

Display Counter

(black)

24"W X 49"L X 42"H

B) 210109

limerick Stool

BY HERMAN MILLER™

(white)

18" X 17.75"L X 44"H

B.



A.



Midtown Bar

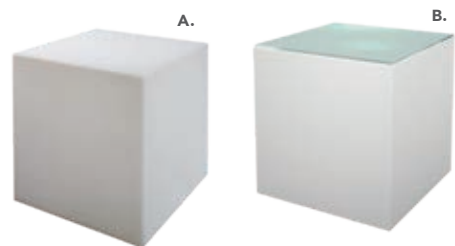
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



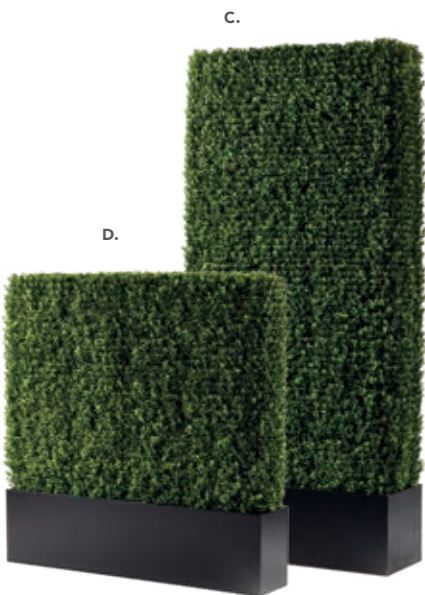
Midtown Bar
60"L 18"D 42"H
(pewter)
A) 850101
(unlighted)
B) 850100
(lighted with plug-in)

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

Lighted & Greenery Products



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



A) 81526 Edge LED Cube Ottoman
(white plastic)
20"L 20"D 20"H
A/C power only
B) 82057 Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

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

Draped or Undraped Tables & Counters

Table-Drape Colors



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

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



Sizing Chart*

*Table and counter widths are available in select cities

24"D X 30"H | Tables Draped

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

24"D X 30"H | Tables Undraped

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

30"D X 30"H | Tables Draped

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

30"D X 30"H | Tables Undraped

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

4th Side | Table Draped 30"

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

24"D X 42"H | Counter Draped

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

24"D X 42"H | Counter Undraped

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

30"D X 42"H | Counter Draped

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

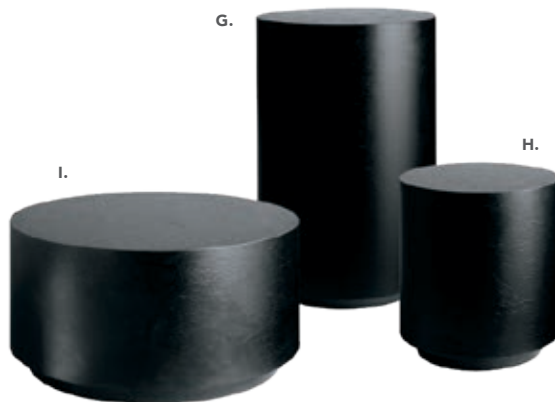
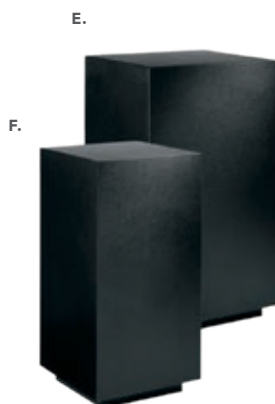
30"D X 42"H | Counter Undraped

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

4th Side | Table Draped 42"

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

Product Display



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

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

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

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

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

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

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

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

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

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

Product Storage



RACKS

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

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

CABINETS

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

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

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

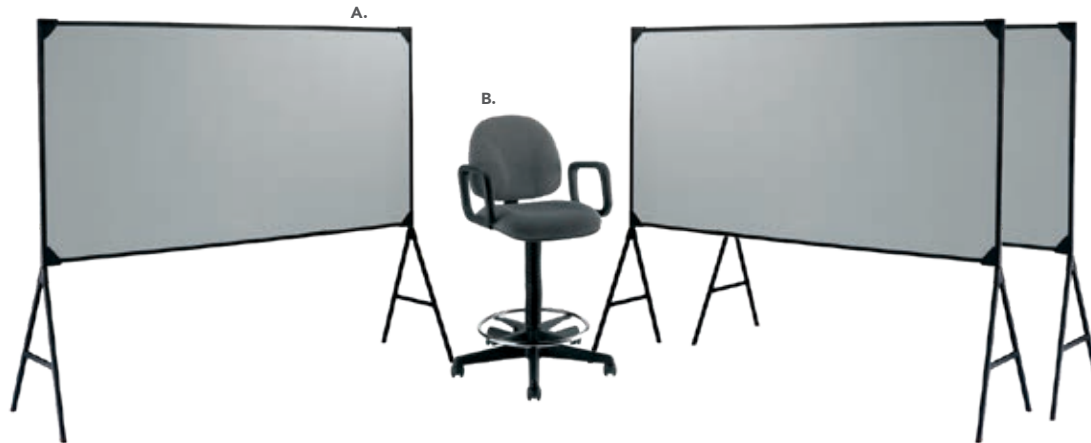


REFRIGERATORS

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

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

Show & Office Accessories



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

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



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



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



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



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



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



H) 220106
Corrugated Wastebasket
 (black)



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RETAIL'S BIG SHOW

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DISCOUNT PRICE
DEADLINE DATE**

DECEMBER 12, 2019

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						

Naples Group - Black Vinyl

_____	810119*	Chair.....	520.60	572.65	728.85	_____
_____	830120*	Loveseat.....	1,154.30	1,269.75	1,616.00	_____
_____	830119*	Sofa.....	2,683.45	2,951.80	3,756.85	_____

Munich Group - Gray Fabric

_____	810150*	Corner Chair.....	826.00	908.60	1,156.40	_____
_____	810151*	Armless Chair.....	721.00	793.10	1,009.40	_____
_____	830200*	Armless Loveseat.....	1,211.00	1,332.10	1,695.40	_____
_____	830201*	Sectional - 3 Piece.....	2,758.00	3,033.80	3,861.20	_____

Baja Group - White Vinyl

_____	81050*	Chair.....	826.00	908.60	1,156.40	_____
_____	83020*	Loveseat.....	1,062.00	1,168.20	1,486.80	_____
_____	83019*	Sofa.....	1,035.00	1,138.50	1,449.00	_____

South Beach Group - Platinum Suede

_____	8301*	Sofa.....	728.85	801.75	1,020.40	_____
_____	8151*	Ottoman.....	317.90	349.70	445.05	_____

Key Largo Group - Black Fabric

_____	830950*	Loveseat.....	931.35	1,024.50	1,303.90	_____
_____	830951*	Sofa.....	1,031.10	1,134.20	1,443.55	_____
_____	810950*	Chair.....	709.60	780.55	993.45	_____

Allegro Group - Blue Fabric

_____	81019*	Chair.....	565.40	621.95	791.55	_____
_____	83015*	Sofa.....	897.35	987.10	1,256.30	_____

Fairfax Group - White Vinyl

_____	810949*	Chair.....	737.35	811.10	1,032.30	_____
_____	830949*	Sofa.....	1,035.30	1,138.85	1,449.40	_____

Hopi Group - Gray Linen

_____	810140*	Chair.....	405.20	445.70	567.30	_____
_____	830150*	Loveseat.....	557.05	612.75	779.85	_____

Tangiers Group - Beige Fabric

_____	810118*	Chair.....	737.35	811.10	1,032.30	_____
_____	830220*	Loveseat.....	1,236.00	1,359.60	1,730.40	_____
_____	830118*	Sofa.....	1,035.30	1,138.85	1,449.40	_____

CASUAL SEATING

Ottomans

_____	815122*	Endless Square - White Vinyl.....	523.25	575.60	732.55	_____
_____	815123*	Endless Square - Black Vinyl.....	523.25	575.60	732.55	_____
_____	815953*	Endless Curve - White Vinyl.....	780.55	858.60	1,092.75	_____
_____	815952*	Endless Curve - Black Vinyl.....	780.55	858.60	1,092.75	_____
_____	815119*	Half-Bench - White Vinyl.....	641.90	706.10	898.65	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	131.25	144.40	183.75	_____
_____	81519*	Vibe Cube - Red Vinyl.....	131.25	144.40	183.75	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	131.25	144.40	183.75	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	131.25	144.40	183.75	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	131.25	144.40	183.75	_____
_____	81530*	Vibe Cube - Black Vinyl.....	131.25	144.40	183.75	_____
_____	81531*	Vibe Cube - White Vinyl.....	131.25	144.40	183.75	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	131.25	144.40	183.75	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	131.25	144.40	183.75	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	131.25	144.40	183.75	_____
_____	815151*	Marche Swivel - Gray Fabric.....	396.10	435.70	554.55	_____
_____	815154*	Marche Swivel - Red Fabric.....	396.10	435.70	554.55	_____
_____	815159*	Marche Swivel - Blue Fabric.....	396.10	435.70	554.55	_____
_____	815152*	Marche Swivel - Linen Fabric.....	396.10	435.70	554.55	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	396.10	435.70	554.55	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	396.10	435.70	554.55	_____
_____	815156*	Marche Swivel - Plum Fabric.....	396.10	435.70	554.55	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	396.10	435.70	554.55	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	396.10	435.70	554.55	_____
_____	815150*	Marche Swivel - White Vinyl.....	396.10	435.70	554.55	_____
_____	815160*	Marche Swivel - Orange Fabric.....	396.10	435.70	554.55	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	243.55	267.90	340.95	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	937.35	1,031.10	1,312.30	_____
_____	8507*	Quarter Curve Ottoman.....	622.40	684.65	871.35	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	744.00	818.40	1,041.60	_____
_____	81551*	Brown Fabric.....	744.00	818.40	1,041.60	_____
_____	81552*	Gray Fabric.....	744.00	818.40	1,041.60	_____
_____	81553*	Linen Fabric.....	744.00	818.40	1,041.60	_____
_____	81554*	Ocean Blue Fabric.....	744.00	818.40	1,041.60	_____
_____	81555*	Red Fabric.....	744.00	818.40	1,041.60	_____
_____	81556*	White Vinyl.....	744.00	818.40	1,041.60	_____
Accent Chairs						
_____	71089	Black Diamond Side Chair.....	179.30	197.25	251.00	_____
_____	71090	Black Diamond Arm Chair.....	208.65	229.50	292.10	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	222.55	244.80	311.55	_____
_____	210108	Limerick® Chair by Herman Miller.....	112.00	123.20	156.80	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	959.60	1,055.55	1,343.45	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	959.95	1,055.95	1,343.95	_____
_____	810948*	Meeting Chair - White Vinyl.....	521.10	573.20	729.55	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	521.10	573.20	729.55	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	521.10	573.20	729.55	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	456.50	502.15	639.10	_____
_____	810164*	Marina Chair - White Vinyl.....	182.00	200.20	254.80	_____
_____	810160*	Marina Chair - Black Vinyl.....	182.00	200.20	254.80	_____
_____	810161*	Marina Chair - Brown Fabric.....	182.00	200.20	254.80	_____
_____	810162*	Marina Chair - Ocean Blue Fabric.....	182.00	200.20	254.80	_____
_____	810163*	Marina Chair - Red Fabric.....	182.00	200.20	254.80	_____

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COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	173.00	190.30	242.20	
	810130*	Malba Chair - Green Molded Plastic.....	173.00	190.30	242.20	
	810846*	Christopher Chair - White Vinyl/Chrome.....	215.20	236.70	301.30	
	810851*	Zenith Chair - White/Chrome.....	277.70	305.45	388.80	
	810841*	Rustique Chair - Gunmetal.....	215.20	236.70	301.30	
	810837*	Razor Armless Chair - White High Density Plastic.....	68.30	75.15	95.60	
	810875*	Swanson Swivel Chair - White Vinyl.....	729.35	802.30	1,021.10	
	81083*	Blade Chair - Sky Blue.....	99.00	108.90	138.60	
	81082*	Blade Chair - Red.....	99.00	108.90	138.60	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	124.55	137.00	174.35	
	81093*	Lucent Chair - Frosted Acrylic.....	256.00	281.60	358.40	
	810145*	Wentworth Chair - Brown Vinyl.....	417.00	458.70	583.80	
Executive Seating						
	71046	Gray Gaslift Chair With Arms.....	390.60	429.65	546.85	
	71045	Gray Gaslift Chair Without Arms.....	307.30	338.05	430.20	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	380.30	418.35	532.40	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	388.80	427.70	544.30	
	810844*	Pro Executive High Back Chair - White Vinyl.....	490.60	539.65	686.85	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	518.90	570.80	726.45	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	612.00	673.20	856.80	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	394.40	433.85	552.15	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	634.15	697.55	887.80	
Barstools						
	71088	Black Diamond Stool.....	254.60	280.05	356.45	
	71048	Gray Gaslift Stool with Arms.....	443.75	488.15	621.25	
	71047	Gray Gaslift Stool without Arms.....	390.60	429.65	546.85	
	810860*	Laguna Barstool - Maple/Chrome.....	279.45	307.40	391.25	
	210109	Limerick® Stool by Herman Miller.....	154.15	169.55	215.80	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	295.95	325.55	414.35	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	295.95	325.55	414.35	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	295.95	325.55	414.35	
	810870*	Lift Barstool - White Vinyl/Chrome.....	295.95	325.55	414.35	
	810951*	Apex Barstool - Black Vinyl.....	402.45	442.70	563.45	
	810952*	Apex Barstool - Blue Ultra Suede.....	402.45	442.70	563.45	
	810953*	Apex Barstool - Red Vinyl.....	402.45	442.70	563.45	
	810954*	Apex Barstool - White Vinyl.....	402.45	442.70	563.45	
	810103*	Banana Barstool - White Vinyl/Chrome.....	197.00	216.70	275.80	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	197.00	216.70	275.80	
	810850*	Zenith Barstool - White/Chrome.....	277.70	305.45	388.80	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	393.50	432.85	550.90	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	368.20	405.00	515.50	
	810848*	Christopher Barstool - White Vinyl/Chrome.....	365.85	402.45	512.20	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	381.10	419.20	533.55	
	810839*	Rustique Barstool - Gunmetal.....	215.20	236.70	301.30	
	810201*	Oslo Barstool - White Plastic/Chrome.....	292.15	321.35	409.00	
	81080*	Blade Barstool - Red.....	201.00	221.10	281.40	
	81081*	Blade Barstool - Sky Blue.....	201.00	221.10	281.40	
	81092*	Lucent Barstool - Frosted Acrylic.....	272.00	299.20	380.80	
	810135*	Task Stool - Black Fabric.....	219.00	240.90	306.60	

