



## WEFTEC 2023 Exhibitor Service Manual

Conference: September 30 – October 4, 2023

Exhibition: October 2 – 4, 2023

Location: McCormick Place, North & South Buildings

Exhibit Hours	October 2 – 3 8:30AM – 5:30PM
	October 4 8:30AM – 3:30PM

Exhibit Booth Personnel can enter the exhibit hall each day beginning at 7:00 AM.

*Note: Entrance limited to Exhibit Booth Personnel only – no other badge type is permitted.*

### **INCLUDED** in exhibit booth:

- Access to registrant list (does not include email addresses) once space is fully paid
- Online access to the proceedings
- Profile listing in WEFTEC online planner and mobile app
- Company listing in Conference Announcement
- Company listing in official Conference Program and Exhibitor Directory (Onsite Guide)
- Free Customer Invitation Program from Feathr, including e-mail signature, landing page, social media-ready templates, and e-mail templates
- Pre-show webinars to help you prepare and be successful at WEFTEC
- Exhibit booths 100 square feet – 300 square feet:
  - 8-foot-tall back wall of gray drape; 3-foot-tall side wall of gray drape

### **REQUIRED** in exhibit booth:

- Carpet or flooring
  - Throw rugs, outdoor rugs, sheets, blankets, etc. are not acceptable forms of flooring. Exhibit booths that do not meet the carpet or flooring requirements will have carpet installed by Freeman at the cost of the exhibitor.

### **NOT INCLUDED** in exhibit booth:

- Carpet/flooring
- Furniture
- Electricity
- Lead Retrieval
- Cleaning

### **DISPLAY GUIDELINES**

All WEFTEC exhibitors are required to adhere to the [IAEE Guidelines for Display Rules and Regulations](#). A complete set of WEFTEC Display Guidelines can be found on the [Exhibitor Toolkit](#) or in the [Exhibitor Dashboard](#).

Any questions about Display Guidelines can be addressed to [expoinfo@wef.org](mailto:expoinfo@wef.org).

## SHIPPING

Advance to Warehouse	Show Site
First day for deliveries: August 28, 2023	First day for deliveries: September 27, 2023
Last day for deliveries (without an additional charge): September 20, 2023	Shipments arriving before September 27 will be refused by the facility
Freeman warehouse will be closed July 4, 2023	
To: (Exhibiting Company Name / Booth #) WEFTEC 2023 C/O Freeman 2500 West 35th Street Chicago, IL 60632	To: (Exhibiting Company Name / Booth #) WEFTEC 2023 C/O Freeman McCormick Place 2301 S. Lake Shore Drive Chicago, IL 60616

## MOVE-IN

Wednesday, September 27 – Friday, September 29	Targeted Exhibitors Only – See Target Move-In Schedule	7:30AM – 5:00PM
Saturday, September 30	All Exhibitors	7:30AM – 5:00PM
Sunday, October 1	All Exhibitors	7:30AM – 4:00PM*

*\*Entry into the exhibit halls will stop at 4:00PM on Sunday, October 1. Exhibitors who are in the exhibit halls at 4:00PM can stay and continue work. No one can enter the exhibit halls after 4:00PM.*

## EXHIBITION HOURS

Monday, October 2	Exhibit Hall Open	8:30AM – 5:30PM
	Exhibition Power Hours	10:30AM - 12:00PM
Tuesday, October 3	Exhibit Hall Open	8:30AM – 5:30PM
	Exhibition Power Hours	10:30AM - 12:00PM
Wednesday, October 4	Exhibit Hall Open	8:30AM – 3:30PM

## MOVE-OUT

Wednesday, October 4	All Exhibitors	3:30PM* – 9:30PM
Thursday, October 5	All Exhibitors	7:30AM – 5:00PM
Friday, October 6	All Exhibitors	7:30AM – 5:00PM

*\*Exhibitors who tear-down/move-out prior to 3:30PM will be subject to a loss of one (5) Priority Point.*

## CONTACT INFORMATION

Email: [expoinfo@wef.org](mailto:expoinfo@wef.org)

Phone: 703.684.2443

**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 back drape, 3' high gray side drape. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Featured Specialty Pavilions: areas include the Drinking Water, Drone, Innovation, Intelligent Water, Cyber-security, and Stormwater. Each 10' x 10' booth in these pavilions will be set with 8' high blue drape and 3' high blue side drape.

The Pavilion area booths are not carpeted; exhibitors are required to have flooring. The aisles will be carpeted in midnight blue (blue and black speckles). Booths in the Discovery Zone and those in the Innovation Showcase are carpeted.

Please note that electrical service is not included but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and onsite charges will apply if the electrical service is utilized without an order on file.

**NOTE: All Exhibitor Appointed Contractors (and Third Party Vendors) will be required to maintain their equipment within the confines of their clients space**

**EXHIBIT HALL CARPET**

The exhibit area is not carpeted. The aisles will be carpeted in tuxedo (white and black speckles). Show Management requires all exhibitors provide flooring for their booth.

**DISCOUNT PRICE DEADLINE DATE**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **August 30, 2023**.

**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's FAQ page](#).

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

\*Please see Targeted Move-in schedule for your exact move-in date and time.

Wednesday	September 27, 2023	7:30 AM - 5:00 PM
Thursday	September 28, 2023	7:30 AM - 5:00 PM
Friday	September 29, 2023	7:30 AM - 5:00 PM
Saturday	September 30, 2023	7:30 AM - 5:00 PM
Sunday	October 01, 2023	7:30 AM - 4:00 PM

\*All exhibits must be fully installed by 4:00 PM Sunday, October 1, 2023.

Note: Overtime rates will apply before 8:00 AM and after 5:00 PM during move-in and all day Saturday, September 30, 2023. Double Time rates will apply all day on Sunday, October 1, 2023.

**EXHIBIT HOURS**

Monday	October 02, 2023	8:30 AM - 5:30 PM
Tuesday	October 03, 2023	8:30 AM - 5:30 PM
Wednesday	October 04, 2023	8:30 AM - 3:30 PM

**EXHIBITOR MOVE-OUT**

Wednesday	October 04, 2023	3:30 PM - 9:30 PM
Thursday	October 05, 2023	7:30 AM - 5:00 PM
Friday	October 06, 2023	7:30 AM - 5:00 PM

Freeman will begin returning empty containers once the aisle carpeting is removed from the exhibit floor .

## DISMANTLE AND MOVE-OUT INFORMATION

- No exhibitor may break down their exhibit booth prior to 3:00 PM, on Wednesday, October 04. Exhibitors who break down early will be penalized with the loss of one priority point.
- All exhibitor materials must be removed from the exhibit facility by Friday, October 06, 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 Friday, October 06, 2023 at 10:00 AM. 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.

## EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 AM - 5 PM 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.

## POST SHOW PAPERWORK AND LABELS

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

## EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

## SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

[Contact Us](#)

## FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183

International Shipping Services or fax (469) 621-5810 or

Exhibit.Transportation@freeman.com

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by August 30, 2023. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

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

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

## SHIPPING INFORMATION

### Warehouse Shipping Address:

Exhibiting Company Name / Booth #

**WEFTEC 2023**

C/O Freeman

2500 West 35th Street

Chicago, IL 60632

Freeman will accept crated, boxed or skidded material beginning Monday, August 28, 2023 at the above address. Material arriving after September 20, 2023 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 x 92"L. 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. **The Freeman Warehouse will be closed September 4, 2023 for Labor Day.**

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
**WEFTEC 2023**  
 C/O Freeman  
 McCormick Place  
 2301 S. Lake Shore Drive  
 Chicago, IL 60616

**NOTE: All trucks should check-in at the McCormick Place Marshalling Yard on Moe Drive (See enclosed map.)**

**Please note that all vehicles delivering materials to McCormick Place must report to the Marshalling Yard at 3050 S. Moe Drive, Chicago, IL 60616, to obtain a dock pass.**

**This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area (see enclosed map).**

**No vehicle will be allowed to the dock area without a pass.**

Freeman will receive shipments at the exhibit facility beginning Wednesday, September 27, 2023. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

**Please note: Any 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.

**MARSHALLING YARD**

McCormick Place requires payment of a fee of \$25.00 for all trucks to enter the McCormick Place Marshalling Yard. This fee must be paid by the driver at the entrance to the Marshalling Yard. The fee can be paid with a major credit card or debt card only. Checks and cash are not accepted, and this fee cannot be paid in advance. Please be sure to alert your non-courier freight transportation provider. Fee is subject to change. Call (312) 808-3023 with any questions or for directions.

