

HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

BOOTH EQUIPMENT

Each 10' X 10' Booth will be set with 8' high gray and white back drape, 3' high gray side dividers. Booths 300 sqft or less will receive a 7" X 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.

EXHIBIT HALL CARPET

All aisles and booths will be carpeted with existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by May 23, 2022.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Monday June 20, 2022 8:00 AM - 4:30 PM

EXHIBIT HOURS

Tuesday June 21, 2022 10:00 AM - 6:15 PM

Wednesday June 22, 2022 10:00 AM - 3:45 PM

EXHIBITOR MOVE-OUT

Wednesday June 22, 2022 3:45 PM - 5:00 PM

EXHIBITOR SERVICE HOURS

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Wednesday, June 22, 2022 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, June 22, 2022 at 3:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

[Contact Us](#)

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by May 23, 2022.

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

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

If you need assistance with Freeman Online please call Exhibitor Support at (888) 508-5054.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

Innovations In Process Engineering 2022

C/O ZIX / Freeman

8439 NW 72nd St

Medley, FL 33166

Freeman will accept crated, boxed or skidded materials beginning Monday, May 23, 2022, at the above address. Material arriving after June 13, 2022 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
Innovations In Process Engineering 2022
 C/O Freeman
 Hyatt Regency Miami
 400 SE 2nd Ave
 Miami, FL 33131

Please be aware the Freeman Advance Warehouse will be closed on Monday, May 30, 2022, in observance of the Memorial Day holiday.

Freeman will receive shipments at the exhibit facility beginning Monday, June 20, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

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

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by May 23, 2022.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

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

Interested in going green and saving money?

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



1 BEFORE THE SHOW

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

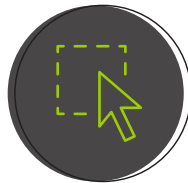
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

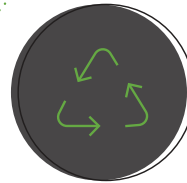
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



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.

8

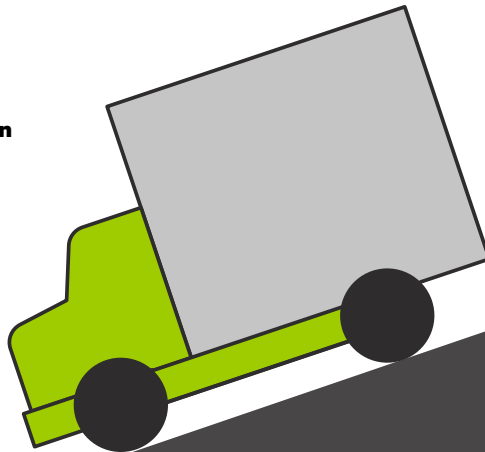
shipping out

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.



9

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

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/513531>

2. Submit your order

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

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

before event

during the event

after event

from your location
or previous event

to your location
or next event

event venue

venue
dock

your exhibit

venue
dock

**advance
warehouse**

storage for empty containers



advance warehouse

where exhibit materials are stored before an event



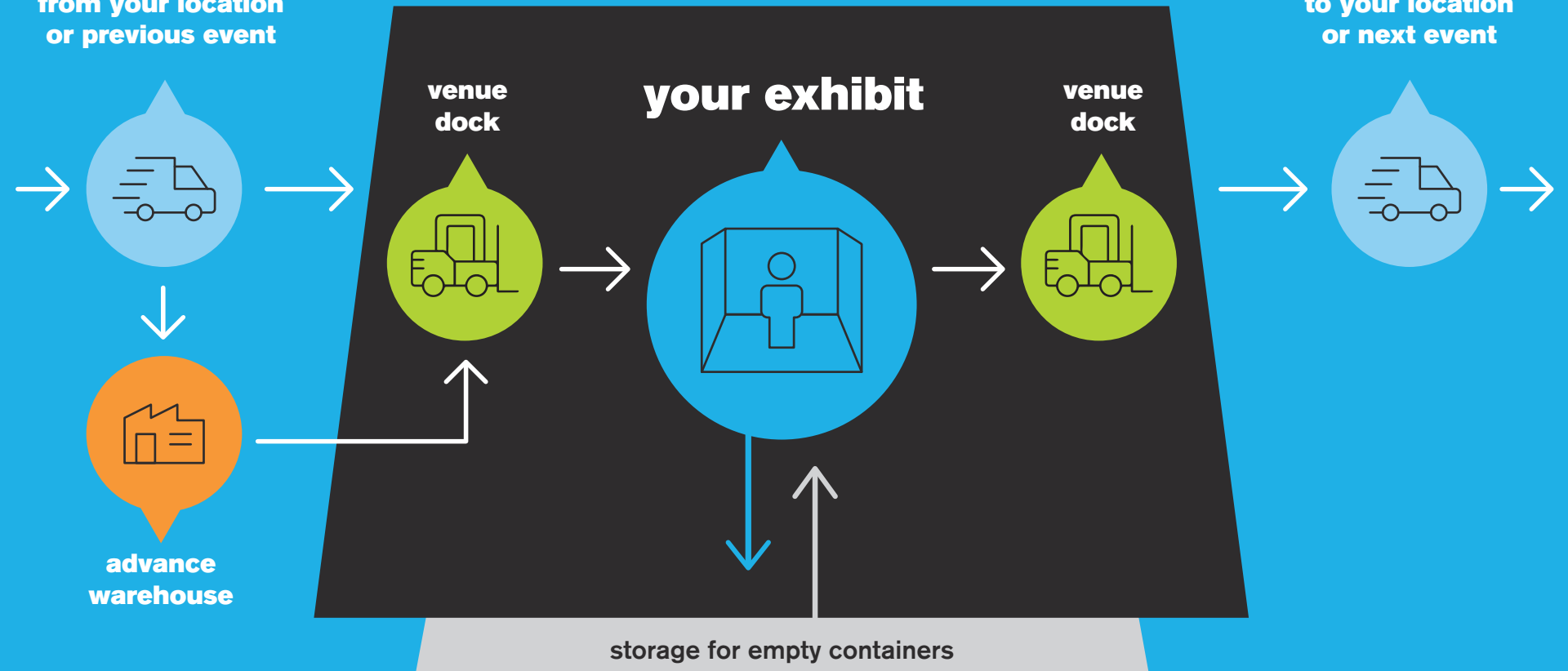
shipping

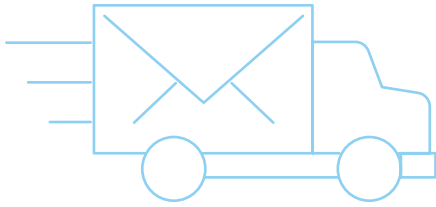
transport to the venue's shipping dock then from the shipping dock to the next event or customer location