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Draped Tables & Counters**Draped Tables** - Tables are 24" wide
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	124430	Draped Table 4'L x 30"H.....	185.80	204.40	260.10	_____
_____	124630	Draped Table 6'L x 30"H.....	230.20	253.20	322.30	_____
_____	124830	Draped Table 8'L x 30"H.....	262.05	288.25	366.85	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	55.40	60.95	77.55	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	55.40	60.95	77.55	_____
_____	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	124442	Draped Counter 4'L x 42"H.....	262.75	289.05	367.85	_____
_____	124642	Draped Counter 6'L x 42"H.....	279.60	307.55	391.45	_____
_____	124842	Draped Counter 8'L x 42"H.....	325.05	357.55	455.05	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	62.95	69.25	88.15	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	62.95	69.25	88.15	_____

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.....	67.50	74.25	94.50	_____
_____	125630	Undraped Table 6'L x 30"H.....	82.70	90.95	115.80	_____
_____	125830	Undraped Table 8'L x 30"H.....	98.20	108.00	137.50	_____
_____	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	125442	Undraped Counter 4'L x 42"H.....	98.20	108.00	137.50	_____
_____	125642	Undraped Counter 6'L x 42"H.....	112.85	124.15	158.00	_____
_____	125842	Undraped Counter 8'L x 42"H.....	129.55	142.50	181.35	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.70	33.75	43.00	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.70	33.75	43.00	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.95	39.55	50.35	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.95	39.55	50.35	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.00	45.10	57.40	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.00	45.10	57.40	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	47.00	51.70	65.80	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	47.00	51.70	65.80	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	57.50	63.25	80.50	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	57.50	63.25	80.50	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	68.00	74.80	95.20	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	68.00	74.80	95.20	_____

Pedestal Tables - Soho Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	164.80	181.30	230.70	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	205.45	226.00	287.65	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	205.45	226.00	287.65	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	205.45	226.00	287.65	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	205.45	226.00	287.65	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	205.45	226.00	287.65	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	205.45	226.00	287.65	_____

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NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	205.45	226.00	287.65	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	205.45	226.00	287.65	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	608.60	669.45	852.05	
	8201207*	Hydraulic Base Bar Table - Maple.....	608.60	669.45	852.05	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	608.60	669.45	852.05	
	8201211*	Hydraulic Base Bar Table - Graphite.....	608.60	669.45	852.05	
	8201206*	Hydraulic Base Cafe Table - Maple.....	608.60	669.45	852.05	
	8201205*	Hydraulic Base Bar Table - Maple.....	608.00	668.80	851.20	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	715.90	787.50	1,002.25	
	820125*	Hydraulic Base Bar Table - White Laminate.....	748.25	823.10	1,047.55	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.....	582.75	641.05	815.85	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou.....	582.75	641.05	815.85	
	820265*	Madison Cafe Table - Gray Acajou.....	437.10	480.80	611.95	
	820264*	Madison Bar Table - Gray Acajou.....	478.00	525.80	669.20	
	8201220*	30" Cafe Table Black Base - White Laminate.....	350.00	385.00	490.00	
	8201221*	30" Bar Table Black Base - White Laminate.....	350.00	385.00	490.00	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	495.00	544.50	693.00	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	495.00	544.50	693.00	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	495.00	544.50	693.00	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	495.00	544.50	693.00	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite.....	495.00	544.50	693.00	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite.....	495.00	544.50	693.00	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	495.00	544.50	693.00	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	495.00	544.50	693.00	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	374.00	411.40	523.60	
	820931*	30" Bar Table w/ Black Base - Blue.....	297.00	326.70	415.80	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	457.00	502.70	639.80	
	820933*	30" Bar Table w/ Black Base - Wood.....	306.00	336.60	428.40	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	374.00	411.40	523.60	
	820941*	30" Cafe Table w/ Black Base - Blue.....	229.00	251.90	320.60	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	457.00	502.70	639.80	
	820943*	30" Cafe Table w/ Black Base - Wood.....	290.00	319.00	406.00	
Accent Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	310.90	342.00	435.25	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	331.45	364.60	464.05	
	820252*	Alondra End Table - Glass/Chrome.....	405.20	445.70	567.30	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	560.00	616.00	784.00	
	820253*	Alondra End Table - Wood/Chrome.....	405.20	445.70	567.30	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	560.00	616.00	784.00	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	608.10	668.90	851.35	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	648.25	713.10	907.55	
	82028*	Geo End Table - Wood/Black Steel.....	261.25	287.40	365.75	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	310.90	342.00	435.25	
	82035*	Geo End Table - Glass/Chrome.....	261.25	287.40	365.75	

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Accent Tables (continued)						
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	310.90	342.00	435.25	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	103.25	113.60	144.55	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	103.25	113.60	144.55	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	103.25	113.60	144.55	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	103.25	113.60	144.55	_____
_____	82079*	Sydney End Table - Blue Laminate/Brushed Steel....	290.00	319.00	406.00	_____
_____	82080*	Sydney End Table - Wood Laminate/Brushed Steel..	290.00	319.00	406.00	_____
_____	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	352.00	387.20	492.80	_____
_____	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	352.00	387.20	492.80	_____
_____	82075*	Regis End Table - Brushed Metal.....	415.80	457.40	582.10	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	587.60	646.35	822.65	_____
_____	820844*	Aura Round Table - White Metal.....	229.25	252.20	320.95	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	243.55	267.90	340.95	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	526.30	578.95	736.80	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	526.30	578.95	736.80	_____
_____	82088*	Oliver End Table - Walnut Finish.....	167.30	184.05	234.20	_____
_____	82087*	Oliver Table - Walnut Finish.....	212.40	233.65	297.35	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	510.00	561.00	714.00	_____
Conference Tables						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	527.65	580.40	738.70	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	527.65	580.40	738.70	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	746.65	821.30	1,045.30	_____
_____	820708*	42" Round Conference Table - White Laminate.....	688.55	757.40	963.95	_____
_____	820203*	6' Oval Conference Table - Graphite.....	687.00	755.70	961.80	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	906.00	996.60	1,268.40	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	1,807.40	1,988.15	2,530.35	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	1,807.40	1,988.15	2,530.35	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	1,260.00	1,386.00	1,764.00	_____
_____	820952*	Ventura Communal Bar Table - Black.....	1,260.00	1,386.00	1,764.00	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	1,260.00	1,386.00	1,764.00	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	1,260.00	1,386.00	1,764.00	_____
_____	820956*	Ventura Communal Bar Table - White.....	1,260.00	1,386.00	1,764.00	_____
_____	820963*	Ventura Communal Cafe Table - Maple.....	612.00	673.20	856.80	_____
_____	820960*	Ventura Cafe Table - Maple w/ Grommets.....	918.00	1,009.80	1,285.20	_____
_____	820961*	Ventura Cafe Table - White w/ Grommets.....	918.00	1,009.80	1,285.20	_____
_____	820966*	Ventura Communal Cafe Table - White.....	612.00	673.20	856.80	_____
_____	820962*	Ventura Communal Cafe Table - Black.....	612.00	673.20	856.80	_____
Office						
_____	84075*	Madison Desk - Gray Acajou.....	525.90	578.50	736.25	_____
_____	84077*	Madison Credenza - Gray Acajou.....	377.40	415.15	528.35	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	525.90	578.50	736.25	_____
Computer Desks/Tables						
_____	820706*	Work Desk - White Laminate.....	705.75	776.35	988.05	_____
_____	820707*	Merlin Table - Gray Laminate.....	502.35	552.60	703.30	_____

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POWERED						

Powered Seating

_____	810120*	Naples Chair, Powered - Black Vinyl.....	1,051.15	1,156.25	1,471.60	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	2,217.75	2,439.55	3,104.85	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	3,133.40	3,446.75	4,386.75	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	825.90	908.50	1,156.25	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,276.55	1,404.20	1,787.15	_____

Powered Tables

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	1,430.00	1,573.00	2,002.00	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	1,430.00	1,573.00	2,002.00	_____
_____	820964*	Ventura Communal Cafe Table, Powered - Black.....	776.00	853.60	1,086.40	_____
_____	820965*	Ventura Communal Cafe Table, Powered - White.....	776.00	853.60	1,086.40	_____
_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	1,079.90	1,187.90	1,511.85	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	946.85	1,041.55	1,325.60	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	731.75	804.95	1,024.45	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	731.75	804.95	1,024.45	_____

Powered Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	602.00	662.20	842.80	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	602.00	662.20	842.80	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	719.40	791.35	1,007.15	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	719.40	791.35	1,007.15	_____
_____	820710*	Wireless Charging Table, Powered.....	615.00	676.50	861.00	_____

Midtown Counters & Bars

_____	850103*	Midtown Powered Counter Unlighted - Pewter.....	1,542.00	1,696.20	2,158.80	_____
_____	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,800.00	1,980.00	2,520.00	_____
_____	850101*	Midtown Bar Unlighted - Pewter.....	1,388.00	1,526.80	1,943.20	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,645.00	1,809.50	2,303.00	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	329.30	362.25	461.00	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	225.10	247.60	315.15	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	291.95	321.15	408.75	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	930.00	1,023.00	1,302.00	_____

Refrigerator

_____	75057	Small Refrigerator.....	658.30	724.15	921.60	_____
_____	8503001*	Refrigerator - White.....	962.80	1,059.10	1,347.90	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	178.35	196.20	249.70	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	264.35	290.80	370.10	_____

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DISPLAY & ACCESSORIES						

Display

_____	75020	Display Cylinder - Black - Low.....	236.95	260.65	331.75	_____
_____	75021	Display Cylinder - Black - Medium.....	236.95	260.65	331.75	_____
_____	75022	Display Cylinder - Black - High.....	236.95	260.65	331.75	_____
_____	75030	Display Cube - Black - 12" Small.....	276.75	304.45	387.45	_____
_____	75031	Display Cube - Black - 18" Medium.....	296.15	325.75	414.60	_____
_____	75032	Display Cube - Black - 24" Large.....	335.80	369.40	470.10	_____
_____	75079	Orion Computer Kiosk - Black.....	427.00	469.70	597.80	_____
_____	72056	Display Counter - Black.....	277.05	304.75	387.85	_____

Boxwood Hedges

_____	85030*	7' Boxwood Hedge.....	878.00	965.80	1,229.20	_____
_____	85035*	4' Boxwood Hedge.....	470.00	517.00	658.00	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	93.80	103.20	131.30	_____
_____	220118	Chrome Sign Holder.....	106.60	117.25	149.25	_____
_____	750135	Round Literature Rack.....	268.55	295.40	375.95	_____
_____	750136	Flat Literature Rack.....	229.70	252.65	321.60	_____
_____	220109	Chrome Coat Tree.....	68.65	75.50	96.10	_____
_____	220134	Aluminum Easel.....	47.00	51.70	65.80	_____
_____	220110	Chrome Bag Rack.....	158.35	174.20	221.70	_____
_____	10201484	Floor Standing Bulletin Board.....	222.00	244.20	310.80	_____
_____	220106	Corrugated Wastebasket.....	26.50	29.15	37.10	_____

Special Drape

☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	12103	Special Drape 3'H (per ft.).....	21.15	23.25	29.60	_____
_____	12108	Special Drape 8'H (per ft.).....	28.10	30.90	39.35	_____

TOTAL COST		
_____	+	_____
Sub-Total	8.875% Tax	Total Cost

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

*Asterisk indicates item is a Freeman Select furnishing

FROM THE GROUND UP

.....