**The Marshalling Yard closes around 2:30 PM daily. Please note these hours are subject to change. Contact our Exhibitor Support Department at 888-508-5054 if you have any questions or concerns.**

**PURCHASE TERMS**

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

**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. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the order form under Display Labor for Straight time and Overtime hours.

**CLEANING SERVICE**

FREEMAN is the exclusive contractor. No other cleaning service, including exhibitor-appointed contractors or installation and dismantle companies, will be allowed to perform this service.

**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 SERVICE

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 service you may contact Exhibitor Support at (888) 508-5054 US & Canada.

### HELPFUL HINTS

#### SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by August 30, 2023.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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 that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (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

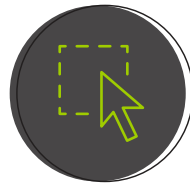
**Rent rather than buy carpet** to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

### Option 2 Color

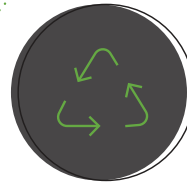
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



# 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

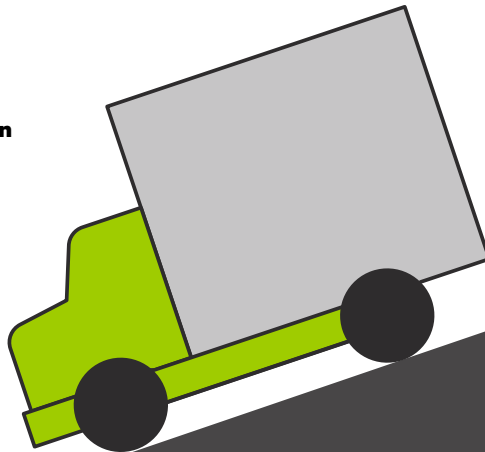
### shipping out

**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.

# 7

## MOVE OUT

### train your team

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



**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

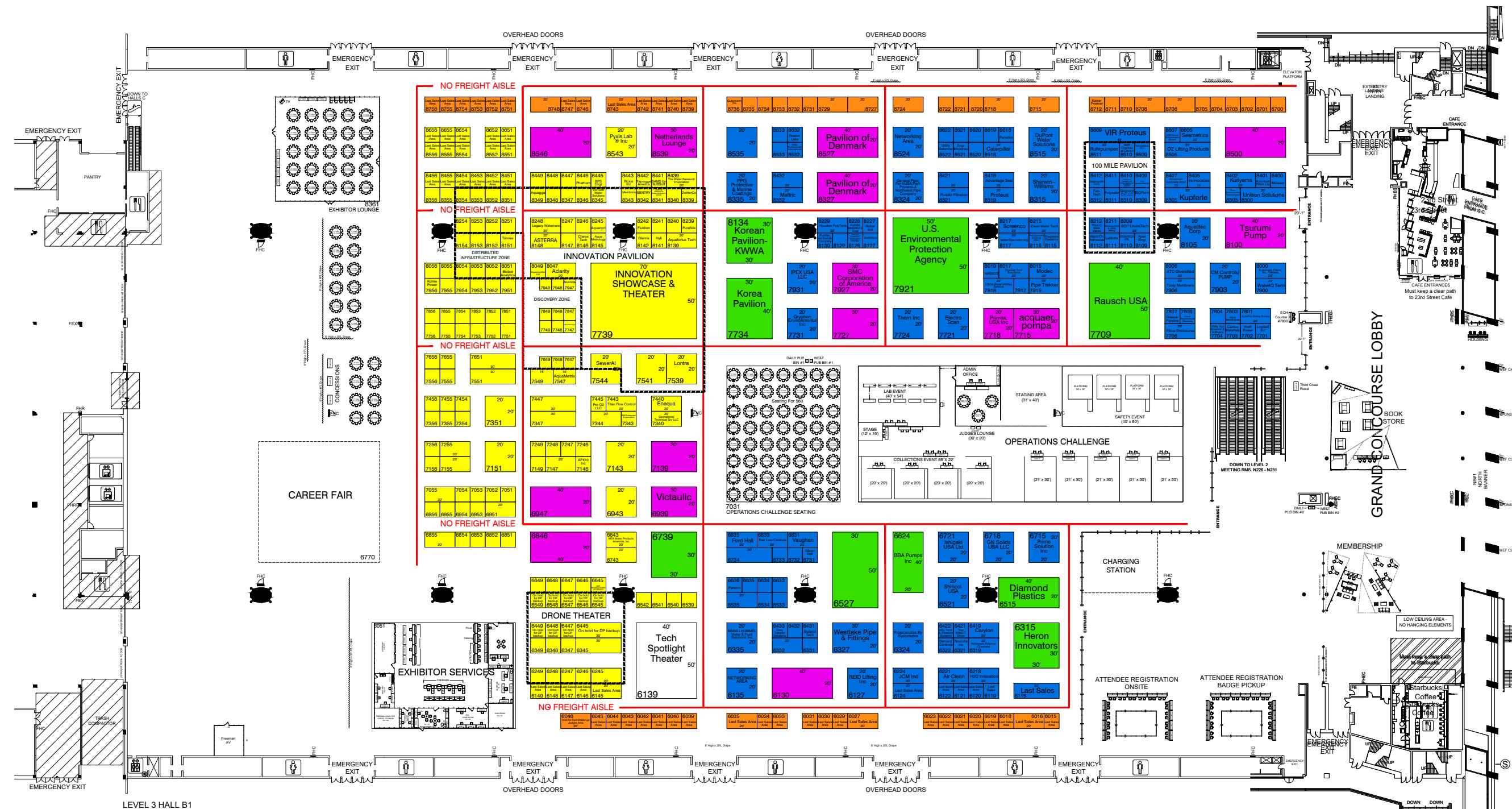
**Plastics:** Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylics) clear, smoked, or tinted; Visqueen used to protect flooring

**Metal:** Aluminum cans/ steel banding

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

**Wood:** Non-laminate wood





**TARGET MOVE-IN DATES**

- SEPTEMBER 27, 2023  
**7:00 AM**
- SEPTEMBER 27, 2023  
**11:00 AM**
- SEPTEMBER 28, 2023  
**7:00 AM**
- SEPTEMBER 28, 2023  
**11:00 AM**
- SEPTEMBER 29, 2023  
**8:00 AM**

**FREIGHT TARGET MOVE-IN SCHEDULE FOR DELIVERIES MADE DIRECT TO THE CENTER**

This schedule refers to the time your freight carrier has been assigned to check-in at the Marshalling Yard and placed in line for unloading. This schedule is for the move-in of your exhibit and display equipment. You are not required to begin setting your display at this time. If you can not adhere to your assigned target date and wish to request a change, please contact Lisa McGuinness (773) 473-7436

**Note:**  
 For freight target changes submit to: [freemanchicago-targetchanges@freemanco.com](mailto:freemanchicago-targetchanges@freemanco.com)  
 For crane rigging submit to: [mike.duncan@freemanco.com](mailto:mike.duncan@freemanco.com)

**WEFTEC**  
**10/02/23 - 10/04/23**  
 MCCORMICK PLACE - NORTH BLDG, HALL B  
 CHICAGO, IL



**TARGET MOVE-IN DATES**

- SEPTEMBER 27, 2023  
**7:00 AM**
- SEPTEMBER 27, 2023  
**11:00 AM**
- SEPTEMBER 28, 2023  
**7:00 AM**
- SEPTEMBER 28, 2023  
**11:00 AM**
- SEPTEMBER 29, 2023  
**8:00 AM**

**FREIGHT TARGET MOVE-IN SCHEDULE FOR DELIVERIES MADE DIRECT TO THE CENTER**

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**Note:**  
For freight target changes submit to: [freemanchicago-targetchanges@freemanco.com](mailto:freemanchicago-targetchanges@freemanco.com)  
For crane rigging submit to: [mike.duncan@freemanco.com](mailto:mike.duncan@freemanco.com)

**WEFTEC**  
**10/02/23 - 10/04/23**  
MCCORMICK PLACE - SOUTH BLDG, HALL A  
CHICAGO, IL



**Disclaimer** - This floor plan is preliminary and subject to change pending review and official approval by all authorities having jurisdiction. Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimension and locations. © Copyright 2023, Freeman, all rights reserved. **Confidential and Proprietary** - the information contained herein is the proprietary information of Freeman and by accessing the information, the recipient agrees to keep the information confidential and not disclose it to any third party without the prior consent of Freeman. Recipient also agrees to only use the information for its internal evaluation purposes and for no other purpose, without the prior consent of Freeman.