material handling

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





TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

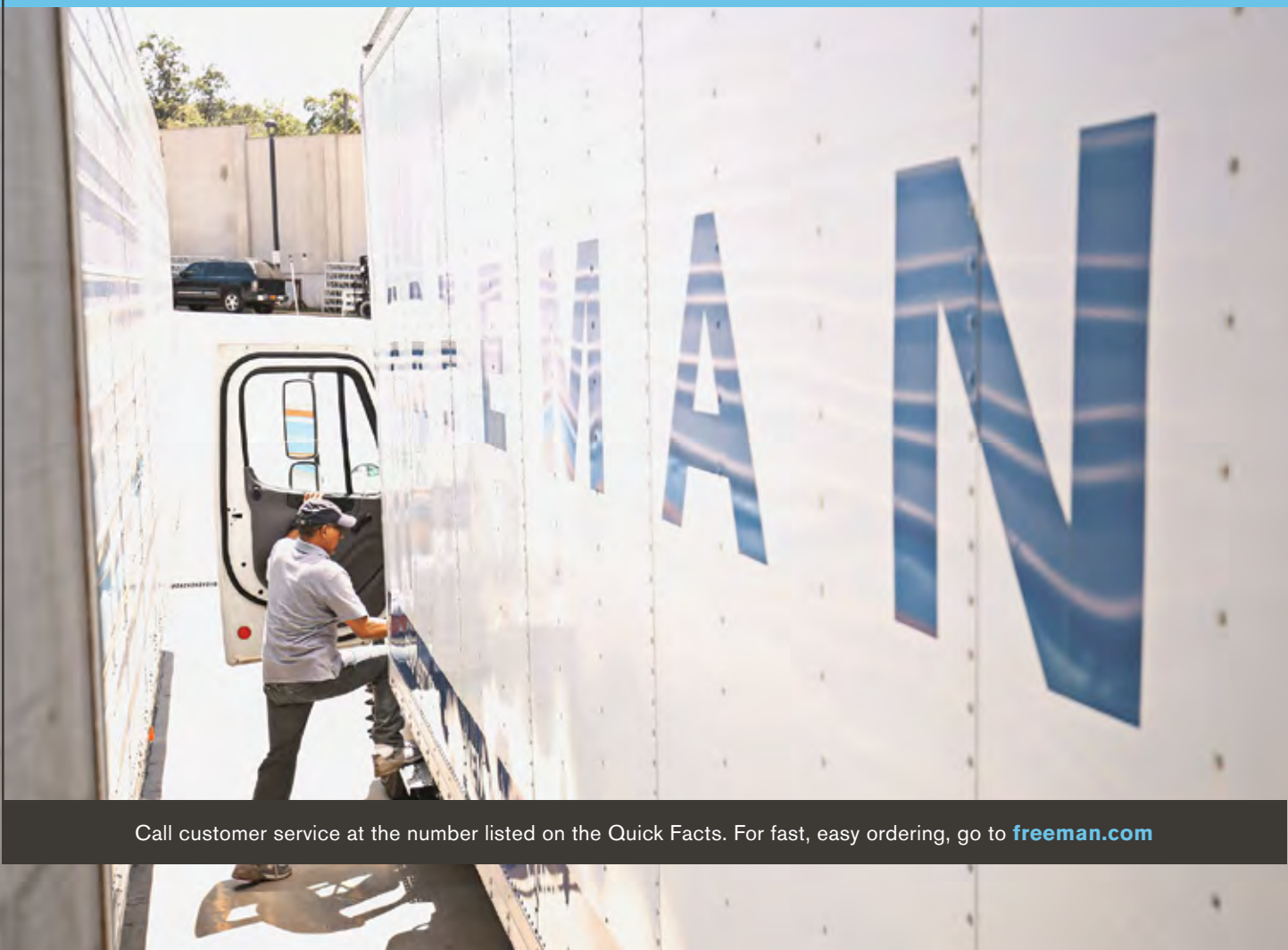


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](https://www.freeman.com)

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

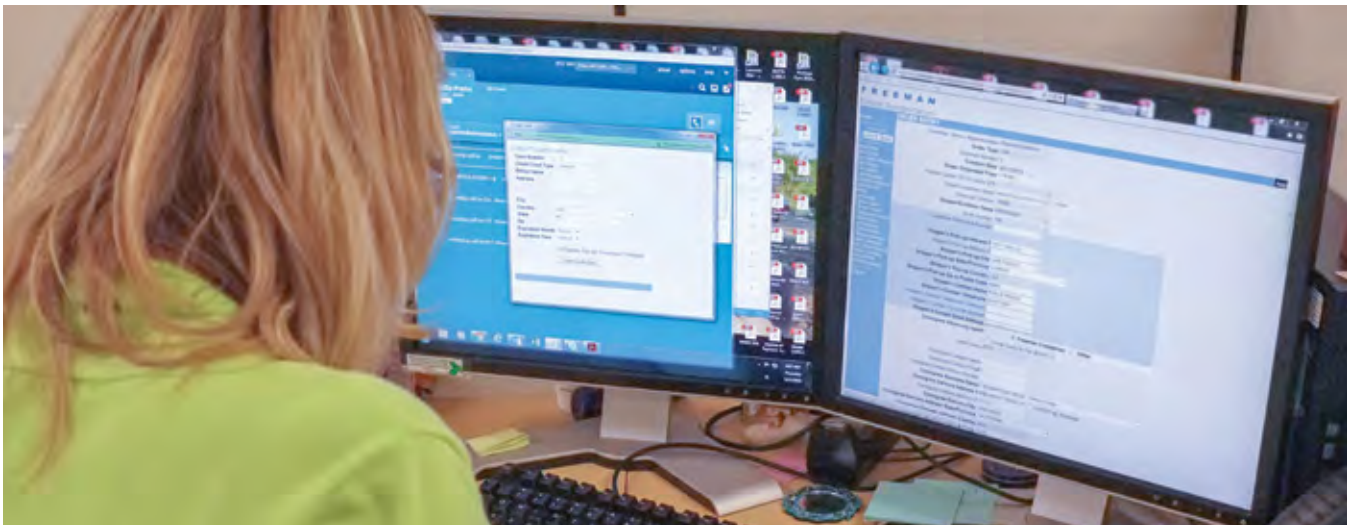
Questions?