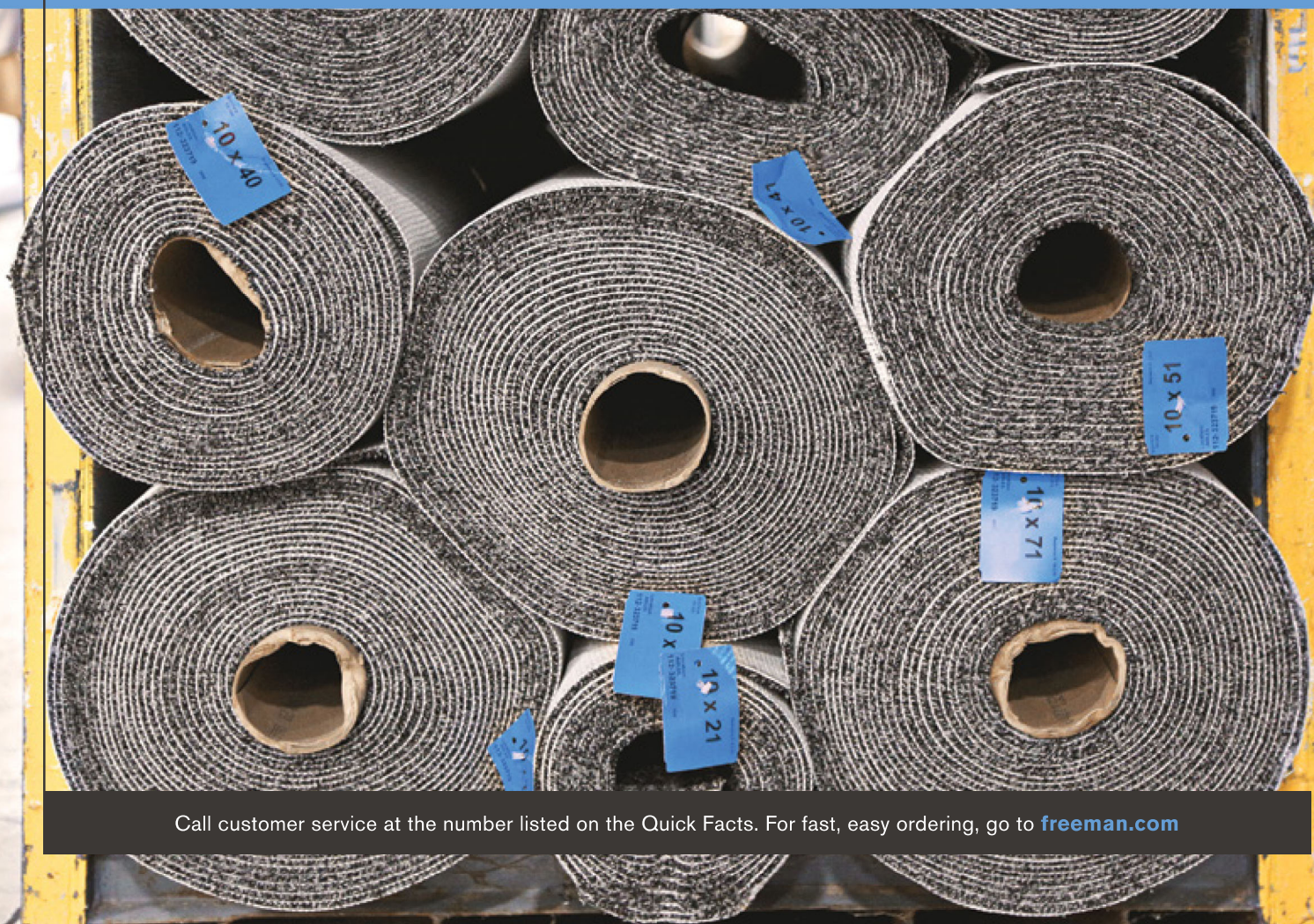
Engage your audience from the moment they set foot in your exhibit with custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Custom options can be ordered and include borders, patterns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

Sustainability Tip:



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

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



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

PRESTIGE CARPET

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

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

Custom Options

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



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



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

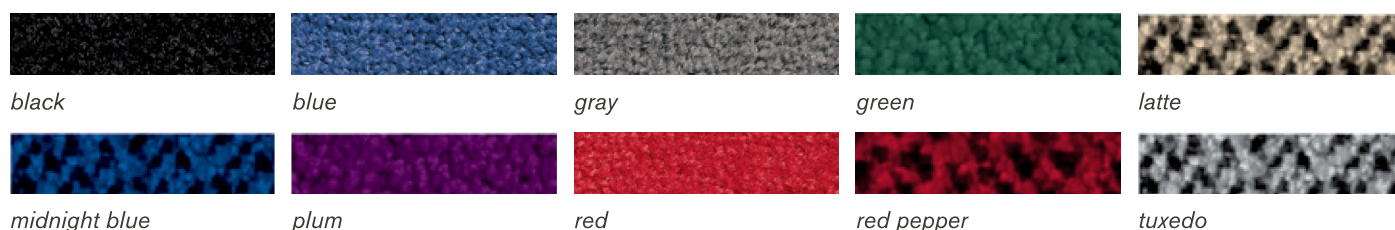
CLASSIC CARPET

Custom Cut

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

Standard Cut

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



Actual colors may vary slightly

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

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

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

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 510.00	\$ 561.00	\$ 714.00	_____
_____	10' x 20' Classic Carpet	\$ 1,020.00	\$ 1,122.00	\$ 1,428.00	_____
_____	10' x 30' Classic Carpet	\$ 1,530.00	\$ 1,683.00	\$ 2,142.00	_____
_____	10' x 40' Classic Carpet	\$ 2,040.00	\$ 2,244.00	\$ 2,856.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 115.30	\$ 126.85	\$ 161.40	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 230.60	\$ 253.65	\$ 322.85	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 345.90	\$ 380.50	\$ 484.25	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 461.20	\$ 507.30	\$ 645.70	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 230.60	\$ 253.65	\$ 322.85	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 461.20	\$ 507.30	\$ 645.70	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 691.80	\$ 761.00	\$ 968.50	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 922.40	\$ 1,014.65	\$ 1,291.35	_____
_____	Plastic Covering (price per sq. ft.).....	\$.38	\$.40	\$.55	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 263.55	\$ 289.90	\$ 368.95	_____
_____	9' x 20' Classic Carpet	\$ 527.10	\$ 579.80	\$ 737.95	_____
_____	9' x 30' Classic Carpet	\$ 790.65	\$ 869.70	\$ 1,106.90	_____
_____	9' x 40' Classic Carpet	\$ 1,054.20	\$ 1,159.60	\$ 1,475.90	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 103.80	\$ 114.20	\$ 145.30	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 207.60	\$ 228.35	\$ 290.65	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 311.40	\$ 342.55	\$ 435.95	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 415.20	\$ 456.70	\$ 581.30	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 207.60	\$ 228.35	\$ 290.65	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 415.20	\$ 456.70	\$ 581.30	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 622.80	\$ 685.10	\$ 871.90	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 830.40	\$ 913.45	\$ 1,162.55	_____
_____	Plastic Covering (price per sq. ft.).....	\$.38	\$.40	\$.55	_____

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

TOTAL COST			
Sub- Total	+	8.875% Tax	= Total Cost

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 5.40

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <u>5.40</u>	\$ <u>5.95</u>	\$ <u>7.55</u>	_____

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ <u>6.85</u>	\$ <u>7.55</u>	\$ <u>9.60</u>	_____
Over 700 sq. ft.		\$ <u>6.10</u>	\$ <u>6.70</u>	\$ <u>8.55</u>	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ <u>9.40</u>	\$ <u>10.35</u>	\$ <u>13.15</u>	_____
Over 700 sq. ft.		\$ <u>8.55</u>	\$ <u>9.40</u>	\$ <u>11.95</u>	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.21

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ <u>1.21</u>	\$ <u>1.35</u>	\$ <u>1.70</u>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <u>.62</u>	\$ <u>.70</u>	\$ <u>.85</u>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <u>2.42</u>	\$ <u>2.65</u>	\$ <u>3.40</u>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <u>1.24</u>	\$ <u>1.35</u>	\$ <u>1.75</u>	_____

TOTAL COST

Sub- Total	+	8.875% Tax	=	Total Cost
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Take advantage of the Online price
by ordering at www.freeman.com
before DECEMBER 12, 2019

FREEMAN cut to size carpet

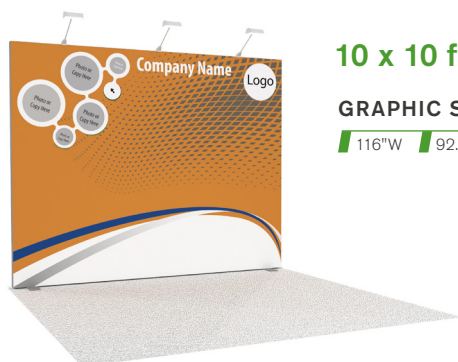
FIT TO PRINT

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



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

SMARTFABRIC® RENTAL EXHIBITS



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

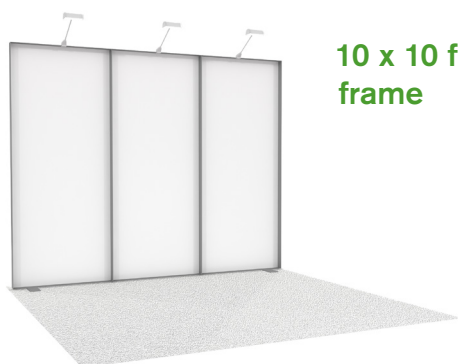
233.5"W 92.5"H

RENTAL EXHIBITS INCLUDE:

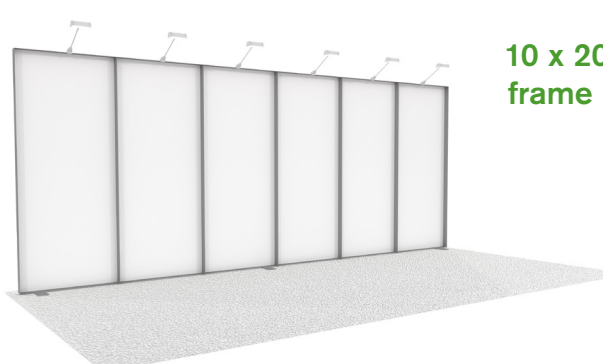
- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per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

FRAME ONLY UNIT

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



**10 x 10 ft.
frame**



**10 x 20 ft.
frame**

RENTAL EXHIBITS INCLUDE:

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

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

CLASSIC CARPET

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

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



black



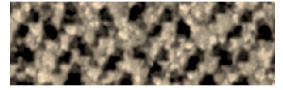
blue



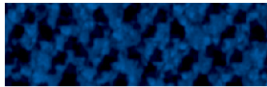
gray



green



latte



midnight blue



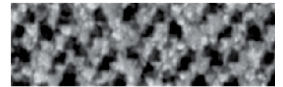
plum



red



red pepper



tuxedo

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

PRESTIGE CARPET

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

(28 oz.) – Available Upgrade Color Options



black*



cardinal



charcoal*



cream



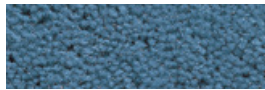
gray pearl*



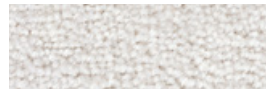
navy*



toast



wedgewood



white*

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

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D

One SmartFabric zipper bag is included with purchase.



CLEAR ACRYLIC SHELF

36"W .25"H 12"D

(holds up to 15 lbs each)



CUSTOM GRAPHICS

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

FREEMAN SUSTAINABILITY FOCUS



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

FREEMAN

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618

NRF²⁰²⁰ VISION
RETAIL'S BIG SHOW

**DISCOUNT PRICE
DEADLINE DATE
DECEMBER 12, 2019**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

SMARTFABRIC EXHIBIT

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



SmartFabric Rental Exhibit Includes:

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

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

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

CUSTOM GRAPHICS

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

FRAME ONLY UNIT

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



Frame Only Unit Includes:

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

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

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

ACCESSORIES

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

QUICK TIPS

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

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

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

TOTAL COST

Sub-Total	+	8.875 % Tax	=	Total Cost
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RENTAL EXHIBITS THAT IMPRESS

.....

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

PACKAGE 1



10 X 20



10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 2



10 X 20



10 X 10

PACKAGE 3



10 X 20



10 X 10

PACKAGE 4



10 X 20



10 X 10

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 5



10 X 20



10 X 10

PACKAGE 6



10 X 20



10 X 10

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

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



10 X 10

SLATWALL



10 X 10

COLORED PANELS



10 X 10

SHELVES



10 X 10

BLACK METAL



CABINETS

Booth Panel Options – Color Options Included with Rental Package



black fabric



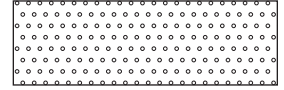
blue fabric



gray fabric



white



white perforboard

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



black



blue



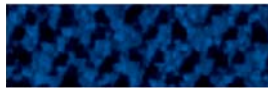
gray



green



latte



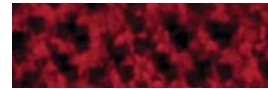
midnight blue



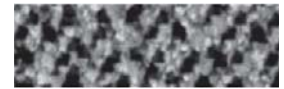
plum



red



red pepper



tuxedo

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

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



black*



cardinal



charcoal*



cream



gray pearl*



navy*



toast



wedgewood



white*

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

Rental Exhibits Include:

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

questions?