Drawing Started: 5/4/2023	Acct. Sales: BRIAN ANDERSON	Revision Date: 5/4/2023	Line Item: <b>#10559990</b>
Started By: JULIO PANTOJA, CHICAGO	Account Mgmt.: BRIAN ANDERSON	Revised By: Julio Pantoja, Chicago	Scale: CUSTOM

## 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/512687>

### 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



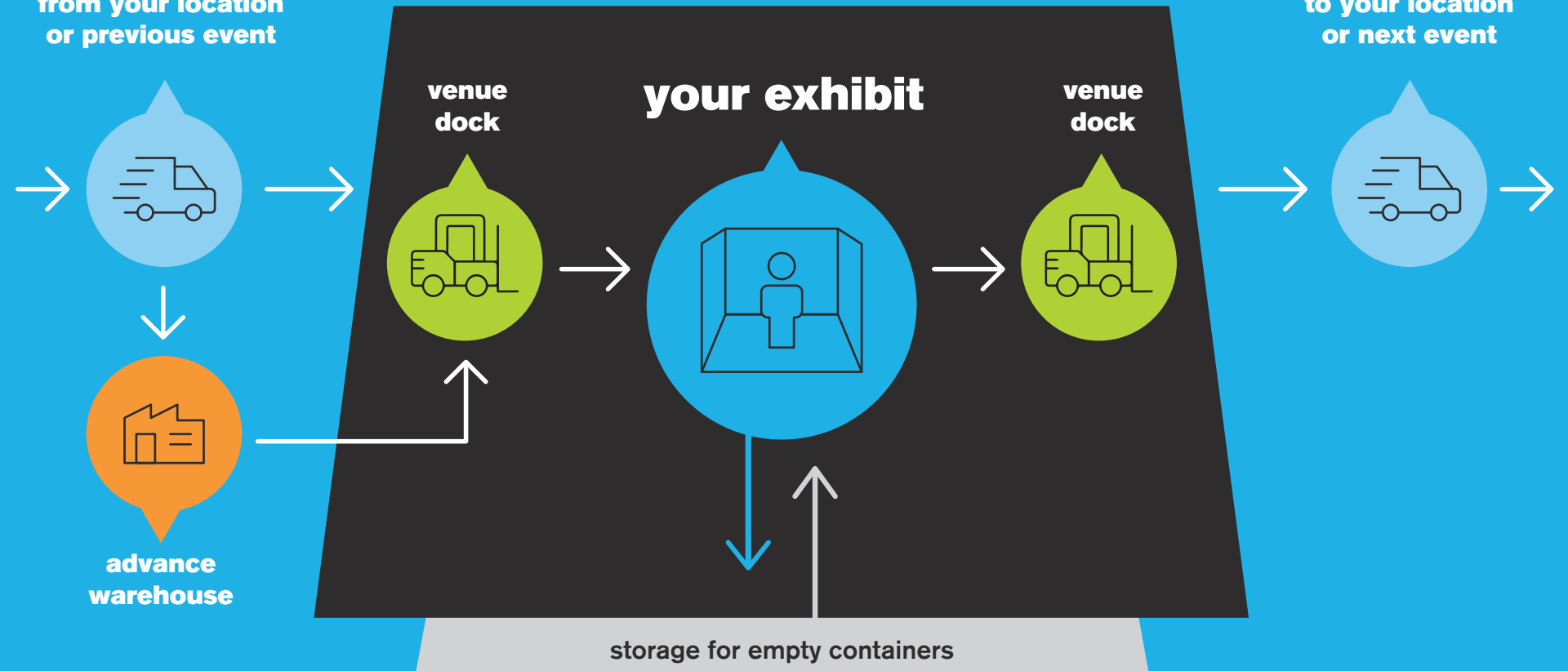
*shipping*

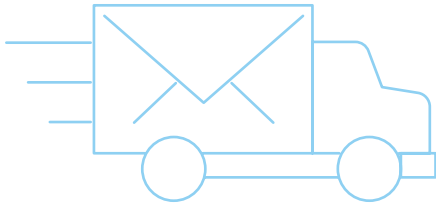
transport to the venue's shipping  
dock then from the shipping dock to  
the next event or customer location



*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.



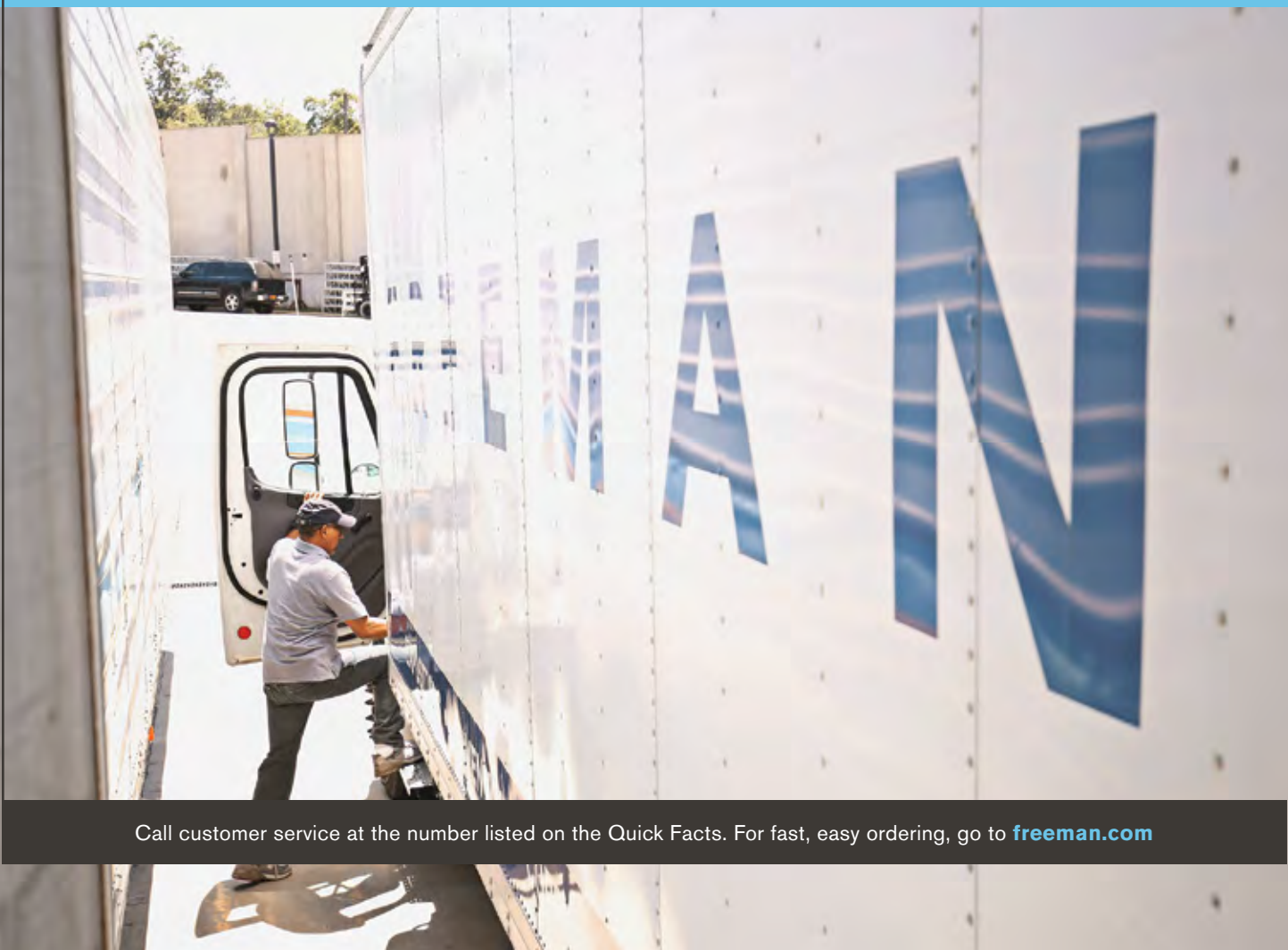
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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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](http://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