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

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

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

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



NAME OF SHOW: **Innovations In Process Engineering 2022 / June 21-22, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

Innovations In Process Engineering 2022

C/O: ZIX / Freeman
8439 NW 72nd St
Medley, FL 33166

MUST BE DELIVERED BY JUNE 13, 2022

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

FREEMAN / Exhibiting Company Name / Booth #

Innovations In Process Engineering 2022

C/O: Freeman
Hyatt Regency Miami
400 SE 2nd Ave
Miami, FL 33131

CANNOT BE DELIVERED BEFORE JUNE 20, 2022

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # _____ (513531)

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

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

material handling simplified

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

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

It's just easier!



MATERIAL HANDLING

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

RATES

Material Handling..... \$ **1.66 per pound**

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

Material Handling - After Deadline \$ **2.08 per pound**

Rate applies to shipments arriving at the warehouse after **June 13, 2022**.

Material Handling - 10 lbs and under **Free of Charge**

This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.

IMPORTANT SHIPPING INFORMATION

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

Warehouse:

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **May 23, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #
Innovations in Process Engineering 2022
C/O ZIX / Freeman
8439 NW 72nd St
Medley, FL 33166**
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:

- Show site receiving begins on **June 20, 2022**.
- Show Site address: **Exhibiting Company Name / Booth #
Innovations in Process Engineering 2022
Hyatt Regency Miami
C/O Freeman
400 SE 2nd Ave
Miami, FL 33131**

Outbound:

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



(888) 508-5054

Fax: (469) 621-5605

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

Submit order forms [here](#)

NAME OF SHOW: **Innovations In Process Engineering 2022 / June 21-22, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____



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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

- Freeman Exhibit Transportation Other Carrier

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

Carrier Name: _____ Carrier Phone: _____

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

Select a Level of Service:

- 1 Day: Delivery next business day Standard Ground
- 2 Day: Delivery by 5:00 PM second business day Specialized: Pad wrapped, uncrated, or truckload
- Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

- Have loading dock Lift gate required
- Inside delivery Air ride required
- Pad wrap required Residential
- Do not stack

Select Desired Number of Labels: _____

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

outbound shipping

Freeman

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 23, 2022

DEADLINE DATE IS: JUNE 13, 2022

TO: _____

EXHIBITOR NAME

C/O: ZIX / Freeman
8439 NW 72nd St
Medley, FL 33166

WAREHOUSE

(513531)

Innovations In Process Engineering

EVENT: _____ **2022**

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

Freeman

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 23, 2022

DEADLINE DATE IS: JUNE 13, 2022

TO: _____

EXHIBITOR NAME

C/O: ZIX / Freeman
8439 NW 72nd St
Medley, FL 33166

WAREHOUSE

(513531)

Innovations In Process Engineering

EVENT: _____ **2022**

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

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

Freeman

Freeman

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 20, 2022

CANNOT DELIVER BEFORE JUNE 20, 2022

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: Freeman
Hyatt Regency Miami
400 SE 2nd Ave
Miami, FL 33131

C/O: Freeman
Hyatt Regency Miami
400 SE 2nd Ave
Miami, FL 33131

SHOW SITE

SHOW SITE

(513531)

(513531)

Innovations In Process Engineering
2022

Innovations In Process Engineering
2022

EVENT: _____

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 23, 2022

DEADLINE DATE IS: JUNE 13, 2022

TO: _____

EXHIBITOR NAME

C/O: ZIX / Freeman
8439 NW 72nd St
Medley, FL 33166

HANGING SIGN

(513531)

Innovations In Process Engineering
2022

EVENT: _____

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

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 23, 2022

DEADLINE DATE IS: JUNE 13, 2022

TO: _____

EXHIBITOR NAME

C/O: ZIX / Freeman
8439 NW 72nd St
Medley, FL 33166

HANGING SIGN

(513531)

Innovations In Process Engineering
2022

EVENT: _____

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

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

FIRST-CLASS FURNISHINGS

Our wide selection of superior custom furniture pieces will suit any budget and design. With outstanding quality control standards and in-house maintenance, plus all-inclusive prices and warehouse locations across the country, you get exactly what you're looking for to make your show a success. Renting furniture from Freeman minimizes your shipping footprint.

**BLACK DIAMOND
ARMCHAIR** *ESSENTIALS*
71090

20"W | 21"L | 33"H

**BLACK DIAMOND
SIDE CHAIR** *ESSENTIALS*
71089

21"W | 23"L | 32"H

**BLACK DIAMOND
STOOL** *ESSENTIALS*
71088

22"W | 18"L | 46"H



**LIMERICK® CHAIR
BY HERMAN MILLER**
ESSENTIALS

gray 210108

18"W | 17.75"L | 33"H

Limerick chair is made of 100% recycled content eliminating waste at the end of the life cycle. It is also GREENGUARD certified.