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



“CLEAN FOOTPRINT” MATERIALS

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

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	5,123.30	7,172.60	<input type="checkbox"/> 10' x 20'	9,046.95	12,665.75
Package 2	<input type="checkbox"/> 10' x 10'	3,237.00	4,531.80	<input type="checkbox"/> 10' x 20'	5,999.75	8,399.65
Package 3	<input type="checkbox"/> 10' x 10'	4,596.05	6,434.45	<input type="checkbox"/> 10' x 20'	7,358.75	10,302.25
Package 4	<input type="checkbox"/> 10' x 10'	5,973.80	8,363.30	<input type="checkbox"/> 10' x 20'	11,538.00	16,153.20
Package 5	<input type="checkbox"/> 10' x 10'	3,595.40	5,033.55	<input type="checkbox"/> 10' x 20'	7,272.20	10,181.10
Package 6	<input type="checkbox"/> 10' x 10'	3,723.15	5,212.40	<input type="checkbox"/> 10' x 20'	6,250.80	8,751.10

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard



CARPET

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

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

ENHANCE YOUR EXHIBIT

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

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



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

TOTAL COST

Sub-Total	+	8.875 % Tax	=	Total Cost
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FREEMAN909 Newark Turnpike
Kearny, NJ 07032

(201) 299-7575 Fax: (469) 621-5618

NRF²⁰²⁰ VISION
RETAIL'S BIG SHOWDISCOUNT PRICE
DEADLINE DATE
DECEMBER 12, 2019**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

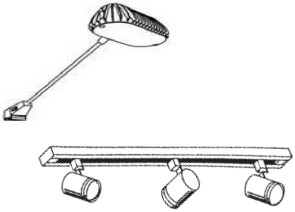
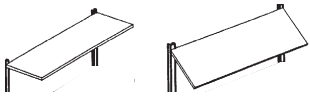
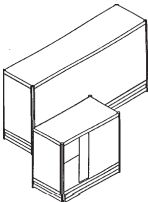
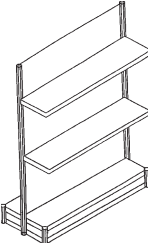
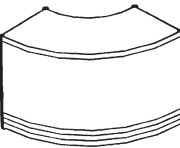
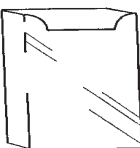
COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

LIGHTS (use only on rentals) 	SHELVES (use only on rentals) 	CABINETS 
GONDOLAS 	RADIUS COUNTER (does not have doors) 	LITERATURE POCKETS 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					

___	172512	Arm Light (200w)	127.65	178.70	___
___	172514	8' Tracklight (3 lights)	387.85	543.00	___
___	17252	Additional Track Light.....	136.30	190.80	___

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	641.30	897.80	___
___	17306	1M x 1/2M x 42" High.....	641.30	897.80	___
___	17308	2M x 1/2M x 36" High.....	774.00	1,083.60	___
___	17309	2M x 1/2M x 42" High.....	774.00	1,083.60	___
___	17310	1M Radius x 1/2Mx36" H ...	1,088.30	1,523.60	___
(Radius Cabinets do not have doors)					

___	17301	Cabinet Lock.....	35.75	50.05	___
Inside Shelves Available . . . Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					

___	174541	Single Sided 1M x 4'H	544.70	762.60	___
___	174581	Single Sided 1M x 6'H	725.60	1,015.85	___

SHELVES					
----------------	--	--	--	--	--

___	17201	1M Straight (37" x 12").....	110.40	154.55	___
___	17206	1M Angled (37" x 12")	110.40	154.55	___

LITERATURE POCKETS					
---------------------------	--	--	--	--	--

___	174015	For 8 1/2 x 11 Literature.....	52.50	73.10	___
-----	--------	--------------------------------	-------	-------	-----

TOTAL COST					
Sub-Total _____ + Tax (8.875%) _____ = TOTAL _____					

Don't see what you need?
Please call an Exhibitor Sales Specialist at 201-299-7400.***Remember to make a selection for items
with checkboxes. Otherwise, a selection
will be made for you.**

FLEXING TO FIT YOUR NEEDS

.....

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.

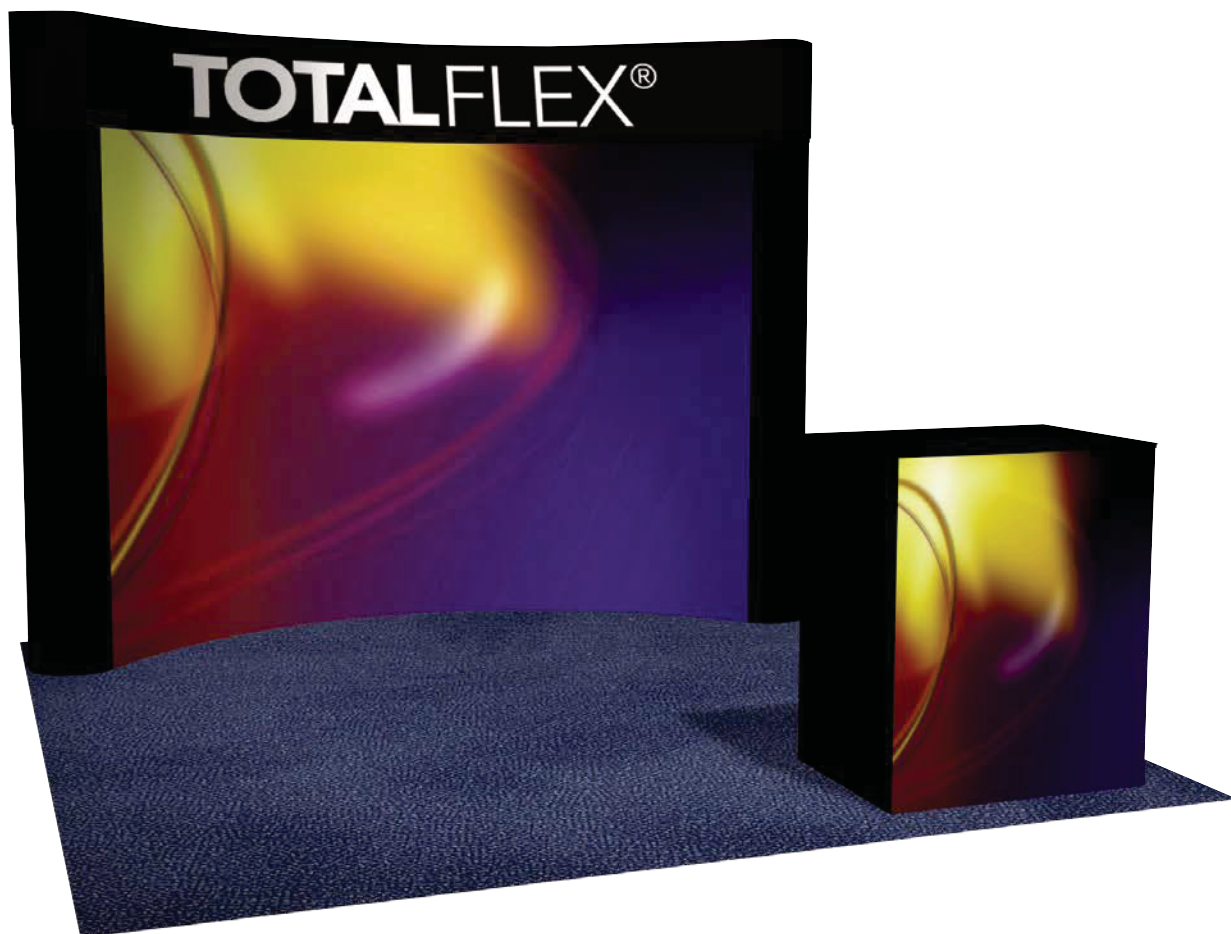


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9'x10' or 9'x20' Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

**Graphic design elements are priced separately and not included with TotalFlex® order.*



FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

FREEMAN

909 Newark Turnpike
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(201) 299-7575 Fax: (469) 621-5618

NRF²⁰²⁰ VISION
RETAIL'S BIG SHOW

**DISCOUNT PRICE
DEADLINE DATE
DECEMBER 12, 2019**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

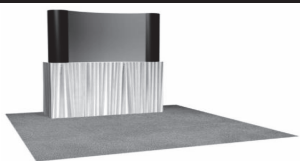
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

TABLETOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,439.85	2,015.80	_____	_____
40"H x 8"W	1,679.80	2,351.70	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,801.35	2,521.90	_____	_____
40"H x 8"W	2,039.80	2,855.70	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (select color below)
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

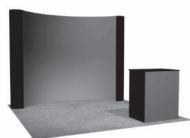
*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:

☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	3,595.40	5,033.55	_____	_____
8'H x 10'W	3,871.55	5,420.15	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	4,084.20	5,717.90	_____	_____
8'H x 10'W	4,794.55	6,712.35	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total	
1715800	2-200 Watt Halogen Light Kit	_____	260.55	364.75	_____	_____	370.20	518.30	_____	_____
1715801	1-200 Watt Halogen Light Kit	_____	137.20	192.10	_____	_____	269.65	377.50	_____	_____
1715802	Straight Shelf	_____	105.05	147.05	_____	_____	196.75	275.45	_____	_____
1715803	Angled Shelf	_____	105.05	147.05	_____	_____	196.75	275.45	_____	_____

QUICK TIPS

* If shipping literature or products, material handling rates will apply.

* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST

Sub-Total + 8.875% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 8.875% Tax = Total Cost

07/17
(484682)

totalflex

FREEMAN

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



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NRF²⁰²⁰ VISION
RETAIL'S BIG SHOW

**DISCOUNT PRICE
DEADLINE DATE
DECEMBER 12, 2019**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 23.45 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 35.20 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. 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 sq. ft.

File Information:

Electronic File Name _____

Application _____

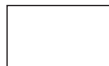
PMS Colors _____

Backing Material:

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

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @	55.40	83.10 =	
7" x 22" @	58.05	87.10 =	
7" x 44" @	71.40	107.10 =	
9" x 44" @	91.80	137.70 =	
11" x 14" @	55.40	83.10 =	
14" x 22" @	72.30	108.45 =	
14" x 44" @	143.55	215.35 =	
22" x 28" @	143.55	215.35 =	
28" x 44" @	211.50	317.25 =	
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

Sub-Total	+	8.875 % Tax	=	Total Cost
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FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (201) 299-7575 for assistance.

UNION JURISDICTIONS AT JACOB K. JAVITS CONVENTION CENTER

THERE ARE THREE MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.

TEAMSTER UNION:

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at exhibitor's expense.

CARPENTER UNION:

Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.

ELECTRICAL UNION:

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

EXHIBITOR CAPABILITIES & WHAT REQUIRES UNION LABOR:

For detailed information regarding work rules and policies on what exhibitors can do and what requires union labor, please visit [Javits Center Operational Policies](#)

GENERAL INFORMATION:

FLAMEPROOFING:

Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

INSURANCE:

Freeman and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However; every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company's premises until it returns. In most cases a rider can be added to your present policy for a very nominal cost.

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:

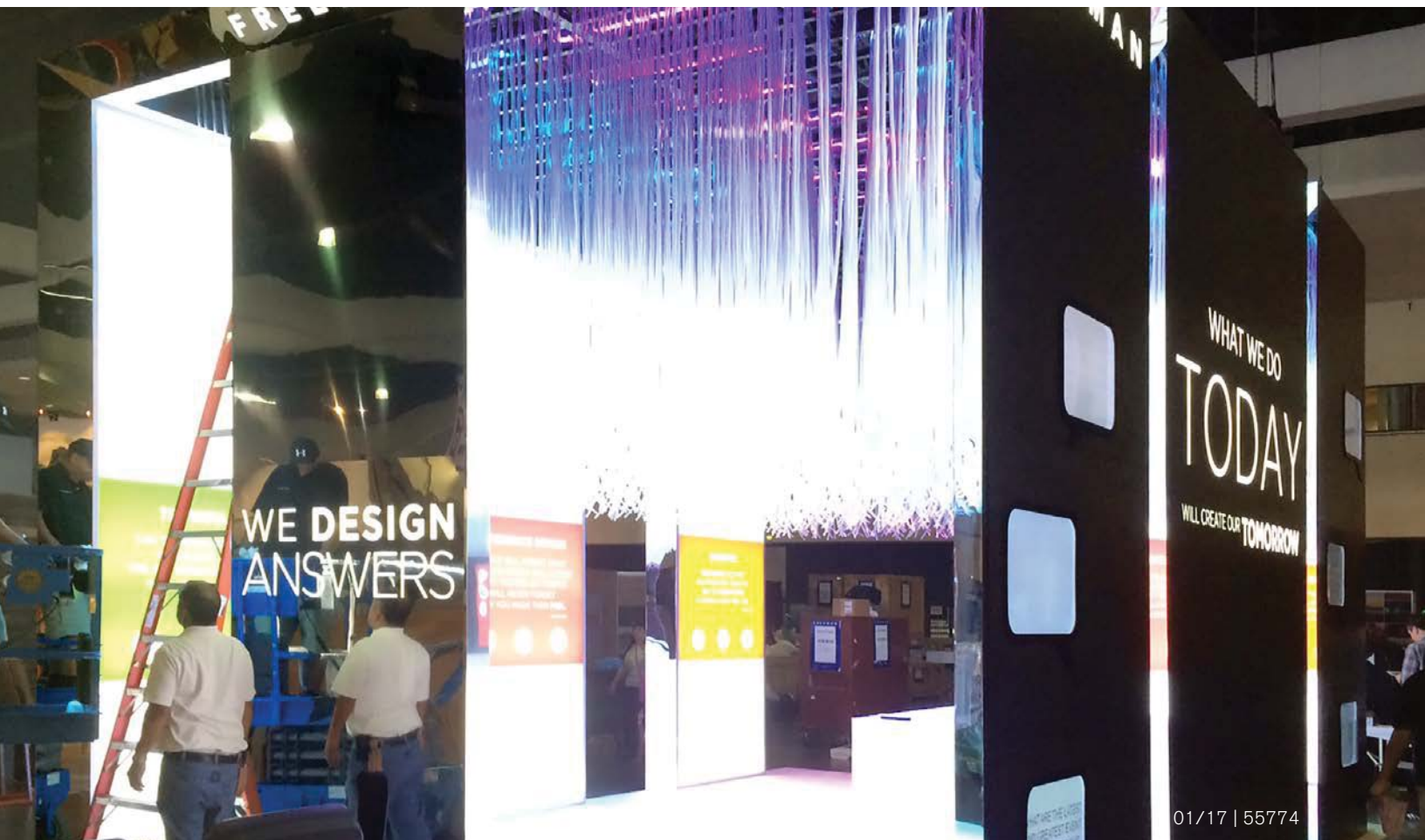
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations 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: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Carpenter Labor		
Straight Time: Mon - Fri (first 8 hours of the worker's shift, regardless of time of day).....	\$227.75	319.00
Overtime: (after first 8 hours of the worker's shift, regardless of time of day) and Saturdays..	\$288.00	403.25
Double Time: Sundays and Holidays	\$349.50	489.50

• 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 man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.