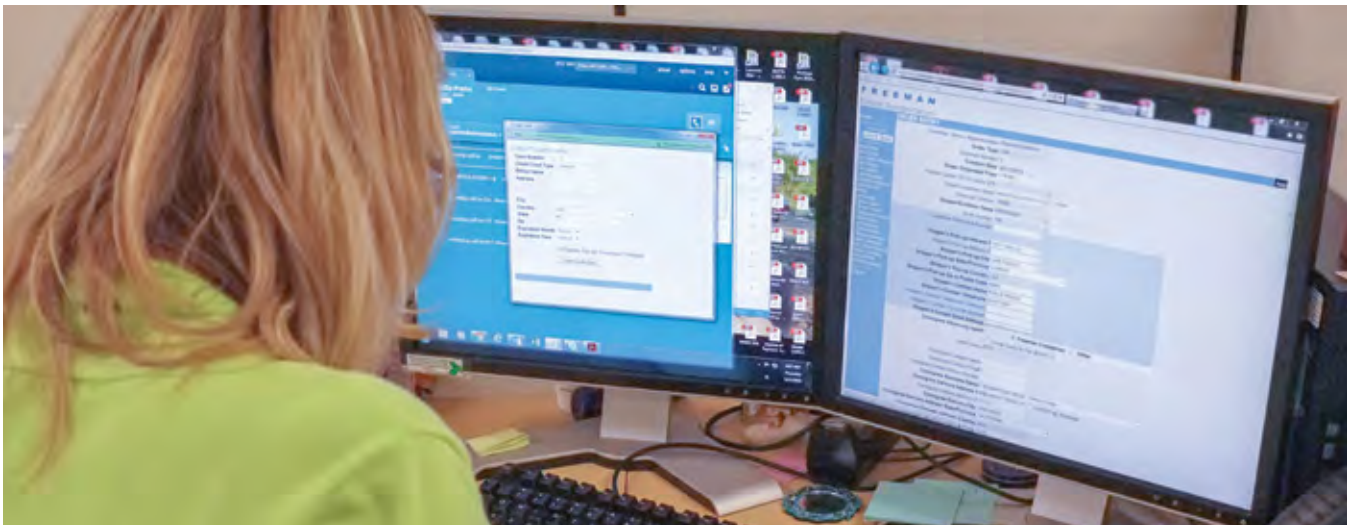
### Questions?

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**





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

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



NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://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 #**

**WEFTEC 2023**

C/O: Freeman  
 2500 W 35th St  
 Chicago , IL 60632

MUST BE DELIVERED BY SEPTEMBER 20, 2023

I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**

**WEFTEC 2023**

C/O: Freeman  
 McCormick Place  
 2301 S Lake Shore Dr  
 Chicago , IL 60616

CANNOT BE DELIVERED BEFORE SEPTEMBER 27, 2023

**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](mailto: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 # (512687) \_\_\_\_\_

exhibit transportation



# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at [www.freeman.com](http://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**..... \$ **1.50 per pound**

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

**Material Handling - After Deadline** ..... \$ **1.87 per pound**

Rate applies to shipments arriving at the warehouse after **September 20, 2023**.

**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 **August 28, 2023**.
- Warehouse address: **Exhibiting Company Name / Booth #**  
**WEFTEC 2023**  
**C/O Freeman**  
**2500 West 35th Street**  
**Chicago, IL 60632**
- 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 x 92"L.

**Show Site:**

- Show site receiving begins on **September 27, 2023**.
- Show Site address: **Exhibiting Company Name / Booth #**  
**WEFTEC 2023**  
**McCormick Place**  
**C/O Freeman**  
**2301 S. Lake Shore Drive**  
**Chicago, IL 60616**

\* Adherence to your assigned move-in target date is required. Not adhering to your assigned target date will result in delays for your delivering carrier in the marshalling yard, with potential wait time charges from your carrier, and delay the delivery of freight to your booth. Additional charges may apply.

**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

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.

**MACHINERY HANDLING**

Freeman is the exclusive provider of machinery handling services. Rates include unloading your machinery at show site, delivery to the designated booth, and removal from the booth for reloading onto outbound carriers. Handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive machinery handling services.

**RATES**

Machinery Handling - 0 - 5,000 lbs.....	\$ 0.69 per pound
Machinery Handling - 5,001 - 10,000 lbs.....	\$ 0.64 per pound
Machinery Handling - 10,001 lbs and Above.....	\$ 0.60 per pound

**IMPORTANT SHIPPING INFORMATION**

**General Information**

- Rates above apply to machinery with proper lifting bars, points, hooks, or machinery that is skidded or crated which may be moved on or off the loading dock, vehicle or show floor by a forklift with NO special handling required. Forklift lifting points must be clearly marked. This does not apply to display materials.
- If it is necessary to unskid the machine before removing it from the container, labor and equipment charges will be added to the stated rates. **Please refer to the "Forklift & Rigging Labor Order Form".**
- Certified weight tickets are required. Separate weight for display materials and machinery equipment are required. If the weight is not separated and/or materials are not identified properly, the Material Handling rate will prevail.
- Freeman retains the right to determine whether or not the materials qualify for the machine rate.
- Machinery will be spotted with a 6" tolerance one time after removal from the truck, provided the following conditions are met:
  1. The exhibitor, or his representative, must be present to supervise the spotting.
  2. The area within the booth is clearly marked to indicate the machine's position.
  3. No rigging, bolting or unbolting, un-skidding or attaching to other equipment must be performed.
  4. Vehicles must be checked in no later than 2:00 pm to be unloaded by 5:00 pm. Vehicles checking in after 2:00 pm cannot be guaranteed unloading prior to 5:00 pm.

**Freeman Exhibit Transportation**

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.

**Show Site**

- Please note that machinery shipments will not be accepted at the warehouse. All machinery shipments should be sent directly to show site.
- Show site receiving begins on **September 27, 2023.**
- Show Site address: **Exhibiting Company Name / Booth #**  
**WEFTEC 2023**  
**McCormick Place**  
**C/O Freeman**  
**2301 S Lake Shore Drive**  
**Chicago, IL 60616**
- Adherence to your assigned move-in target date is required. Not adhering to your assigned target date will result in delays for your delivering carrier in the marshalling yard, with potential wait time charges from your carrier, and delay the delivery of freight to your booth. Additional charges may apply.

**Outbound:**

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

NAME OF SHOW: **WEFTEC 2023/October 2 - 4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## MOBILE UNIT & VEHICLE SPOTTING

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

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels

Motorized Vehicles are defin d as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles into and out of the exhibit areas or have Freeman supply an operator when available.

Each vehicle shall comply with the following:

1. Batteries should be disconnected in an approved manner.
2. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
3. Fuel tank openings shall be locked and sealed to prevent escape of vapors.
4. No leaks underneath vehicles.
5. At least 36" clear access or aisles must be maintained around the vehicle.
6. Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

### SPOTTING FEES

Mobile Units \* ..... \$618.50 per unit (round trip)

Motorized Vehicles..... \$618.50 per unit (round trip)

**\* Note:** If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is utilized to push the equipment to the booth, a one hour rigging labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift & Rigging Labor Order Form for rates.