**LIMERICK® STOOL
BY HERMAN MILLER**
ESSENTIALS

gray 210109

18"W | 17.75"L | 44"H



FREEMAN

Chelsea Series

BUTCHER BLOCK-TOP CAFÉ **ESSENTIALS**

72063

30" Round 30"H

72064

36" Round 30"H



BUTCHER BLOCK-TOP BISTRO **ESSENTIALS**

720163

30" Round 42"H

720164

36" Round 42"H



Soho Series

BLACK-TOP CAFÉ **ESSENTIALS**

72069

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI **ESSENTIALS**

72066

18" Round 18"H



BLACK-TOP BISTRO **ESSENTIALS**

72070

24" Round 42"H

72068

36" Round 42"H



BRUSHED ALUMINUM EASEL **ESSENTIALS**

220134

26" W 62"H

when open



CORRUGATED WASTEBASKET

ESSENTIALS

220106



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

	24"D / 30"H	3'L	4'L	6'L	8'L
Draped	124330	124430	124630	124830	
Draped on Fourth Side			12404630	12404830	
Undraped	125330	125430	125630	125830	

COUNTERS

	24"D / 42"H	3'L	4'L	6'L	8'L
Draped	124342	124442	124642	124842	
Draped on Fourth Side			12404642	12404842	
Undraped	125342	125442	125642	125842	

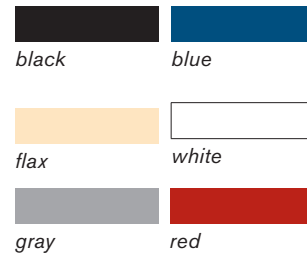


Table-top risers are also available in a variety of sizes. See order form for details.



(888) 508-5054

Fax: (469) 621-5605

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

Submit order forms [here](#).

NAME OF SHOW: **Innovations In Process Engineering 2022 / June 21-22, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online price by ordering at www.freeman.com/store by **MAY 23, 2022**.

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
___	71090	Black Diamond Arm Chair	150.00	165.00	210.00	_____
___	71089	Black Diamond Side Chair	135.00	148.50	189.00	_____
___	71088	Black Diamond Stool	195.00	214.50	273.00	_____
___	210108	Limerick® Chair.....	90.00	99.00	126.00	_____
		by Herman Miller				
___	210109	Limerick® Stool.....	140.00	154.00	196.00	_____
		by Herman Miller				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DRAPED TABLES & COUNTERS						
Draped Tables & Counters - Tables are 24" wide						
		<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red				
		<input type="checkbox"/> White <input type="checkbox"/> Gray				
___	124330	Draped Table 3'L x 30"H	N/A	N/A	N/A	_____
___	124430	Draped Table 4'L x 30"H	175.00	192.50	245.00	_____
___	124630	Draped Table 6'L x 30"H	210.00	231.00	294.00	_____
___	124830	Draped Table 8'L x 30"H	225.00	247.50	315.00	_____
___	12404630	4th Side Drape 6'L x 30"H ..	50.00	55.00	70.00	_____
___	12404830	4th Side Drape 8'L x 30"H ..	50.00	55.00	70.00	_____
___	124342	Draped Counter 3'L x 42"H	N/A	N/A	N/A	_____
___	124442	Draped Counter 4'L x 42"H.	210.00	231.00	294.00	_____
___	124642	Draped Counter 6'L x 42"H	230.00	253.00	322.00	_____
___	124842	Draped Counter 8'L x 42"H	260.00	286.00	364.00	_____
___	12404642	4th Side Drape 6'L x 42"H ..	60.00	66.00	84.00	_____
___	12404842	4th Side Drape 8'L x 42"H ..	60.00	66.00	84.00	_____

ACCESSORIES & TABLES

Pedestal Tables - Soho Series - Black Top

___	72069	Cafe Table 24"W x 30"H.....	250.00	275.00	350.00	_____
___	72067	Café Table 36"x30".....	265.00	291.50	371.00	_____
___	72066	Mini Table 18"W x 18"H.....	213.25	234.60	298.55	_____
___	72070	Bistro Table 24"x42".....	250.00	275.00	350.00	_____
___	72068	Bistro Table 36"x42".....	265.00	291.50	371.00	_____

Pedestal Tables - Chelsea Series - Butcher Block Top

___	72063	Café Table 30"W x 30"H	250.00	275.00	350.00	_____
___	72064	Café Table 36"W x 30"H	265.00	291.50	371.00	_____
___	720163	Bistro Table 30"W x 42"H	250.00	275.00	350.00	_____
___	720164	Bistro Table 36"W x 42"H	265.00	291.50	371.00	_____

Miscellaneous

___	220134	Aluminum Easel	51.90	57.10	72.65	_____
___	220106	Corrugated Wastebasket	25.00	27.50	35.00	_____

Undraped Tables & Counters - Tables are 24" wide

___	125330	Undraped Table 3'L x 30"H.	N/A	N/A	N/A	_____
___	125430	Undraped Table 4'L x 30"H.	125.00	137.50	175.00	_____
___	125630	Undraped Table 6'L x 30"H.	160.00	176.00	224.00	_____
___	125830	Undraped Table 8'L x 30"H.	175.00	192.50	245.00	_____
___	125342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	_____
___	125442	Undraped Counter 4'Lx42"H	150.00	165.00	210.00	_____
___	125642	Undraped Counter 6'Lx42"H	170.00	187.00	238.00	_____
___	125842	Undraped Counter 8'Lx42"H	200.00	220.00	280.00	_____

Special Drape

		<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Gray				
___	12103	Special Drape 3'H (per ft.) ..	27.35	30.10	38.30	_____
___	12108	Special Drape 8'H (per ft.) ...	33.90	37.30	47.45	_____

TOTAL COST

Total Cost = \$ _____

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

furnishings

NAME OF SHOW: **Innovations in Process Engineering 2022 / June 21-22, 2022**

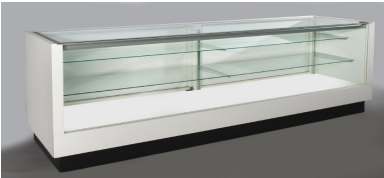
COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

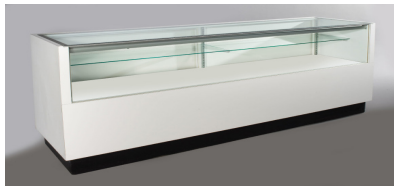
E-MAIL ADDRESS: _____

Take advantage of the Online Price by ordering at www.freeman.com/store by MAY 23, 2022