Please include setup plan/photo, special instructions & inbound shipping information with this order.

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/45.00)						= \$ _____
Tax 8.875%						= \$ _____
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 will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/45.00)						= \$ _____
Tax 8.875%						= \$ (N/A)
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____

Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐

Freeman Exhibit Transportation:

☐

Other Carrier:

No need to schedule your outbound shipment.

Carrier Name: _____

Charges will appear on your Freeman invoice.

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

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

Select 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

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

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

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

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

FREEMAN installation & dismantle labor

FREEMAN

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618

**NRF[®]2020
VISION**
RETAIL'S BIG SHOW

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday and Sunday

Double Time - Recognized Holidays

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 497.50	696.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 740.25	1,036.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$1,009.75	1,413.75
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 596.75	835.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$1,040.25	1,456.50
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$1,221.00	1,709.50
3090600	Man cage for Forklift	\$ 83.75	83.75
3090700	Forklift Boom	\$ 83.75	83.75
3090800	Pallet Jack.....	\$ 83.75	83.75

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	8.875%
							Total	

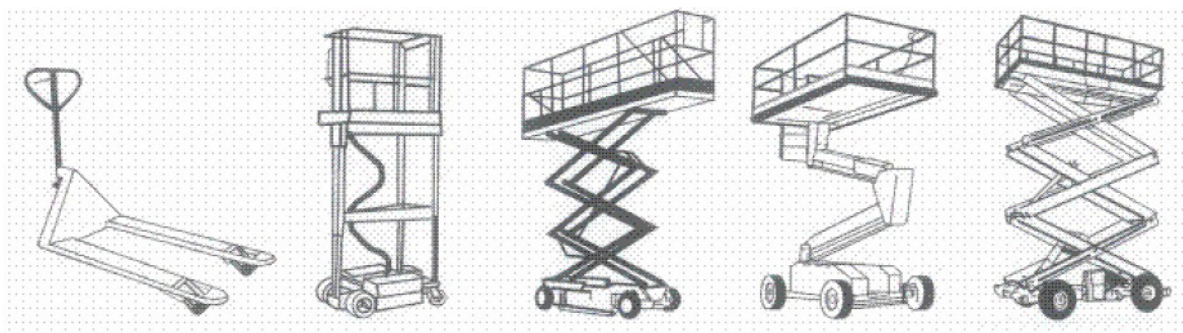
DISMANTLE

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

FREEMAN forklift / rigging labor

MOTORIZED LIFTS AT JACOB K. JAVITS CONVENTION CENTER

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation or dismantle of booth structures or signs is not permitted by exhibitors or their appointed contractors.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation.

FREEMAN

909 Newark Turnpike

Kearny, NJ 07032

(201) 299-7575 Fax: (469) 621-5618

NRF²⁰²⁰ VISION
RETAIL'S BIG SHOW

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Service Manual. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Assembly _____

Is Your Sign Designed to Rotate or need electricity?

_____ Yes or _____ No

(If yes, please refer to facility for installation)

Arriving to warehouse _____ or show site _____

Date & Time: _____

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back Aisle # _____



Number of feet from floor to top of sign: _____

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

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime

4:30 P.M. to 8:00 A.M. Monday through Friday,

All day Saturday

Double Time

All day Sunday and recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show Site prices will apply to all labor orders placed at show site

- Rates are per lift and crew per hour

- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments

- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Lift w/crew			
Advance Price	874.25	1,047.25	1,231.75
Show Site Price	1,224.00	1,466.25	1,724.50

*Requested Install Date: _____ Time: _____

Installation Estimate

of Crew _____ x _____ @ _____ Rate _____ = _____ Total Estimated Cost

*Requested Dismantle Date: _____ Time: _____

Dismantle Estimate

of Crew _____ x _____ @ _____ Rate _____ = _____ Total Estimated Cost

Assembly Crew/Additional Labor

Per Person/Per Hour

Advance Price 227.75 288.00 349.25

Show Site Price 319.00 403.25 489.00

*Requested Install Date: _____ Time: _____

Assembly Estimate

of Men _____ x _____ Hours per Person _____ = _____ Total Hours _____ @ _____ Hourly Rate _____ = _____ Total Estimated Cost

*Requested Dismantle Date: _____ Time: _____

Dismantle Estimate

of Men _____ x _____ Hours per Person _____ = _____ Total Hours _____ @ _____ Hourly Rate _____ = _____ Total Estimated Cost

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

_____ Freeman

_____ Exhibitor Personnel

_____ Display House

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

FREEMAN hanging sign labor

F R E E M A N

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618

NRF 2020
VISION
RETAIL'S BIG SHOW

**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

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

_____, the contracted exhibitor at the **NRF 2020 RETAIL'S BIG SHOW / JANUARY 12-14, 2020** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

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

FREEMAN structural integrity statement



Dear **Exhibitor**,

We look forward to welcoming you to **NRF: Retail's Big Show** at the Javits Center. We are proud to introduce our online ordering portal **Jake**.

Jake is an innovative online ordering system that allows you to place **electrical, technology, cleaning and plumbing** needs- **no more forms**.

The **Advance Rate deadline** for ordering Javits utilities (*up to 32% savings*) is **December 28, 2019**. Please see **USEFUL TOOLS** below for **Work Rules, Javits Catalog (prices)** and **Tutorial** more.

Please feel free to contact the Exhibitor Solutions Team with any questions regarding **Jake** via email at services@javitscenter.com or call us Monday – Friday 9am-5pm, Eastern Time at 877.452.8487.

Thank you,
The Javits Center

Jake

is an online portal which allows you to place your utility orders for an event at the Javits Center. **To get started click here: [Jake](#) or [Tutorial](#)**

**MARKET
EXPRESS**
Catering + Delivery

is the place to go for all of your catering requirements and with timely delivery. **To get started click here: [MARKET EXPRESS](#). [VIEW MENU](#)**

PRODUCT SHOWCASE



LED Par Can Light Fixture

Slim and minimalist design • Cool white light with 4,000K/10220 nominal lumen
• 12-foot illumination spread •

Price includes installation and dismantling

Don't miss out!

SERVICES

Need assistance choosing the best service options?

We're here to help - Click below.



ELECTRICAL



TECHNOLOGY



PLUMBING



CLEANING



CATERING

USEFUL TOOLS

- ✓ Need assistance navigating Jake? [Click here](#)
- ✓ Javits Lights Illustrations. [Click here](#)
- ✓ Work Rule – Exhibit Building. [Click here](#)
- ✓ Javits Catalog. [Click here](#)

MOBILITY VEHICLE RENTAL

We are pleased to announce the Mobility Vehicle program.
Interested in knowing more? [Click here](#)

PARTNERS

Also available for your service requirements:



CULTIVATED



Jacob K. Javits Center
Booth Security Order Form

Event Name: _____ Booth #: _____ Event # _____
Client: _____ Ordered By: _____
Address: _____ City/State/Zip: _____
E-Mail: _____ Phone: _____ Fax: _____

Client hereby orders security services from NYCCOC ("Contractor") for the above booth on the dates and times, and for the costs, described herein.

Requested Hours

Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____

Security Type	Hours	Advance Rate	On Site Rate	Total
Guard (Unarmed)		\$41.00	\$47.00	
Off Duty Police Officer (Armed)		\$51.00	\$57.00	
Additional Terms:	Sub Total			
	NYC Sales Tax 8.875%			
All orders have a 4 hours minimum charge and anything after 4 hours will be in 1 hour increment or fraction thereof. Advance Rate Applies 30 Days or More from Service Date		Total Due		

Post Instructions

Please provide a brief description of any details that need to be passed to guard assigned to booth. Please note any items of particular concern.

Point of Contact Info

POC at Venue: Jason Yam
POC contact number: 212-216-2141
POC email: jyam@javitscenter.com

Venue Info

Venue: Javits Center
Venue Address: 655 West 34th Street New York, NY 10001
Reporting location at venue: Public Safety Command Center

Payment Information

Please email your security booth guard order to Tammy Mui at tmui@javitscenter.com. Credit card payment is required. Please fill out the following: Credit Card Type: _____ Credit Card Number _____ Expiration Date _____ Name as it Appears on the Credit Card _____

By signing below, Client agrees to the Terms & Conditions on the reverse side of this form and authorizes Contractor to charge any unpaid balances to the credit card submitted with this order.

Signature Date: _____ Print Name/Title _____

Jacob K. Javits Convention Center 655 west 34th Street, New York, NY 10001 (212) 216-2433

Booth Security Services Terms & Conditions

Scope of Services: The services shall consist of patrolling and surveillance of the booth as well as other services described in this document. Services will be performed by Contractor's personnel who will be equipped with equipment which Contractor deems appropriate to perform the services.

Payment:

(a) Payment must be made in full 15 days prior to the first day for which service will be provided. Failure to do so will result in termination of this agreement.

(b) Credit Card charges are limited to \$10,000 per order. Any order exceeding \$10,000 must be paid by company check or wire transfer. Any balance due during or at the end of the event that does not exceed \$10,000 will be billed directly to the credit card number provided by Client.

(c) Make checks payable to the Jacob K. Javits Convention Center and mail them to: Jacob K. Javits Convention Center, Security Solutions Department, 655 West 34th Street, New York, NY 10001-1188. If paying by credit card or wire transfer, please contact receivables@javitscenter.com for instructions.

(d) Clients who choose to pay by check or money order must also supply a valid credit card number. Personal checks or checks drawn on foreign banks are not accepted.

(e) Unpaid balances are subject to a charge of \$25.00 for balances of less than \$500.00 and \$50.00 for balances of \$500.00 or more. Returned checks will be subject to a \$50.00.

Miscellaneous

(a) Contractor is responsible for the hiring, supervision, scheduling and compensation of the personnel performing such services.

(b) This agreement does not alter Client's obligations under other agreements it has with NYCCOC and the Event Manager for security nor does it diminish Client's and/or the Event Manager's obligations and liabilities under such agreements.

Limitation of Liability:

(a) Client acknowledges and agrees that Contractor is not an insurer or guarantor. The rates charged by Contractor hereunder are insufficient to guarantee that no loss will occur, and Contractor makes no guarantee, expressed or implied, including without limitation, any warranty of merchantability or fitness for a particular purpose or otherwise, that the Services supplied will avert or prevent occurrences or losses. Client further acknowledges and agrees that it has the sole, absolute, and ongoing responsibility to determine the security requirements for the booth and Contractor shall have no liability to Client or any third party for claims that Services were inadequate. Client will indemnify and hold harmless Contractor from and against such third party claims as described herein.

(b) Contractor shall not be liable for failure to perform, loss, theft, damage, destruction of Client's property or property of any exhibitor or other person or entity, criminal or similar conduct, or for losses, damages of any kind, bodily injury or death including but not limited to those caused by any of the reasons described above as well as those occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone.

(c) Client agrees that Contractor is providing services for the booth only and that Client has appropriate agreements with the Event Manager and others regarding their responsibilities regarding security. Contractor shall not be

liable in any manner to the Event Manager, exhibitors or other persons or entities not a party to this agreement for any reason including but not limited to the losses or damages described herein.

(d) IN NO EVENT SHALL CONTRACTOR BE LIABLE TO THE CLIENT OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.

(e) Client's sole and exclusive remedy and Contractor's sole and exclusive liability, if any, under this Agreement will be termination of this Agreement and a refund not exceeding the total amount paid by Client for the service.

Indemnification: Client hereby assumes liability for and agrees to indemnify, protect, and hold wholly harmless Contractor as well as the State of New York, the New York Convention Center Development Corporation, the New York State Urban Development Corporation d/b/a the Empire State Development, the Triborough Bridge and Tunnel Authority and their respective boards of directors, officers, agents and employees and any and all successors and assigns ("Indemnitees") from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees in contract, in tort or otherwise, which result from or arise out of the negligence or wrongful acts by the Client or its representatives, agents, employees, exhibitors, invitees or others.

Termination: Either party may terminate this agreement prior to the event upon 15 days advance notice to the other. Upon termination, Contractor will refund any payments made by Client after deducting expenses incurred by Contractor in preparing to provide services under this agreement.

Assignment: Contractor shall have the right to assign its interest under this Agreement to any other party subsequently providing services to the Center.

Relationship of the Parties: The relationship of Contractor to Client is that of an independent contractor for purposes of this security agreement. Nothing contained in this agreement is intended to create, or does create, a partnership, joint venture, employment, agency or bailor and bailee relationship between the parties hereto.