Number of units: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions of Largest Unit:

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Will you require a crane or forklift? \_\_\_\_\_

(\*See Forklift & Rigging Labor Order Form)

Comments/Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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>	

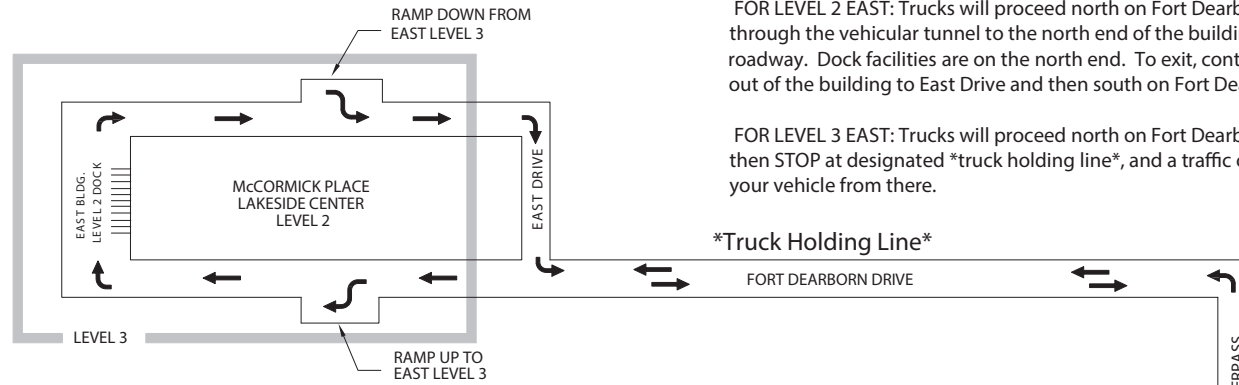
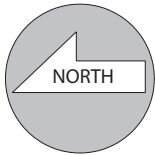
**DIRECTIONS & ADDRESS TO:  
McCORMICK PLACE MARSHALLING AREA  
(3050 Moe Drive, Chicago, IL 60616)**

**North of Chicago to McCormick Place:** Interstate 90 (Kennedy Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**West of Chicago to McCormick Place:** Interstate 290 (Eisenhower Expressway) east to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**Southwest of Chicago to McCormick Place:** Interstate 55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**South of Chicago to McCormick Place:** Interstate 94 (Dan Ryan Expressway) to Interstate 55 North (Stevenson Expressway). Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

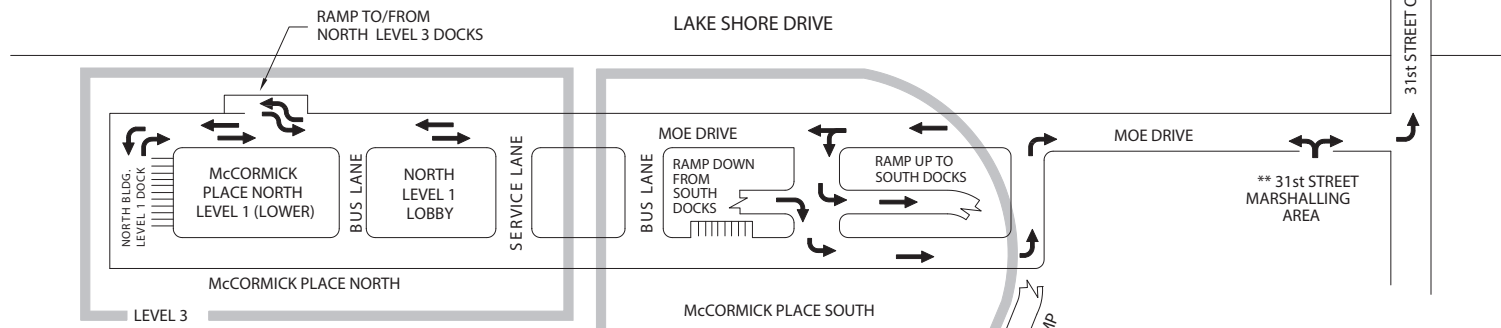


**TRUCK TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3 DOCKS**

To reach the Lakeside Center (East Building) trucks will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive.

FOR LEVEL 2 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.

FOR LEVEL 3 EAST: Trucks will proceed north on Fort Dearborn Drive. They will then STOP at designated \*truck holding line\*, and a traffic coordinator will direct your vehicle from there.



**TRUCK TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3 DOCKS**

For McCormick Place North Levels 1,2 & 3, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

FOR LEVEL 1 NORTH: Trucks will continue north on Moe Drive. To exit, trucks will proceed south on Moe Drive to 31st Street.

FOR LEVEL 3 NORTH: Trucks will travel up ramp to Level 3 dock area. To exit, trucks will exit down the ramp and proceed south on Moe Drive to 31st Street.

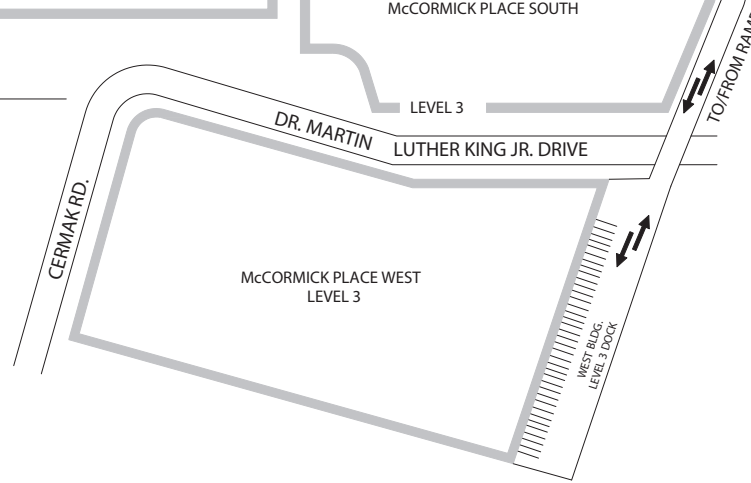
**TRUCK TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS**

For McCormick Place South Level 3 docks, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct drivers west on the South Hall Truck Access Drive and up the ramp to the proper dock.

To exit, trucks are to proceed down the ramp from the Level 3 docks; turn right on the South Hall Truck Access Drive and left (south) on Moe Drive.

Note: Oversized loads will receive special instructions upon checking into the Marshalling Yard.

For West Level 3 Docks from the marshalling area at 31st St. and Lake Shore Drive, take Moe Drive North. This is the Frontage Road, West of Lake Shore Drive. Follow S3 and W3 directional signs.