SHOWCASES



FULL VISION CASE



HALF VISION CASE



TOWER CASE

QUARTER VISION CASE



CORNER VISION CASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FULL VISION CASE						
1-8" & 1-10" Glass Shelves with Adjustable Brackets						
26" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101043	4'.....	\$644.90	\$709.40	\$902.85	\$ _____
_____	101051	5'.....	\$644.90	\$709.40	\$902.85	\$ _____
_____	101061	6'.....	\$644.90	\$709.40	\$902.85	\$ _____

HALF VISION CASE						
1-10" Glass Shelf with Adjustable Brackets						
17" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101042	4'.....	\$644.90	\$709.40	\$902.85	\$ _____
_____	101050	5'.....	\$644.90	\$709.40	\$902.85	\$ _____
_____	101060	6'.....	\$644.90	\$709.40	\$902.85	\$ _____

TOWER CASE						
Dimensions are 20"L x 20"D x 80"H						
3 Glass Shelves						
Lights						
Locks						
Available in 20 x 20 Square Only						
_____	1010200	20 x 20.....	\$682.50	\$750.75	\$955.50	\$ _____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
QUARTER VISION CASE						
9 5/16" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101044	4'.....	\$644.90	\$709.40	\$902.85	\$ _____
_____	101052	5'.....	\$644.90	\$709.40	\$902.85	\$ _____
_____	101062	6'.....	\$644.90	\$709.40	\$902.85	\$ _____

CORNER VISION CASE						
Includes Rear Access and Glass Shelf with Adjustable Brackets						
Case is 10" Deep x 33" at the longest point						
Available in HALF Size						
_____	101090	Half.....	\$644.90	\$709.40	\$902.85	\$ _____

PLEASE NOTE:

- All Showcases are 20"D x 38"H, have lights, locks, sliding doors, white exterior, and white interior frames.
- All keys must be left with the showcase or a charge of \$10.00 will be assessed.
- Electrical hook-up service is NOT included. Please order this from the electrical contractor.
- Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

TOTAL COST

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

Freeman¹

Flooring solutions

Stand out in style.





Your exhibit's flooring should complement your brand

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

Most popular flooring options

Freeman offers the widest selection of flooring options, ensuring you can take your booth to the next level.

Choose from varying carpet weights to fit your level of comfort and durability or stand out with vinyl and turf.

Continue reading for more detail on each flooring option.

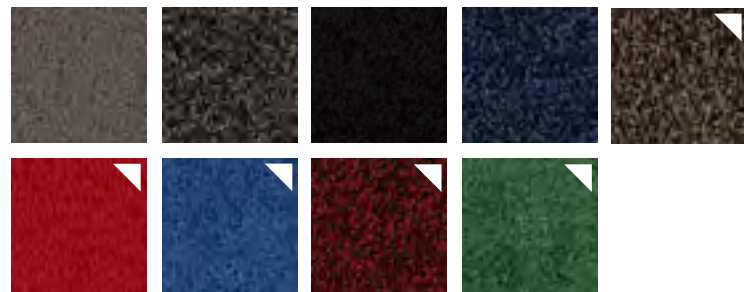
Be sure to order before the discount deadline!

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

▼ = Available only before the discount deadline

Classic Collection

16oz carpet



Designer Plus Collection

30oz carpet

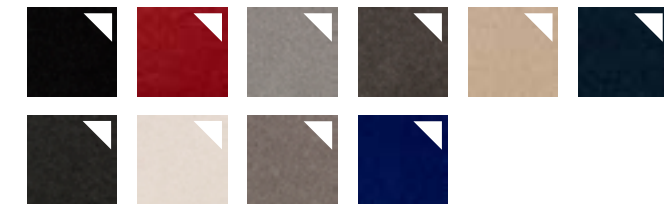
NEW



Supreme Collection

45oz carpet

NEW



Expo Flex Collection

10ft vinyl

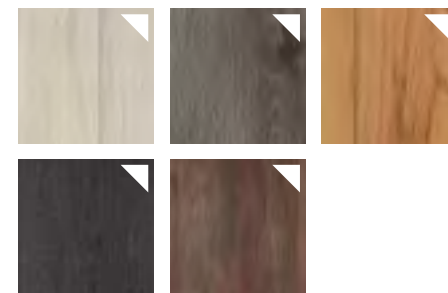
NEW



Event Flex Collection

12ft vinyl

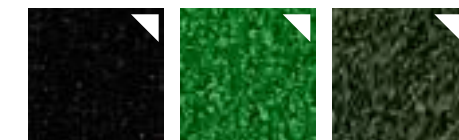
NEW



Riviera + Parkside Collections

Turf

NEW



Classic Collection

16oz

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

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



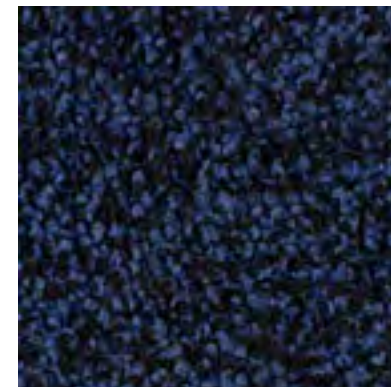
Gray



Tuxedo



Black



Midnight



Blue



Red

▽ = Available only before the discount deadline

Custom Cut Classic Collection

16oz

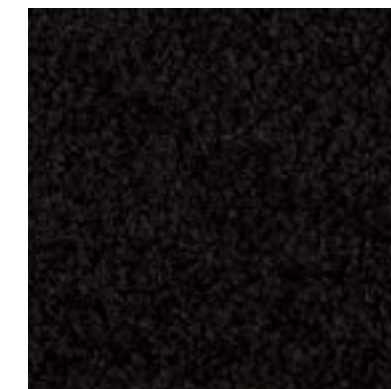
- 10ft width and custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- Exhibit spaces are protected with Visqueen plastic floor covering
- For extra comfort, add padding for an additional fee