Entire Agreement: This Agreement and any attached or referenced documents shall constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.

Applicable Law, Jurisdiction & Venue: This Agreement shall be governed by and construed in accordance with the laws of the State of New York. With respect to any suit, action or proceeding relating to this Agreement, Client hereby irrevocably submits to the exclusive jurisdiction of the courts of the State of New York and of the United States District Court for the Southern District of New York. The parties designate New York County as the exclusive place of venue.

Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to contractor's management.

Javits In-Booth Video System

Stay connected to your booth and business with Javits' latest service.

The Javits Center's in-booth video system provides live-stream footage of your booth- enabling you to assess sales activity, product placement, etc. The discrete camera design works seamlessly into your booth, virtually unnoticed- the corresponding app gives you 24-hour access to booth activity at your fingertips. With our latest offer, you're always on-site, even from afar.



Package Includes:

- Palm-sized, mountable 2 Megapixel HDTV security camera
- Mobile app set- up and Wi-Fi connection for one device
- 24-hour access for four days
- 14 days of cloud storage

Available for \$325 plus tax.

Additional camera and storage options available. Place your order with a Javits Exhibitor Solutions Representative.



Jacob K. Javits Convention Center 2020 Exhibitor Price List

effective for events held 1/1/2020 through 12/31/2020

ELECTRIC



E025 Up To 500 Watts - Javits provided power. Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$130.30 Std Rate: \$190.95
Price per unit



E025X UP TO 500 WATTS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$162.95 Std Rate: \$238.70
Price per unit



E026 501 - 1000 Watts - Javits provided power. Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$215.15 Std Rate: \$310.00
Price per unit



E026X 501 - 1000 WATTS - 24 hours - Javits provided power.

EACH Adv Rate: \$268.85 Std Rate: \$387.55
Price per unit



E027 1001 - 1500 Watts - Javits provided power. Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$260.55 Std Rate: \$377.95
Price per unit



E027X 1001 - 1500 WATTS - 24 hours - Javits provided power.

EACH Adv Rate: \$325.65 Std Rate: \$472.45
Price per unit



E028 Multi Box (4 Outlet) - Javits provided power. Please ensure the order includes: 1500w or less of power.
Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$48.25 Std Rate: \$72.50
Price per unit



E029 Plug In Strip (6 Outlets) - Javits provided power. Please ensure the order includes: 1500w or less of power.
Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$48.25 Std Rate: \$72.50
Price per unit



E030 1501 - 2000 Watts - Javits provided power. Single plug point (outlet) only Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Electric Equipment Connection (Price per Event)

EACH Adv Rate: \$277.40 Std Rate: \$395.40
Price per unit



E030X 1501 - 2000 WATTS - 24 hours - 24 hour option if power is needed overnight. Labor included to install at back of in line booths.

EACH Adv Rate: \$346.80 Std Rate: \$494.25
Price per unit



E031 2001 - 2500 Watts - Javits provided power. Single plug point (outlet) only Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)

EACH Adv Rate: \$372.45 Std Rate: \$538.80
Price per unit



Jacob K. Javits Convention Center 2020 Exhibitor Price List

effective for events held 1/1/2020 through 12/31/2020



E031X 2001 - 2500 WATTS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$465.55 Std Rate: \$673.50
Price per unit



E247 1 Phase 208V To 30 Amps - Javits provided power. Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Power
(Price per Event)

EACH Adv Rate: \$521.30 Std Rate: \$755.95
Price per unit



E247X 1 PHASE 208V TO 30 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$651.65 Std Rate: \$944.90
Price per unit



E248 1 Phase 208V 31-60 Amps - Javits provided power. Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Power
(Price per Event)

EACH Adv Rate: \$755.95 Std Rate: \$1,100.00
Price per unit



E248X 1 PHASE 208V 31-60 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$944.90 Std Rate: \$1,375.25
Price per unit



E249 1 Phase 208V 61-100 Amps - Javits provided power. Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Power
(Price per Event)

EACH Adv Rate: \$1,134.00 Std Rate: \$1,649.00
Price per unit



E249X 1 PHASE 208V 61-100 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$1,418.00 Std Rate: \$2,061.00
Price per unit



E254 3 Phase 208V To 30 Amps - Javits provided power. Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Power
(Price per Event)

EACH Adv Rate: \$601.65 Std Rate: \$876.40
Price per unit



E254X 3 PHASE 208V TO 30 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$752.05 Std Rate: \$1,095.50
Price per unit



E255 3 Phase 208V 31-60 Amps - Javits provided power. Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Power
(Price per Event)

EACH Adv Rate: \$830.80 Std Rate: \$1,202.45
Price per unit



E255X 3 PHASE 208V 31-60 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$1,039.00 Std Rate: \$1,503.00
Price per unit



E256 3 Phase 208V 61-100 Amps - Javits provided power. Labor included to install at back of in line booths.
Jake Service: Electrical--> Tab: Power--> Section: Power
(Price per Event)

EACH Adv Rate: \$1,191.00 Std Rate: \$1,718.00
Price per unit



Jacob K. Javits Convention Center 2020 Exhibitor Price List

effective for events held 1/1/2020 through 12/31/2020



E256X 3 PHASE 208V 61-100 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$1,490.00 Std Rate: \$2,148.00
Price per unit



E232X 3 PHASE 208V 101-200 AMP -24 Hr - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$3,276.00 Std Rate: \$3,276.00
Price per unit



E233X 3 PHASE 208V 201-400 AMP -24 Hr - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$5,311.00 Std Rate: \$7,700.00
Price per unit



E268 1 Phase 460V To 30 Amps - Javits provided power. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)

EACH Adv Rate: \$1,134.00 Std Rate: \$1,649.00
Price per unit



E268X 1 PHASE 460V TO 30 AMPS -24 Hr

EACH Adv Rate: \$1,418.00 Std Rate: \$2,061.00
Price per unit



E269X 1 PHASE 460V 31-60 AMPS -24 Hr

EACH Adv Rate: \$1,746.00 Std Rate: \$2,376.00
Price per unit



E261X 3 PHASE 460V TO 30 AMPS -24 Hr

EACH Adv Rate: \$1,560.00 Std Rate: \$1,952.00
Price per unit



E262X 3 PHASE 460V 31-60 AMPS -24 Hr

EACH Adv Rate: \$1,862.00 Std Rate: \$2,327.00
Price per unit



E263X 3 PHASE 460V 61-100 AMPS -24 Hr

EACH Adv Rate: \$1,904.00 Std Rate: \$2,435.00
Price per unit



E032 1 120 W Flood Lamp Clamp On Assembly - Floodlight with a clamp to clip on. Power included Jake Service: Electrical--> Tab: Lights --> Section: Lighting (Price Per Event)

EACH Adv Rate: \$194.90 Std Rate: \$280.85
Price per unit



E033 2 120 W Flood Lamp Goose Neck - Floodlight with 2 bulbs. Please note: Attachment to booth may differ from the product image. Power included Jake Service: Electrical--> Tab: Lights --> Section: Lighting (Price Per Event)

EACH Adv Rate: \$234.75 Std Rate: \$338.10
Price per unit



E082 150 Watt Skanda Light Assembly - Standard Skanda light. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)

EACH Adv Rate: \$206.70 Std Rate: \$295.95
Price per unit



E080 1 300W Post Light Quartz, Assembly - Standard Post light. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)

EACH Adv Rate: \$212.25 Std Rate: \$308.85
Price per unit



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E055 Led Par-Can Assembly - Standard Par-Can lights. Power included EACH Adv Rate: \$435.70 Std Rate: \$544.55
Price per unit
Jake Service: Electrical--> Tab: Light--> Section: Lighting
(Price Per Event)



E002 Leko Light, 575 Watts Assembly Please ensure the order includes: sufficient capacity electrical power. Each Adv Rate: \$157.20 Std Rate: \$157.20
Price per unit
Installation and removal labor will be billed separately
Jake Service: Electrical--> Tab: Light--> Section: Lighting
(Price Per Event)



E287 Pipe package - Pipe and chain for exhibitors own lighting. EACH Adv Rate: \$104.80 Std Rate: \$104.80
Price per unit



E072 Show Electric-Lift Per Hour - Use of lift charged per hour. Billed after use. EACH Adv Rate: \$126.35 Std Rate: \$126.35
Price per hour. Billed in 1 Hour increments.



E076 Show Elec-Lift Per Day - Use of lift charged per day 4 hours or more. Billed after use. EACH Adv Rate: \$504.35 Std Rate: \$504.35
Price per Day



E038 Electric Wire 12/3 - Priced per foot. Please ensure the order includes: high capacity electrical power FOOT Adv Rate: \$1.85 Std Rate: \$1.85
Price per unit
Jake Service: Electrical--> Tab: Electrical Equipment-->
Section: Other Electrical (Price Per Event)



E003 110v Female/Male Plug - Used as adaptors for Javits supplied power. Please ensure the order includes: high capacity electrical power EACH Adv Rate: \$11.45 Std Rate: \$11.45
Price per unit
Jake Service: Electrical--> Tab: Electrical Equipment-->
Section: Other Electrical (Price Per Event)



E004 208v Male Plug - Used as adaptors for Javits supplied power. EACH Adv Rate: \$20.20 Std Rate: \$20.20
Price per unit
Jake Service: Electrical--> Tab: Electrical Equipment-->
Section: Other Electrical (Price Per Event)



E005 208v Female Plug - Used as adaptors for Javits supplied power. EACH Adv Rate: \$13.55 Std Rate: \$13.55
Price per unit
Jake Service: Electrical--> Tab: Electrical Equipment-->
Section: Other Electrical (Price Per Event)



E097 Electrician S/T - Labor 1/2HR Adv Rate: \$76.10 Std Rate: \$76.10
Price per 1/2 hour. Billed in 1/2 Hour increments.
Jake Service: Electrical--> Tab: Labor



E098 Electrician O/T - Labor 1/2HR Adv Rate: \$99.75 Std Rate: \$99.75
Price per 1/2 hour. Billed in 1/2 Hour increments.
Jake Service: Electrical--> Tab: Labor



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E018 Inspection Fee - Electrical inspection of booth by an Electrician if up to 500 Watts are ordered. Necessary to ensure the amount of power is sufficient for the requirements of the booth.

Jake Service: Electrical--> Tab: Light--> Section: Other
Electrical (Price Per Event)

Hr

Adv Rate: \$62.30

Std Rate: \$62.30

Price per unit



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TELECOM



T014 Isdn Bri - ISDN BRI (Basic Rate Interface) with 2 SPIDS.
Jake Service: Technology--> Tab: Connectivity--> Section:
Telephone

EACH Adv Rate: \$716.25 Std Rate: \$894.70
Price per unit



T044 T1 Service (1.5 Mbps Managed Service) - An ethernet cable hand off with a dedicated internet speed of 1.5 mbps for both uploads and downloads.
Jake Service: Technology--> Tab: Connectivity--> Section:
Internet

EACH Adv Rate: \$3,147.00 Std Rate: \$4,203.00
Pricing based on days of service. Pricing for 4 days of service shown.



T102 3 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 3 mbps for both uploads and downloads.
Jake Service: Technology--> Tab: Connectivity--> Section:
Internet

EACH Adv Rate: \$4,590.00 Std Rate: \$6,131.00
Pricing based on days of service. Pricing for 4 days of service shown.



T073 5 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 5 mbps for both uploads and downloads.
Jake Service: Technology--> Tab: Connectivity--> Section:
Internet

EACH Adv Rate: \$7,269.00 Std Rate: \$9,692.00
Pricing based on days of service. Pricing for 4 days of service shown.



T074 10 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 10 mbps for both uploads and downloads.
Jake Service: Technology--> Tab: Connectivity--> Section:
Internet

EACH Adv Rate: \$13,665.00 Std Rate: \$18,175.00
Pricing based on days of service. Pricing for 4 days of service shown.



T075 15 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 15 mbps for both uploads and downloads.
Jake Service: Technology--> Tab: Connectivity--> Section:
Internet

EACH Adv Rate: \$18,858.00 Std Rate: \$25,082.00
Pricing based on days of service. Pricing for 4 days of service shown.



T076 20 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 20 mbps for both uploads and downloads.
Jake Service: Technology--> Tab: Connectivity--> Section:
Internet

EACH Adv Rate: \$23,133.00 Std Rate: \$30,767.00
Pricing based on days of service. Pricing for 4 days of service shown.



T004 30 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 30 mbps for both uploads and downloads.
Jake Service: Technology--> Tab: Connectivity--> Section:
Internet

EACH Adv Rate: \$31,923.00 Std Rate: \$42,458.00
Pricing based on days of service. Pricing for 4 days of service shown.



T005 50 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 50 mbps for both uploads and downloads.
Jake Service: Technology--> Tab: Connectivity--> Section:
Internet

EACH Adv Rate: \$46,289.00 Std Rate: \$61,565.00
Pricing based on days of service. Pricing for 4 days of service shown.