**\*\*Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616**

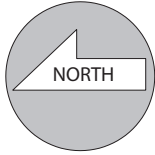
**F R E E M A N**

**McCORMICK PLACE  
TRUCK TRAFFIC ROUTES**



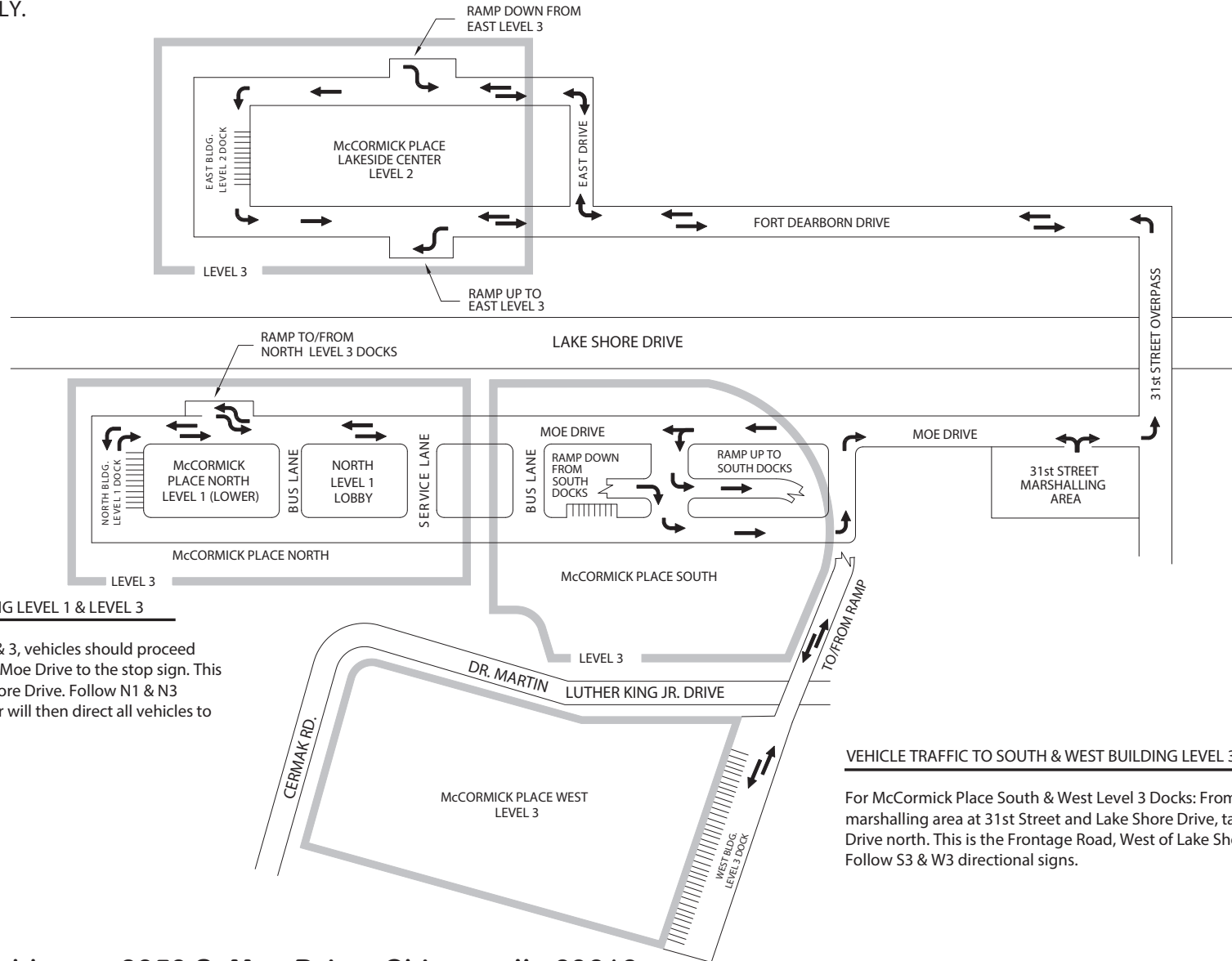
**AUTOMOBILES & SMALL UTILITY VEHICLES LOADING AND UNLOADING**

**VEHICLES NEED NOT ENTER MARSHALLING YARD. THIS IS A REFERENCE POINT ONLY.**



**VEHICLE TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3**

To reach the Lakeside Center (East Building), vehicles will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive. This is the Frontage Road, East of Lake Shore Drive. Follow E2 & E3 directional signs.



**VEHICLE TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3**

For McCormick Place North Levels 1 & 3, vehicles should proceed north out of the Marshalling Yard on Moe Drive to the stop sign. This is the Frontage Road, West of Lakeshore Drive. Follow N1 & N3 directional signs. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

**VEHICLE TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS**

For McCormick Place South & West Level 3 Docks: From the marshalling area at 31st Street and Lake Shore Drive, take Moe Drive north. This is the Frontage Road, West of Lake Shore Drive. Follow S3 & W3 directional signs.

**Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616**

**McCORMICK PLACE  
VEHICLE TRAFFIC ROUTES**

## INBOUND FREIGHT PROCEDURES

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

All drivers must provide the following information on their bills of lading:

1. Booth number
2. Exhibitor's name
3. Shipper's name
4. Piece summary
5. Actual heavy & light weight certifie scale tickets
6. Net, gross and tare weight

Piece summaries must be broken into the following categories:

1. Crates .....(Wooden boxes)
2. Cartons .....(Cardboard boxes)
3. Carpets .....(Rugs and pads)
4. Skids .....(Pallets)
5. Bundles
6. Machines
7. Miscellaneous .....(Loose or unpacked items)

All bills must contain this information before the freight clerk can accept them. We require two copies of your bills of lading. If you cannot provide any of the requested information, please contact your dispatch or check with your freight clerk. Please keep your C.B. radio tuned to channel 35 while in the mccormick place complex

## OUTBOUND FREIGHT PROCEDURES

All drivers must provide the following information to pick up their freight from a show:

1. Booth number
2. Exhibitor's name
3. Destination of the freight
4. Carrier's Name (or Broker's Name)
5. Area where vehicle is parked

**If the load has been brokered out to your company, you must have the exhibitor or the broker fax the freeman company a release on their letterhead.**

The fax number for the marshalling yard is 1-312-674-0748.

We must receive the release before we can issue the hardcard to pick up the freight.

There may be a waiting period before the freight is ready to be picked up please wait in the marshalling yard until you are issued a bill from the freight clerk.

Please keep your C.B. radio tuned to channel 35 while in the mccormick place complex.

If you do not have any of the requested information please contact your dispatch for assistance.



(888) 508-5054

Fax: (469) 621-5603



Place your order online at [www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#)

NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

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:

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outbound shipping

**SCALE LOCATIONS**

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**Truck Wash & Scale**  
970 W. Pershing Road (39th Street)  
Chicago, IL 60609  
+1(773) 523-1362
  
2. **TRAVEL CENTERS OF AMERICA**  
**A. 76 AUTO/TRUCK**  
Intersection of Interstate 55 & Interstate 53  
+1(630) 739-7006  
  
**B. Elgin West, Hampshire, IL**  
Intersection of Interstate 90 & Route 20  
+1(847) 683-4550
  
3. **PETRO/Monee**  
Monee Manhattan road (Right off Interstate 57 at Milemarker 335  
+1(708) 534-0400

**PLEASE GIVE YOUR CARRIER THESE DIRECTIONS**

**Freeman<sup>7</sup>**

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**DEADLINE DATE IS: SEPTEMBER 20, 2023**

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**C/O: Freeman  
2500 W 35th St**

**Chicago , IL 60632**

**WAREHOUSE**

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**EVENT: \_\_\_\_\_ WEFTEC 2023**

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**HANGING SIGN**

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**EVENT: \_\_\_\_\_ WEFTEC 2023**

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

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**R U S H**

**DO NOT DELAY**

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**DEADLINE DATE IS: SEPTEMBER 20, 2023**

**TO: \_\_\_\_\_**

*EXHIBITOR NAME*

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2500 W 35th St**

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**HANGING SIGN**

(512687)

**EVENT: \_\_\_\_\_ WEFTEC 2023**

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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.

NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

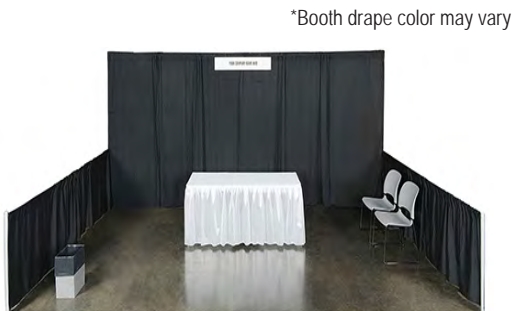
PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by August 30, 2023.**

## SPECIAL BOOTH PACKAGES

- Packages are only available for 10' x 10' and 10' x 20' booths.
- Items included in packages cannot be substituted or traded.
- Image may not be an exact match of the show colors or all package items. Please see the package details listed below.



**PACKAGE A** (11-85-1000)

Package Includes:

- (1) 6'L x 30"H Draped Table
- (2) Limerick® Chairs by Herman Miller
- (1) Corrugated Wastebasket

Discount Price \$ 343.60

Standard Price \$ 378.60

**CHOOSE YOUR TABLE DRAPE COLOR:**

- Black  Blue  Gray  Red  White



**PACKAGE B** (11-85-1009)

Package Includes:

- (1) 6'L x 30"H Draped Table
- (2) Limerick® Chairs by Herman Miller
- (1) Corrugated Wastebasket
- (1) 10' x 10' Carpet