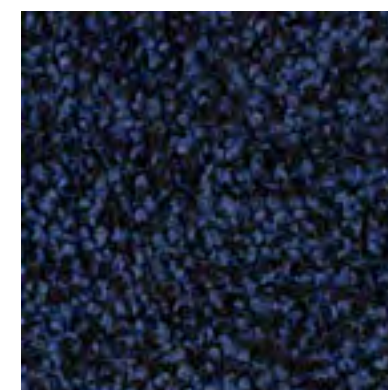
Gray



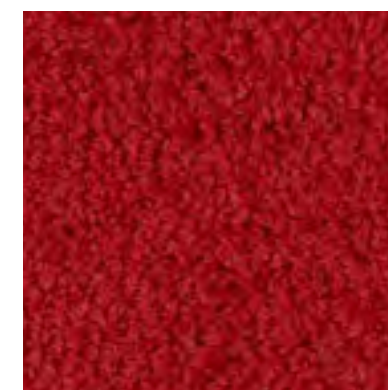
Tuxedo



Black



Midnight



Red



Blue



Latte



Red Pepper



Green

▼ = Available only before the discount deadline

NEW

Designer Plus Collection

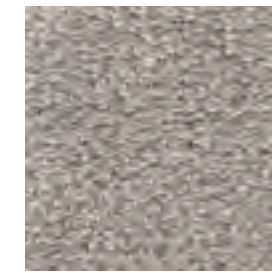
30oz

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

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



Black



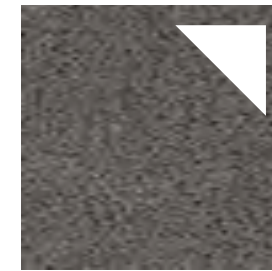
Grey Pearl



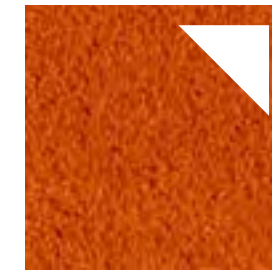
Red



Navy



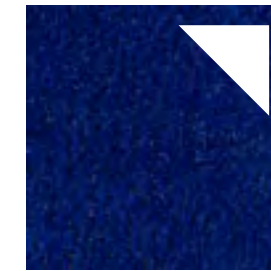
Lava Rock



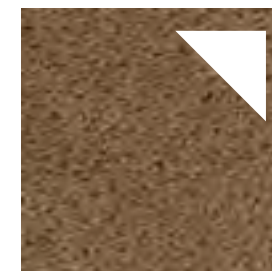
Paprika



Graphite



Royal Blue



Silky Beige



Ivory



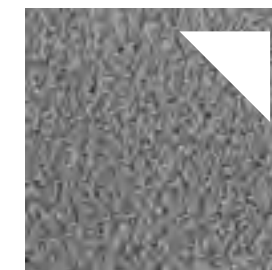
Smoke



Sword



White



Silver Cloud

▼ = Available only before the discount deadline

NEW

Supreme Collection

45oz

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



Black



Red



Silver Cloud



Navy



Charcoal



Reflex Blue



Cream



Silver Mist



Smoke



White

▼ = Available only before the discount deadline

Ordering after the discount deadline? Don't fret.

You can select from these options.

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

Classic Collection

16oz



Gray



Tuxedo



Black



Midnight

Custom Cut Classic Collection

16oz



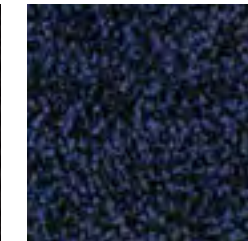
Gray



Tuxedo



Black



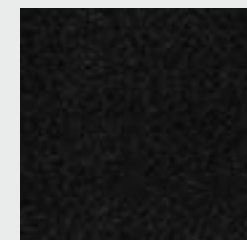
Midnight



Red

Designer Plus Collection

30oz



Black



Gray Pearl



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

Now offering vinyl and turf flooring solutions.

NEW

Expo Vinyl Collection

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



Birch



Light Maple



Dark Maple



Ash



Smoke

▼ = Available only before the discount deadline

NEW

Event Flex Collection

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



Whitewood



Silverwood



Dark Maple



Blackwood



Barnwood

▼ = Available only before the discount deadline

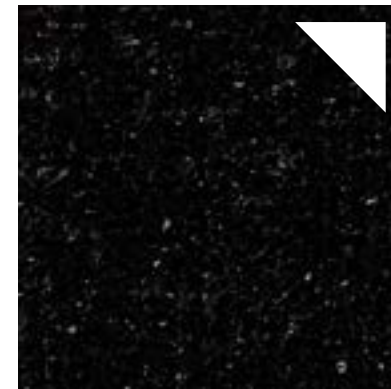
NEW

Turf

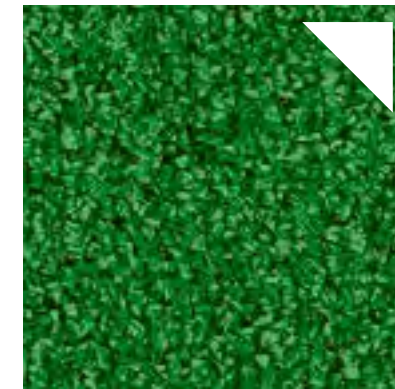
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

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

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

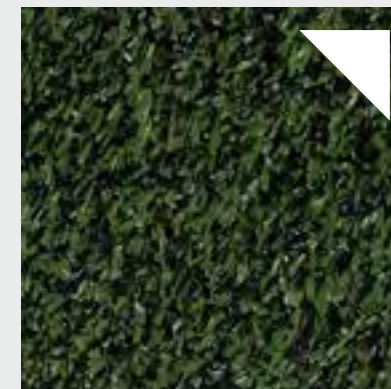


Riviera Black



Riviera Green

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



Parkside Green

▼ = Available only before the discount deadline

Want to take your flooring to the next level?

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

Contact solutions@freeman.com



Freeman¹

Order before the discount deadline.

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

freeman.com/find-show

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



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NAME OF SHOW: **Innovations In Process Engineering 2022 / June 21-22, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online Price by ordering at www.freeman.com/store by **MAY 23, 2022**.

