

## MEETING ROOMS ON SHOW FLOOR

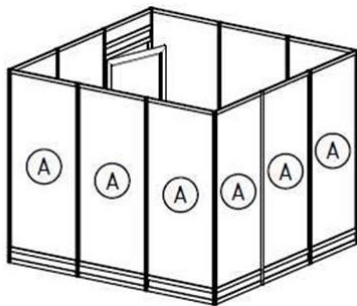
### Meeting Room Furnishings

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 10' 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](mailto: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.**