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	T103 60 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 60 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$53,325.00 Std Rate: \$70,923.00 Pricing based on days of service. Pricing for 4 days of service shown.
	T104 75 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 75 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$63,991.00 Std Rate: \$85,108.00 Pricing based on days of service. Pricing for 4 days of service shown.
	T022 100 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 100 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$81,908.00 Std Rate: \$108,938.00 Pricing based on days of service. Pricing for 4 days of service shown.
	T089 Vlan - Private Network Requires a second VLAN drop (p2p) or a managed service Jake Service: Technology--> Tab: Connectivity--> Section: Supporting Services	EACH	Adv Rate: \$507.15 Std Rate: \$675.85 Pricing based on days of service. Pricing for 4 days of service shown.
	T013 Credit Card Processing Ethernet Drop 256K - Ethernet 256Kbps data drop for an internet capable Credit Card Terminal. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$313.40 Std Rate: \$419.25 Pricing based on days of service. Pricing for 4 days of service shown.
	T007 Analog Phone Line For Modem, Fax And Credit Card (Pots) - RJ11 Telephone land line typically used for fax machines and credit card machines that use a phone connection. Customer provides any other device that needs to be connected. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone	EACH	Adv Rate: \$326.70 Std Rate: \$423.85 Price per unit
	T051 Speaker Phone W/ Single Line (Voip) - For a Voice over IP (VoIP) Phone and phone number with speaker phone capability. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone	EACH	Adv Rate: \$366.55 Std Rate: \$458.10 Price per unit
	T002 Multi Line Phone (Voip) - A multiple phone line capable Voice over IP (VoIP) Phone and phone number. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone	EACH	Adv Rate: \$458.60 Std Rate: \$573.10 Price per unit
	T079 Tel/Conf Spkr Phone 1 Line - For a Voice over IP (VoIP) Conference Phone unit and phone number with speaker phone capability. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone	EACH	Adv Rate: \$647.75 Std Rate: \$808.80 Price per unit



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T045 Static Private/Public IP Address - To be ordered if a Public or Private Static IP Address is required. The IP Address will be sent by email and it is the customer's responsibility to configure their equipment accordingly. Please ensure the order includes: a Managed Internet Service
Jake Service: Technology--> Tab: Connectivity--> Section: Supporting Services

EACH Adv Rate: \$137.55 Std Rate: \$183.55
Pricing based on days of service. Pricing for 4 days of service shown.



T091 Wi-Fi in booth - up to 1.5Mbps - (up to 5 devices) wireless internet access for up to 5 devices at up to 1.5Mbps upload/download per Device. (moderate usage) MAC Address must be sent to Technology Solutions technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected.
Jake Service: Technology--> Tab: Wi-Fi

EACH Adv Rate: \$2,230.00 Std Rate: \$2,973.00
Pricing based on days of service. Pricing for 4 days of service shown.



T092 Wi-Fi in booth - up to 1.5Mbps - (per additional device after 5) - Order this item for every additional device above the first 5 devices included with the Wi-Fi package (up to 5 devices). Up to 1.5Mbps per Device. (moderate usage) MAC Address must be sent to Technology Solutions (technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected.
Jake Service: Technology--> Tab: Wi-Fi

EACH Adv Rate: \$297.55 Std Rate: \$396.20
Pricing based on days of service. Pricing for 4 days of service shown.



T094 Wi-Fi in booth - up to 1.5Mbps - (per Device) wireless internet access per device up to 1.5Mbps. (moderate usage) MAC Address must be sent to Technology Solutions (technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected.

EACH Adv Rate: \$500.00 Std Rate: \$665.00
Pricing based on days of service. Pricing for 4 days of service shown.



T202 Wi-Fi in Booth - 5Mbps - (up to 5 devices) Wi-Fi Package - In Booth - 5Mbps (Up To 5 Devices) wireless internet access for up to 5 devices at up to 5Mbps upload/download per Device. (moderate usage) MAC Address must be sent to Technology Solutions technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected.

EACH Adv Rate: \$4,362.00 Std Rate: \$5,816.00
Pricing based on days of service. Pricing for 4 days of service shown.



T203 Wi-Fi in Booth - 5Mbps - (Additional Device after 5) Wi-Fi Package - In Booth - 5Mbps (Next Device) - Order this item for every additional device above the first 5 devices included with the Wi-Fi package (up to 5 devices). Up to 5Mbps per Device. (moderate usage) MAC Address must be sent to Technology Solutions technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected.

EACH Adv Rate: \$582.00 Std Rate: \$775.00
Pricing based on days of service. Pricing for 4 days of service shown.



T301 Captive Portal - Landing Page If you need wireless connection for more than 10 devices and/or bandwidth high than 5Mbps per device.

EACH Adv Rate: \$9,995.00 Std Rate: \$12,995.00
Price per unit



T040 Wi-Fi Package - via QPS - per device – pay per use option – ordered onsite only by connecting to @Javits Wi-Fi, Bandwidth (768 Kbps down / 768 Kbps up)
Jake Service: Technology--> Tab: Wi-Fi

EACH Adv Rate: \$8.38 Std Rate: \$8.38
Price per unit



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T112 Voucher for Basic use (768Kbps/\$8 per day - unsecured for credit card transactions - minimum of 10) - Wi-Fi internet access voucher delivers internet at a maximum speed of 768kbps. This is for very light non-business-critical internet use. Order one voucher per device (minimum of 10 vouchers). Voucher code(s) and instructions will be sent to the email on Account.

Jake Service: Technology--> Tab: Wi-Fi

EACH Adv Rate: \$8.38 Std Rate: \$8.38
Price per unit



T105 Wireless Router Rental - Wireless router device to be configured by Javits Technology Solutions Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices.

Please ensure the order includes: electrical power

Jake Service: Technology--> Tab: Equipment

EACH Adv Rate: \$272.50 Std Rate: \$364.00
Pricing based on days of service. Pricing for 4 days of service shown.



T060 8 Port Switch Rental - 8 Port Gigabit Ethernet Switch. Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power

Jake Service: Technology--> Tab: Equipment

EACH Adv Rate: \$165.65 Std Rate: \$219.85
Pricing based on days of service. Pricing for 4 days of service shown.



T061 16 Port Switch Rental - 16 Port Gigabit Ethernet Switch. Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power

Jake Service: Technology--> Tab: Equipment

EACH Adv Rate: \$258.70 Std Rate: \$345.60
Pricing based on days of service. Pricing for 4 days of service shown.



T069 Ethernet Cable Per Foot - Used for branching out internet. Priced per foot. Please ensure the order includes: cable terminations (RJ45 HEADS)

Jake Service: Technology--> Tab: Equipment

EACH Adv Rate: \$1.21 Std Rate: \$1.21
Price per unit



T093 Whiteboard Please ensure the order includes: electrical power and electrical labor for installation and dismantling
Jake Service: Technology--> Tab: Technology Labor

EACH Adv Rate: \$517.90 Std Rate: \$690.70
Pricing based on days of service. Pricing for 4 days of service shown.



T098 Technical Support Labor - Customer specific technical support services (ex. to configure and maintain customer equipment or for dedicated technical support beyond the Javits handoff domain).

Jake Service: Technology--> Tab: Technology Labor

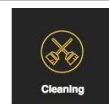
1/2HR Adv Rate: \$76.60 Std Rate: \$76.60
Price per hour. Billed in 1/2 Hour increments.



Jacob K. Javits Convention Center 2020 Exhibitor Price List

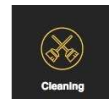
effective for events held 1/1/2020 through 12/31/2020

CLEANING



C200 Hard Floor Scrubbing Hard Floor Scrubbing - requires the use of scrubbing machine, floor pads and floor care chemicals; however, this does not create a gloss and does not guarantee all marks and blemishes will be removed.

SQFT Adv Rate: \$1.53 Std Rate: \$1.53
Pricing based on days of service. Pricing for 4 days of service shown.



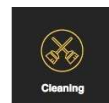
C061 Show Days Cleaning - Vacuuming only (based on the number of nights).

SQFT Adv Rate: \$0.29 Std Rate: \$0.37
Price per unit/day



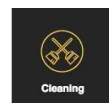
C062 Shampoo Booth Carpet - Carpeting is shampooed as ordered by exhibitors prior to event opening or during overnight hours of event days (shampooing services are not available immediately prior to, or during, event hours). Exhibitors can request spot shampooing (billing is based on square footage of area cleaned) prior to event opening or during overnight hours of event days (shampooing services are not available immediately prior to, or during, event hours).

SQFT Adv Rate: \$0.57 Std Rate: \$0.74
Price per unit/day



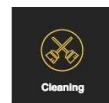
C021 Exh Porter Svc 100-999 - Porter comes to the booth every 2 hours and removes trash, sweeps the carpet with a carpet sweeper, or broom and dust pan. Javits sets the schedule.

EACH Adv Rate: \$56.70 Std Rate: \$71.25
Price per Day



C022 Exh Porter Svc 1000 - Up - Porter comes to the booth every 2 hours and removes trash, sweeps the carpet with a carpet sweeper, or broom and dust pan. Javits sets the schedule.

EACH Adv Rate: \$84.70 Std Rate: \$106.70
Price per Day



C049 Porter Service - Porter is assigned to the exhibit space for a minimum of 2 hours per day. Exhibitor provides the scheduled times. Example: 12pm to 2pm. Billing is at the prevailing hourly rate for porters. Additional hours can be scheduled as required and all billing is at the prevailing hourly rate for porters. Work performed by porters is as follows: general trash removal, light policing of carpet or other flooring with broom and dustpan or carpet sweeper.

Hr Adv Rate: \$45.60 Std Rate: \$45.60
Price per hour. 2 Hour minimum per day.



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PLUMBING



P011 Air Single Outlet 1/4" - Single Outlet Air Line

EACH Adv Rate: \$1,179.30 Std Rate: \$1,390.35
Price per unit



P012 Air Single Outlet 3/8" - Single Outlet Air Line

EACH Adv Rate: \$1,179.30 Std Rate: \$1,390.35
Price per unit



P013 Air Single Outlet 1/2" - Single Outlet Air Line

EACH Adv Rate: \$1,179.30 Std Rate: \$1,390.35
Price per unit



P014 Air Single Outlet 3/4" - Single Outlet Air Line

EACH Adv Rate: \$1,179.30 Std Rate: \$1,390.35
Price per unit



P043 Air Addl Branch Outlet 1/4"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit



P040 Air Addl Branch Outlet 3/8"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit



P041 Air Addl Branch Outlet 1/2"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit



P042 Air Addl Branch Outlet 3/4"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit



P015 Water Single Outlet 1/4" - Single Outlet Water Line

EACH Adv Rate: \$1,149.40 Std Rate: \$1,356.10
Price per unit



P016 Water Single Outlet 3/8" - Single Outlet Water Line

EACH Adv Rate: \$1,149.40 Std Rate: \$1,356.10
Price per unit



P017 Water Single Outlet 1/2" - Single Outlet Water Line

EACH Adv Rate: \$1,149.40 Std Rate: \$1,356.10
Price per unit



P018 Water Single Outlet 3/4" - Single Outlet Water Line

EACH Adv Rate: \$1,149.40 Std Rate: \$1,356.10
Price per unit















P243 Water Addl Branch Outlet 1/4"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit



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	P240 Water Addl Branch Outlet 3/8"	EACH	Adv Rate: \$239.40	Std Rate: \$296.80	Price per unit
	P241 Water Addl Branch Outlet 1/2"	EACH	Adv Rate: \$239.40	Std Rate: \$296.80	Price per unit
	P242 Water Addl Branch Outlet 3/4"	EACH	Adv Rate: \$239.40	Std Rate: \$296.80	Price per unit
	P045 Water - Fill/Drain To 500 Gals	EACH	Adv Rate: \$628.10	Std Rate: \$697.35	Price per unit
	P046 Water - Each Add'L 500 Gallons	EACH	Adv Rate: \$274.15	Std Rate: \$302.80	Price per unit
	P019 Drain Single Outlet 1/2" - Single Outlet Drain	EACH	Adv Rate: \$1,172.40	Std Rate: \$1,390.35	Price per unit
	P020 Drain Single Outlet 3/4" - Single Outlet Drain	EACH	Adv Rate: \$1,172.40	Std Rate: \$1,390.35	Price per unit
	P021 Drain Single Outlet 1" - Single Outlet Drain	EACH	Adv Rate: \$1,172.40	Std Rate: \$1,390.35	Price per unit
	P049 Drain - Add'L Connections	EACH	Adv Rate: \$412.00	Std Rate: \$486.30	Price per unit
	P050 Sink - Cold Water Only - Javits Center Supplied Sink	EACH	Adv Rate: \$1,336.70	Std Rate: \$1,624.25	Price per unit
	P051 Sink - With 6 Gal Elec Heater - Javits Center Supplied Sink	EACH	Adv Rate: \$1,422.80	Std Rate: \$1,680.60	Price per unit
	P095 6 Gal Hot Water Heater (Electrical Service Included) - Water Line Not Included. Please ensure the order includes: water supply/source.	EACH	Adv Rate: \$716.70	Std Rate: \$785.30	Price per unit
	P053 80 Gallon Hot Water Heater Hot Water Heater - 80 Gallons - requires one 30 amp 3 phase 208 service, which is included. Please insure the order includes: water supply/source.	EACH	Adv Rate: \$1,068.45	Std Rate: \$1,286.90	Price per unit
	P081 Manifold For Air/Water	EACH	Adv Rate: \$203.45	Std Rate: \$237.80	Price per unit



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P097 Plumber - St(1/2Hr) - One hour minimum labor charge. 1/2HR Adv Rate: \$67.10 Std Rate: \$67.10
Additional time charged at 1/2 hour increments. Price per 1/2 hour. Billed in 1/2 Hour increments.



P098 Plumber - Ot(1/2Hr) - One hour minimum labor charge. 1/2HR Adv Rate: \$132.10 Std Rate: \$132.10
Additional time charged at 1/2 hour increments. Price per 1/2 hour. Billed in 1/2 Hour increments.