Discount Price \$606.10

Standard Price \$998.00

**CHOOSE YOUR TABLE DRAPE COLOR:**

- Black  Blue  Gray  Red  White

**CHOOSE YOUR CARPET COLOR:**

- Black  Blue  Gray  Midnight Blue  Red  Tuxedo

\_\_\_\_\_ QTY : PACKAGE A

\_\_\_\_\_ QTY : PACKAGE B

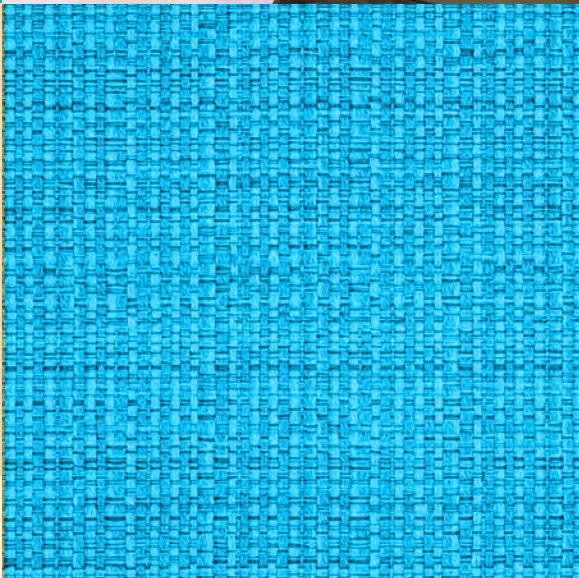
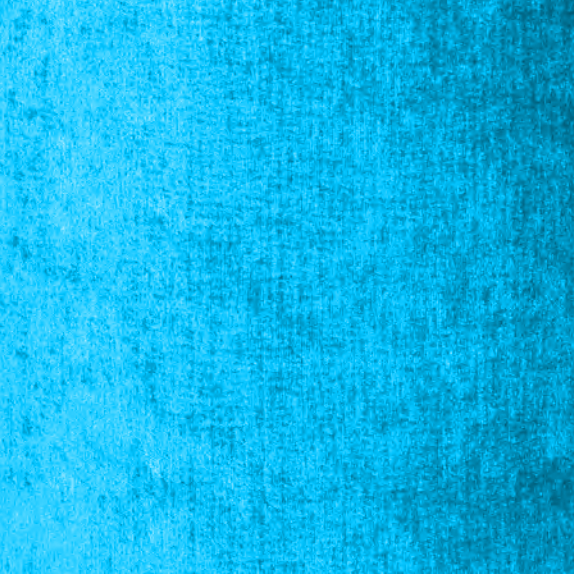


Freeman<sup>7</sup>

Summer 2022 – Spring 2023

# Furniture catalog

Set the scene for engagement.



A large exhibition hall with many people and large blue spheres hanging from the ceiling. The spheres are illuminated with a blue light and reflect the surrounding environment. People are sitting on the floor in the foreground, and others are standing and talking in the background. The overall atmosphere is modern and high-tech.

# Make a statement

The right furniture sets the stage to educate attendees about your brand, inspire audiences to partner with you, display your products elegantly, or connect through conversation.

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24 Barstools



43 Accent tables



06 Soft seating



32 Ottomans





**The secret lies in designing your exhibit's engagement around your business goals,** choosing and using the right solutions to design your space, design your experience, and design your results.

**Things to consider:**

- Exhibit space and size
- Engagement type
- Presentation lengths
- Product displays

# Maximize your engagement



# Top design tips

for well executed exhibit spaces.

1

## Spin Around.

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



2

## Get Connected.

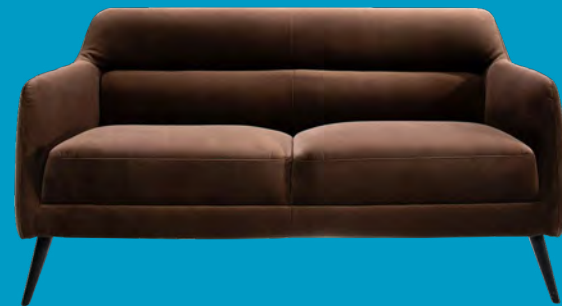
Communal tables help facilitate networking opportunities and build connections.



3

## Creature Comforts.

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



4

## Demo Down.

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



5

## Keep it Green.

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



6

## Level the field.

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



7

## Provide a Pop!

Colorful furnishings attract attention and help reinforce brand themes.



8

## Charge it!

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



9

## Talk details.

Accent tables provide perfect work spaces for more in-depth conversations.



10

## Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.



# Soft seating

Invite your guests to stay a while.



Allegro sofa

p. | 11



# Conversate casually.

Create a welcoming environment with a soft seating collection that provides flexibility in style, color, and function.

# Soft seating

Pair neutral colors for a cohesive look.



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

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



**830949 Fairfax Sofa**  
(white vinyl, brushed metal)  
62"L 26"D 30"H

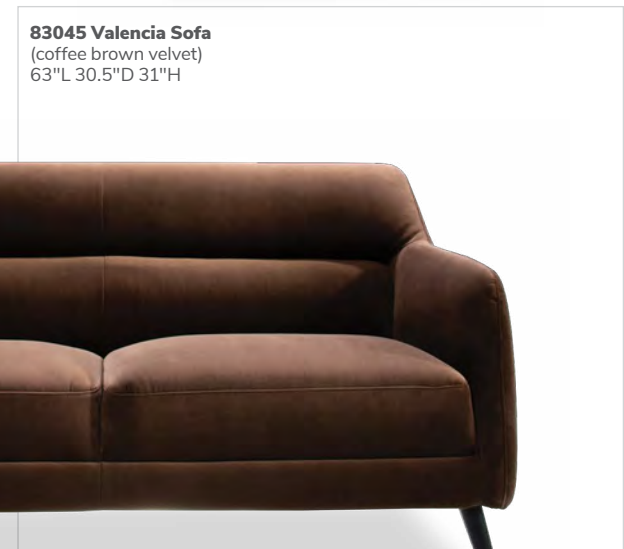
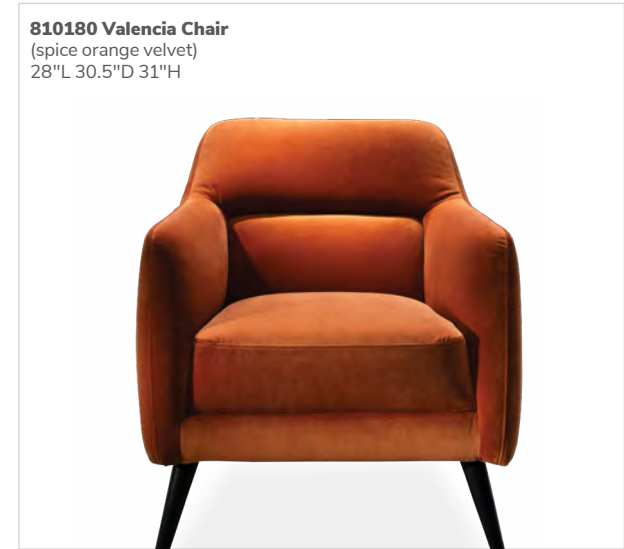


**810949 Fairfax Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H



# Soft seating

Perfect for more in-depth conversations.



# Soft seating

Mix and match chairs and sofas to create comfort in any sized space.



**830951 Key Largo Sofa**  
(black fabric)  
79"L 35"D 34"H



**83019 Baja Sofa**  
(white vinyl)  
86"L 30.5"D 28"H



**810950 Key Largo Chair**  
(black fabric)  
35"L 35"D 34"H



**830950 Key Largo Loveseat**  
(black fabric)  
57"L 35"D 34"H



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



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

# Soft seating

Set a new standard in seating with soft curves.



**83015 Allegro Sofa**  
(blue fabric)  
73"L 34.5"D 30"H



**81019 Allegro Chair**  
(blue fabric)  
36"L 34.5"D 30"H



**83040 Palm Beach Sofa**  
(white vinyl, brushed metal)  
69"L 29"D 33"H



# Soft seating

Modern and industrial details to satisfy your seating senses.




**830119 Naples Sofa**  
(black vinyl) 87"L 30"D 33.25"H  
830121 Available in power 



**810119 Naples Chair**  
(black vinyl) 36"L 30"D 33.25"H  
810120 Available in power 



**830120 Naples Loveseat**  
(black vinyl) 62"L 30"D 33.25"H  
830122 Available in power 



**83013 Cordoba Loveseat**  
(taupe fabric, black)  
60.5"L 32"D 33"H



**81048 Cordoba Chair**  
(taupe fabric, black)  
37"L 32"D 33"H

# Accent chairs

Add a little pop of color.



Bowery swivel chair

p. | 15



# Make a lasting impression.

Style, comfort, and seating that scales. Complement your brand identity with an assortment of accent chairs.

# Accent chairs

Merge design, innovation, and purpose into each detail.