FLOORING

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

10' Classic Carpet, Padding & Plastic Covering

CHOOSE YOUR CARPET COLOR:

- Black Blue* Gray Midnight Blue Red* Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 260.00	\$ 286.00	\$ 364.00	_____
_____	10' x 20' Classic Carpet	\$ 520.00	\$ 572.00	\$ 728.00	_____
_____	10' x 30' Classic Carpet	\$ 780.00	\$ 858.00	\$ 1,092.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 160.00	\$ 176.00	\$ 224.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 320.00	\$ 352.00	\$ 448.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 480.00	\$ 528.00	\$ 672.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 320.00	\$ 352.00	\$ 448.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 640.00	\$ 704.00	\$ 896.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 960.00	\$ 1,056.00	\$ 1,344.00	_____
_____	Plastic Covering (price per sqft).....	\$.90	\$ 1.00	\$ 1.25	_____

Custom Cut Classic Carpet

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

CHOOSE YOUR CARPET COLOR:

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 5.20	\$ 5.70	\$ 7.30	_____

Vinyl*

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

10 ft Expo Event Vinyl, choose your flooring color:

- Ash Birch Dark Maple Light Maple Smoke

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 7.80	\$ 8.60	\$ 10.90	_____

12 ft Event Flex Vinyl, choose your flooring color:

- Barnwood Blackwood Dark Maple Silverwood Whitewood

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 9.75	\$ 10.75	\$ 13.65	_____

NAME OF SHOW: **Innovations In Process Engineering 2022 / June 21-22, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____



Upgraded Carpet*

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

30 oz Designer Plus Carpet, choose your carpet color:

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

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 6.20	\$ 6.80	\$ 8.70	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 5.60	\$ 6.15	\$ 7.85	_____

45 oz Supreme Carpet, choose your carpet color:

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

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 7.10	\$ 7.80	\$ 9.95	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 6.40	\$ 7.05	\$ 8.95	_____



Carpet Padding

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

• Order padding by the sqft if your size is not listed on the standard size order form.

Carpet Padding- Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 1.60	\$ 1.75	\$ 2.25	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 1.45	\$ 1.60	\$ 2.05	_____

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

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 3.20	\$ 3.50	\$ 4.50	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 2.90	\$ 3.20	\$ 4.05	_____

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

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____ sqft			\$ 4.70	\$ 5.15	\$ 6.60	_____

Turf*

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

Riviera Turf, choose your color:

- Black Ivy Green

Riviera Turf - Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____ sqft			\$ 5.70	\$ 6.25	\$ 8.00	_____

Parkside Turf, choose your color:

- Green

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

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____ sqft			\$ 11.70	\$ 12.85	\$ 16.40	_____

TOTAL COST

Total Cost = \$ _____

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



(888) 508-5054
 Fax: (469) 621-5605

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

Submit order forms [here](#).

NAME OF SHOW: **Innovations In Process Engineering 2022 / June 21-22, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

CLEANING SERVICES

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

VACUUMING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time68	.95	_____
_____	610200	Booth Vacuuming - 2 Days	1.36	1.90	_____

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

SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.41	1.95	_____

FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time78	1.10	_____
_____	690200	Floor Surface Cleaning - 2 Days	1.56	2.20	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sqft.	179.45	251.25	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	195.40	273.55	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	257.10	359.95	_____

• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

TOTAL COST
Total Cost = \$ _____
<small>Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.</small>

cleaning

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



NAME OF SHOW: **Innovations In Process Engineering 2022 / June 21-22, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Discount Price by ordering at www.freeman.com/store by **MAY 23, 2022**.

GRAPHICS

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft

_____ sqft \$ 28.70 per sqft discount price
 x or = \$ _____
 \$ 43.05 per sqft standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

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

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

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____	82.35	123.55 =	_____
7" x 22" _____	84.40	126.60 =	_____
7" x 44" _____	90.80	136.20 =	_____
9" x 44" _____	101.25	151.90 =	_____
11" x 14" _____	107.65	161.50 =	_____
14" x 22" _____	118.25	177.40 =	_____
14" x 44" _____	153.80	230.70 =	_____
22" x 28" _____	167.70	251.55 =	_____
28" x 44" _____	237.60	356.40 =	_____
20" x 60" _____	340.00	510.00 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST

Total Cost = \$ _____

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

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

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

Union Jurisdictions for Miami, Florida

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local 1175 Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

TIPPING

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. FREEMAN cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

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.



01/17 | 55774

NAME OF SHOW: **Innovations in Process Engineering 2022 / June 21-22, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 4:30 PM Monday through Friday.....	\$138.50	\$194.00
Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday	\$277.00	\$388.00
6:00 AM to 12:00 Midnight Saturday and Sunday		

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

installation & dismantle labor

NAME OF SHOW: **Innovations in Process Engineering 2022 / June 21-22, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

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

Other Carrier:
 Carrier Name: _____
 Carrier Phone: _____
 Arrangements for pick-up by other carriers is the responsibility of the
 exhibitor.

Select Level of Service:

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 PM second business day
- Deferred: Delivery within 3-5 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

- Have loading dock
- Inside delivery
- Pad wrap required
- Do not stack
- Lift gate required
- Air ride required
- Residential

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

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

installation & dismantle labor



(888) 508-5054
 Fax: (469) 621-5605

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

Submit order forms [here](#).

NAME OF SHOW: **Innovations in Process Engineering 2022 / June 21-22, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 4:30 PM Monday through Friday
Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday, all day Saturday and Sunday

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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$259.25	\$363.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$399.75	\$559.75
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$337.25	\$472.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$477.75	\$669.00
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$368.25	\$515.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$508.75	\$712.25
304040	Forklift w/operator - 4-Stage - ST.....	\$274.00	\$383.75
304041	Forklift w/operator - 4-Stage - OT.....	\$414.50	\$580.50
RIGGING LABOR			
3020100	Rigger - ST.....	\$140.75	\$197.25
3020101	Rigger - OT.....	\$281.50	\$394.25
EQUIPMENT			
3090600	Forklift Cage.....	\$69.00	
3090700	Forklift Boom.....	\$69.00	
3090800	Pallet Jack.....	\$90.50	

INSTALLATION

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

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

DISMANTLE

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

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

forklift & rigging labor



FLORAL EXPOSITIONS

1264 La Quinta Drive, Suite D Orlando, FL 32809
Email: orders@floralexpo.net Phone: 407-855-0339

PROFESSIONAL FLORAL (A TO Z): ORDER ON PAGE 4

*Discount pricing only applies to orders received and paid in full thirty days prior to the show