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MEDICAL



M030 Mobility Vehicle Rental, Small Up To 200 Lbs. - Up to 200 lbs. Pick up and drop off scooter at the concierge desk. ID required and payment in advance.

EACH Adv Rate: \$251.00 Std Rate: \$251.00
Price per unit



M031 Mobility Vehicle Rental, Medium 201 To 300 Lbs. - 201 to 300 lbs. Pick up and drop off scooter at the concierge desk. ID required and payment in advance.

EACH Adv Rate: \$273.00 Std Rate: \$273.00
Price per unit



M032 Mobility Vehicle Rental, Large Over 300 Lbs. - Over 300 lbs. Pick up and drop off scooter at the concierge desk. ID required and payment in advance.

EACH Adv Rate: \$295.00 Std Rate: \$295.00
Price per unit



M033 Manual Wheelchair - NO CHARGE

EACH Adv Rate: \$0.00 Std Rate: \$0.00
No Charge



M034 Manual Wheelchair - Large - NO CHARGE

EACH Adv Rate: \$0.00 Std Rate: \$0.00
No Charge



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SAFETY and SECURITY



B053 Event Security Guard - Security services consist of security guard coverage; two- way radios for event management with direct connect to Javits Center Security and Event Solutions; canine explosive detection teams during open event hours; supervision and other related services as Contractor deems appropriate. Security services will be provided for all licensed space for the duration of the license agreement. Additional security services may be available at prices to be determined at the time of request.

Hr

Adv Rate: \$0.00

Std Rate: \$0.00

Price is determined on a case by case basis, according to the level of effort required by Javits



B007 Javits in Booth Video System - The Javits Center's in-booth video system provides live-stream footage of your booth enabling you to access sales activity, product placement, etc. The discrete camera design works seamlessly into your booth, virtually unnoticed - the corresponding app gives you 24-hour access to booth activity at your fingertips. With our latest offer, you're always on-site, even from afar. Package includes: palm-sized, mountable 2 Megapixel HDTV security camera, mobile app set-up and Wi-Fi connection for one device, 24-hour access for four days and 14 days of cloud storage. Additional camera and storage options available. Place your order with a Javits Exhibitor Solutions Representative.

EACH

Adv Rate: \$357.35

Std Rate: \$456.05

Price per unit

BIG APPLE BREAKFAST EXPERIENCE

Bacon, egg and cheese on a pretzel roll
Ham, egg and cheese on an 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

118 per dozen

ENHANCEMENTS

Assorted cereals
60 per dozen

Apple pie yogurt parfaits featuring Hudson Valley apple compote, vanilla yogurt and topped with honey crunch granola
82 per dozen

Plain or fruit yogurt
64 per dozen

Greek or low-fat Greek yogurt
72 per dozen

BAKESHOP

BREAKFAST BREADS
Lemon glazed, marble chocolate chip cinnamon streusel, orange poppy seed
57 per dozen

GOURMET MUFFINS
Old fashioned blueberry, lemon poppy seed, chocolate chip and bran
49 per dozen

DANISH PASTRIES
Fruit filled, cheese, almond
50 per dozen

HOMEADE PRESERVES AND SWEET BUTTER
12 supplement

NY STYLE BAGELS
Plain, everything, cinnamon raisin and whole grain includes cream cheese, butter, preserves
52 per dozen

FLAKY TRADITIONAL CROISSANTS
62 per dozen

CHOCOLATE AND ALMOND CROISSANTS
68 per dozen

MORNING SCONES
Old world blueberry
52 per dozen

PASTRIES

NY BRIOCHE CINNAMON ROLLS
Cream cheese fondant
60 per dozen

FRIED HUDSON VALLEY CINNAMON APPLE "HAND PIES"
Vanilla and lemon zest glaze
60 per dozen

CHERRY AND BLUEBERRY COFFEE CAKE
59 per dozen

GLAZED HAND CRAFTED DONUTS
Assortment of lemon, raspberry, hazelnut and caramel
66 per dozen

EL DORADO® REGULAR AND DECAF COFFEE, ASSORTED TEAS
61 per gallon

ICED COFFEE
75 per gallon
3 gallon minimum

REALLY GOOD HOT CHOCOLATE WITH MINI MARSHMALLOWS, CHOCOLATE SHAVINGS AND WHIPPED CREAM
63 per gallon
3 gallon minimum

DASANI BOTTLED WATER
case of 24 (12 oz bottles)
72 per case

INDIVIDUAL BOTTLED JUICE
case of 24 15.2oz bottles
120 per case

FLAVORED SIGNATURE WATER
Watermelon, cucumber and lime, Lemon and ginger, Orange, rosemary and blackberry
65 per gallon
3 gallon minimum

REFRESHMENTS

FRESH LEMONADE BAR
Blended with your favorite flavors of strawberry, watermelon and lemon-basil
46 per gallon
3 gallon minimum

FRESH BREWED ICED TEA BAR
Country sweet or unsweetened served with fresh-cut lemons
46 per gallon
3 gallon minimum

KEURIG COFFEE MACHINE
Includes all accoutrements to make a cup of coffee – K-cups not included
150 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
60 per box

WATER COOLER RENTAL
85.00 per day

5-GALLON WATER JUG
35 each

BAVARIAN NUT ROASTER

With rotating flavors throughout the day, the tantalizing aromas are sure to lead guests to your booth. Chef attendant included. Approximately 350 (.75oz/servings)

1,595

STROLLING HYDRATION STATION

A flat-bottomed juice bag filled with your selection of all-natural juices, flavored waters and teas. Chef attendant included. (150 servings)

Ask about our branding opportunities

Flavors: Watermelon, cucumber and lime, Lemon and ginger, Orange, rosemary and blackberry

2,310

DOUGHNUT STATION

A pastry attendant will freshly prepare and fry doughnuts, served with a variety of glazes and toppings.

Glazes: Chocolate, vanilla and strawberry

Toppings: S'mores, chocolate sprinkles, rainbow sprinkles, shredded coconut and cinnamon sugar (240 servings)

2,400

HAM & SWISS ON CIABATTA

herbed mayonnaise

SMOKED TURKEY ON WHEAT BREAD

bacon, tomato, lettuce and herb aioli

ROAST SIRLOIN OF BEEF ON FOCACCIA

tomatoes, sweet onion
jam and boursin cheese

GRILLED CHICKEN ON FOCACCIA

spinach, herb aioli and provolone cheese

PORTOBELLO MUSHROOM FLATBREAD

roasted mushrooms, grilled zucchini, tomatoes, jalapeno Jack cheese and sundried tomato pesto

Whole Sandwich
28.95

GRAB AND GO

CHOOSE 1

Orzo pasta salad, kalamata olives, roasted peppers, arugula, feta cheese, red wine vinaigrette

Tri color quinoa salad, baby kale, roasted peppers, grape tomatoes, cucumber, shallot, lemon & extra virgin olive oil

Roasted mushroom salad, basil pesto, roasted peppers, fresh mozzarella

SALAD

CHOOSE 1

Natural roasted turkey, choose 3 baby spinach, triple cream brie cheese, cranberry aioli, sour dough bread

Farm Chicken salad, dried cranberry, toasted almond, Gem lettuce, multi grain hero

Albacore tuna , celery, romaine lettuce, lemon aioli, whole wheat wrap

All natural roast beef sandwich, Havarti cheese, shaved red onion, sliced pickles, bib lettuce, tomato, horseradish mayonnaise, French baguette

Smoked Country Ham and Gruyere, butter lettuce, heirloom tomatoes, grain mustard, French baguette

Grilled vegetable, zucchini, eggplant, squash, peppers, roasted garlic and herb white bean spread, baby spinach, red wine vinegar, olive oil, focaccia bread

SANDWICH

CHOOSE 1

Whole seasonal fruit / Miss Vickie's Chips
Rod gold® pretzels / Terra® vegetable chips / Signature granola bar

SNACK

CHOOSE 1

Chocolate fudge brownie / Freshly baked cookie

DESSERT

BOXED LUNCHES
MINIMUM OF 24 GUESTS

We create remarkable experiences by bringing together the best of New York, cultivating sustainable practices, and personalizing every moment to deliver world-class hospitality.

CONEY ISLAND CANDYLAND

Selection of nostalgic favorites

45 per pound - 3 pound minimum

GOURMET CUPCAKE BAR

A variety of flavors including lemon meringue, red velvet, chocolate, peanut butter cup, jelly roll, double chocolate and vanilla bean

84 per dozen - 1 dozen minimum

RICE KRISPIE TREATS

Classic, hand-dipped chocolate, and peanut butter

55 per dozen - 1 dozen minimum

ASSORTED HOMEMADE COOKIES

Snickerdoodle, oatmeal raisin, and chocolate chip

59 per dozen - 1 dozen minimum

MACARON MADNESS

Assortment of vanilla, pistachio, coffee, raspberry, lemon and chocolate

75 per dozen - 1 dozen minimum

GOURMET BROWNIES AND BLONDIES

Fudge brownies and chocolate chip blondies

56 per dozen - 1 dozen minimum

HERSHEY KISSES

28 per pound - 3 pound minimum

CHOCOLATE COVERED STRAWBERRIES

72 per dozen - 1 dozen minimum

CANDY BARS

56 per dozen - 3 dozen minimum

ARTISANAL BAVARIAN PRETZELS

Our signature snack, hand-rolled in-house. Traditional salt, cheddar cheese and cinnamon sugar, Served with stone ground mustard

98 per dozen

Minimum of 1 dozen, per flavor

POTATO CHIPS AND GOURMET DIPS

Kettle-style potato chips with roasted garlic Parmesan, French onion, and blue cheese dips

120 - serves 12

ARTISANAL CHEESE BOARD

Artisanal local and imported cheeses, local honey, fig cake, grapes, crostini, flatbread

264 - serves 12

HUMMUS TRIO

Traditional chickpea, white bean, and edamame hummus, served with crispy carrots, celery, crackers, and pita chips

150 - serves 12

ENERGY MIX

Assortment of dried papaya, yogurt coated raisins, roasted almonds, roasted peanuts, dried cranberries, chocolate chunks, and banana chips

144 per dozen

JAVITS VEGETABLE GARDEN

Garden fresh raw vegetable display & dips
Green goddess, ranch and roasted red pepper hummus

168 - serves 12

DELUXE MIXED NUTS (AVG)

32 per pound

NATURE VALLEY GRANOLA BARS

52 per dozen

KIND BARS

72 per dozen

ASSORTED INDIVIDUAL BAGS OF POTATO CHIPS AND PRETZELS

Miss Vickie's Chips, Terra Chips, Rold Gold Pretzels

49 per dozen

CULTIVATED

ORDERS DUE NO LATER THAN DECEMBER 18, 2019

Javits Center
655 West 34th Street
New York, NY 10001

CATERING ORDER FORM

Email orders and signed contracts to lbejasa@cultivatedny.com

BUSINESS (COMPANY) INFORMATION	
Company Name:	
Contact Name:	
Billing Address:	
City, State, Zip Code:	
Country (<i>outside of USA</i>):	
Telephone:	Fax:
Email:	

SHOW / EVENT INFORMATION
Show / Event Name:
Booth / Room Number:
On-Site Contact:
On-Site Cell Number:

CATERING

Number of Guests: _____

Delivery Date	Start Time / End Time (AM / PM)	Item	QTY	Price

Once your orders have been processed, you will receive a contract with completed Banquet Event Order.

Please review these documents, sign and return with payment information.

All food and beverage items are subject to a 22.5% administrative charge, plus applicable sales tax. The administrative charge is for administration of the special function, is not purported to be a gratuity, and will not be distributed as gratuities to the employees who provided the service to the guests.

A \$35 delivery charge will be added to all deliveries.



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

New York City Department of Buildings Double Decked Booths and Solid Overhead Structures

All plans for double decked booths or booths with solid overhead structures must be submitted to the Javits Security and Safety Solutions department for review and preliminary approval. If preliminary approval is given a NYC Department of Buildings build permit will be required.

Double decked booths **are not permitted** in exhibit halls 1A, 1B, 1C, 1D, 1E and 3D.

The New York City Department of Buildings (DOB) requires that **ALL** double decked booths displayed within a place of public assembly file for a DOB build permit for each. The filing must include stamped drawings by a New York State or City Licensed Architect or Engineer. These permits expire and will need to be re-filed for each event.

The New York City Department of Buildings (DOB) requires that all solid overhead structures greater than 120 square feet, including connecting areas or space with a common means of egress or entrance, built within a place of public assembly file for a DOB build permit. The filing must include stamped drawings by a New York State or City Licensed Architect or Engineer. These permits expire and will need to be re-filed for each event.

Applications for such structures and uses shall be submitted to the DOB no later than 15 business days prior to the construction of the temporary structure or the commencement of the temporary use.

You are not obligated to, but in the event you wish to, use the Javits Centers contracted P.E./R.A. (di Domenico + Partners) they will review all drawings to ensure compliance with DOB and FDNY code and regulations, discuss and propose necessary changes so that the drawings and applications may be prepared for review by the DOB. di Domenico + Partners will create and file all DOB required documents through an expeditor to ensure timelines are met. The fees for their service vary based on amount of necessary changes and meetings.

NOTE: BE SURE TO SUBMIT YOUR SCHEMATICS TO [ANNA FASSANO](#) WHO WILL PASS THEM ALONG TO THE JAVITS AND CITY OF NEW YORK FOR APPROVAL.