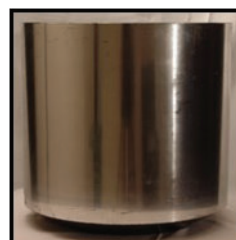
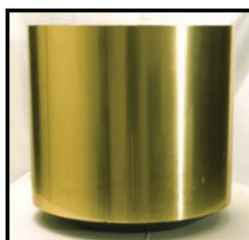
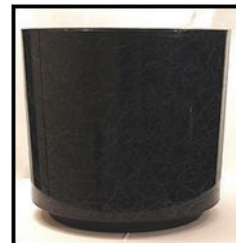
GREEN PLANTS 3' - 8': ORDER ON PAGE 5



BLOOMING, FERNS, IVY & POTHOS: ORDER ON PAGE 4

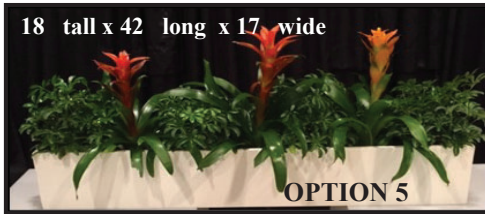


SPECIALTY CONTAINERS: ORDER ON PAGE 4



***Discount pricing only applies to orders received and paid in full thirty days prior to the show**

SPECIALTY DESIGNS: ORDER ON PAGE 5



CONTACT OUR DESIGN TEAM FOR CONCEPT DESIGNS



***Discount pricing only applies to orders received and paid in full thirty days prior to the show**

<u>PROFESSIONAL FLORAL</u>	OPTION A TO Z	Cost	Quantity	Total
FRESH FLORAL (1 thru 12)				
FRESH FLORAL (1 thru 12)				
FRESH FLORAL (1 thru 12)				
Custom Fresh Floral Design	Include picture, color scheme and size			
Clear Bubble Bowl	8" For Business Cards	\$30.00		

**Customized floral arrangements for hospitality suites, luncheons and banquets available.
Please reach out to our design team to get a quote!**

<u>GREEN PLANTS</u>		*Discount Price	Standard Price	Quantity	Total
3' GREEN PLANT		\$45.00	\$58.00		
4' GREEN PLANT		\$55.00	\$72.00		
5' GREEN PLANT		\$65.00	\$85.00		
6' GREEN PLANT		\$75.00	\$98.00		
7' - 8' TREES		\$16 a foot	\$22 a foot		

Standard containers come with all plant orders. Indicate preference: **Black** _____ **White** _____
Please Call for Specialty Requirements on Exterior Plants, Large Trees, Andonidia Palms, Topiaries and More

<u>LOW PLANTS</u>	COLOR/TYPE	*Discount Price	Standard Price	Quantity	Total
GROUND COVERAGE	Ferns ___ Ivy ___ Pothos ___	\$35.00	\$45.00		
MUMS	Yellow ___ White ___ Seasonal Color ___	\$25.00	\$32.00		
BROOMELIADS	Red ___ Orange ___ Yellow ___	\$35.00	\$45.00		
AZALEAS	Red ___ White ___ Pink ___	\$35.00	\$45.00		
SEASONAL BLOOMING	Available Upon Request	Please Call			

Please pre-order to insure availability

<u>UPGRADED CONTAINER SELECTION</u>		*Discount Price	Standard Price	Quantity	Total
SMALL MARBLE CONTAINER	For Blooming	\$10.00	\$13.00		
MEDIUM MARBLE CONTAINER	For 3' - 4' Plants	\$15.00	\$20.00		
LARGE MARBLE CONTAINER	For 5' - 7' Plants	\$25.00	\$32.00		
MARBLE PEDESTALS		\$125.00	\$162.00		
LARGE BLACK OR WHITE URN	Please Call for Pricing & Availability				

*Discount pricing only applies to orders received and paid in full thirty days prior to the show

SPECIALTY DESIGNS		*Discount Price	Standard Price	Quantity	Total
ORCHID DESIGN	OPTION 1	\$85.00	\$110.00		
ORCHID DESIGN	OPTION 2	\$115.00	\$150.00		
PLANTED GARDEN	OPTION 3	\$295.00	\$385.00		
PLANTED GARDEN	OPTION 4	\$230.00	\$299.00		
PLANTED GARDEN	OPTION 5	\$250.00	\$325.00		
PLANTED GARDEN	OPTION 6	\$250.00	\$325.00		

	TOTALS
DELIVERY/MAINTENANCE	\$20.00
SUBTOTAL	
SALES TAX 6.5%	
GRAND TOTAL	

**RETURN THIS FORM WITH YOUR PAYMENT TO
FLORAL EXPOSITIONS INC.**

SHOW NAME: _____

LOCATION: _____

SHOW DATES: _____ BOOTH#: _____

BOOTH REPRESENTATIVE: _____

ONSITE PHONE#: _____

COMPANY _____

CC BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE#: _____

AUTHORIZED SIGNATURE: _____

EMAIL ADDRESS: _____

Credit Card#: _____

Expiration Date: _____ Security Code (CVV)#: _____

Name of Credit Card Holder: _____

*If tax exempt, you must include your tax-exempt form for the state in which the show is being held.

**EXHIBITOR - PLEASE RETAIN A PHOTOCOPY FOR YOUR FILES
CALL US 407-855-0339 or EMAIL US orders@floralexpo.net**

Custom Floral, Planters, Living Walls and more are available thirty days prior to your show. Please email us your booth rendering and we will happily discuss pricing for your custom ideas, as well as, offer unique design suggestions.

_____ Please have a designer see us at our booth Date/Time _____ Representative _____

All material and plants are rental items only. Items missing from your booth upon dismantle are the responsibility of the exhibitor and additional charges may be applied. All pricing above includes servicing throughout the show and removal at end of show. The availability of some items is subject to season and geography. All orders must be paid in full prior to show date. Adjustments cannot be made after the close of show. Orders cannot be canceled thirty days prior to the show.

***Discount pricing only applies to orders received and paid in full thirty days prior to the show**