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



**81034 Bowery Chair**  
(yellow fabric, chrome) 29.75"L 31" D27.25"H



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



**810145 Wentworth Chair**  
(brown vinyl) 31"L 24"D 31.5"H



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

# Accent chairs

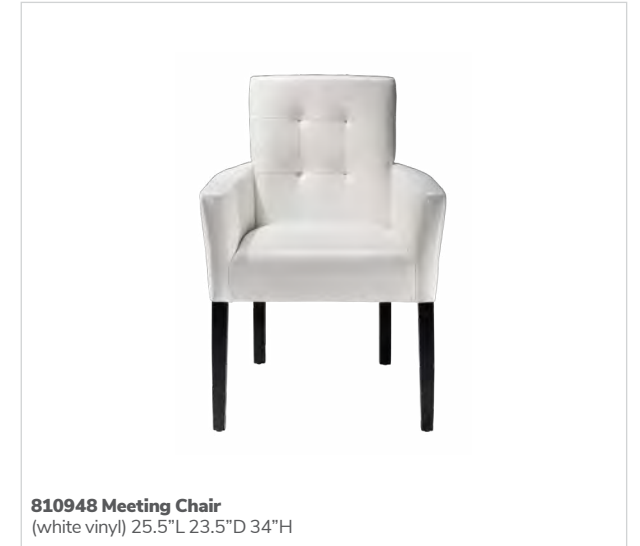
Let comfort and quality take the lead.



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



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



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



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



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



# Accent chairs

Versatile statement pieces that stand out on a stage or in your exhibit.



**81048 Cordoba Chair**  
(taupe fabric, black)  
37"L 32"D 33"H



**81046 Brooklyn Meeting Chair**  
(white, oak)  
24.5"L 25.5"D 31.75"H



**81047 Brooklyn Swivel Chair**  
(white, black)  
24.5"L 25.5"D 31.75"H

# Accent chairs

Quality upholstery to stand the test of time.

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



**81032 Pasadena Chair**  
(white molded plastic, chrome tower base)  
27"L 25"D 26"H



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



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



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

# Side seating

Add a little something extra.



Laguna chair

p. | 22



## Design intentionally

Create an atmosphere that brings your vision to life with a diverse selection of chairs.

# Side chairs

Give your space a fresh look with clean lines.

**810164 Marina Chair**  
(white vinyl , brushed metal)  
17.5"L 19.5"D 35"H



**810161 Marina Chair**  
(brown fabric, brushed metal)  
17.5"L 19.5"D 35"H



**810160 Marina Chair**  
(black vinyl, brushed metal)  
17.5"L 19.5"D 35"H



**810162 Marina Chair**  
(ocean blue fabric, brushed metal)  
17.5"L 19.5"D 35"H



**810163 Marina Chair**  
(red fabric , brushed metal)  
17.5"L 19.5"D 35"H

# Side chairs

Add seating to any area, from a café to a theater space.



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

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



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



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



**71090 Black Diamond Arm Chair**  
(black) 20"L 21"D 33"H



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



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



**71089 Black Diamond Side Chair**  
(black) 21"L 23"D 32"H

# Side chairs

Bring out the personality of your event with stylish and colorful seating.

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



# Barstools

Meet and greet, casually.



Zoey barstool  
p. | 28





## Versatility defined.

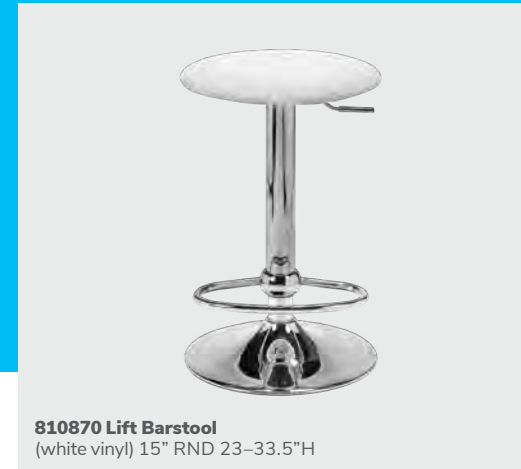
Whether it be at a kiosk, bar, demo station or table, bar stools set the foundation for connecting. Pair with side seating to maximize seating options for your attendees.

# Barstools

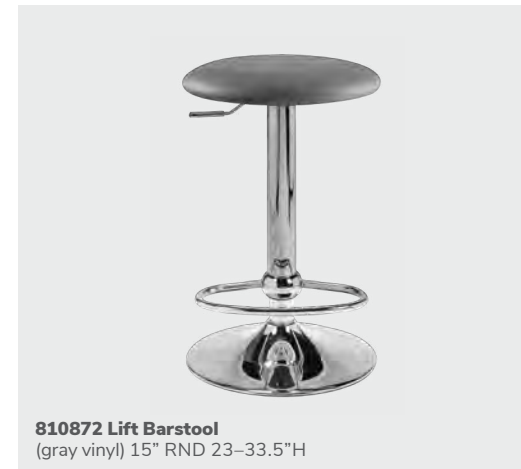
For quick and casual conversations.



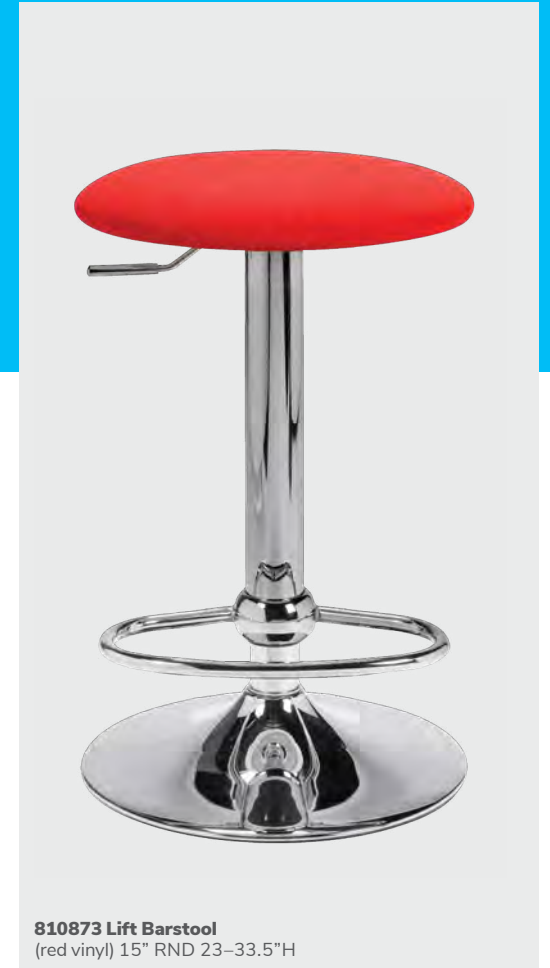
**810871 Lift Barstool**  
(black vinyl)  
15" RND 23-33.5"H



**810870 Lift Barstool**  
(white vinyl) 15" RND 23-33.5"H



**810872 Lift Barstool**  
(gray vinyl) 15" RND 23-33.5"H



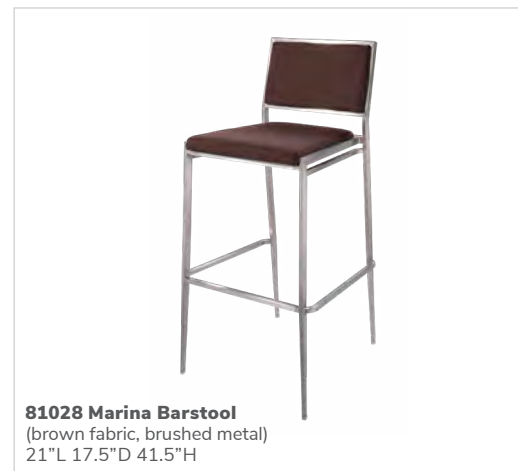
**810873 Lift Barstool**  
(red vinyl) 15" RND 23-33.5"H

# Barstools

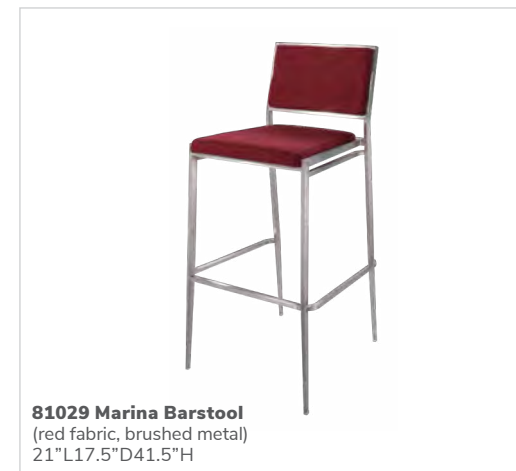
A timeless silhouette reliable for any setting.



**81026 Marina Barstool**  
(ocean blue fabric, brushed metal)  
21"L 17.5"D 41.5"H



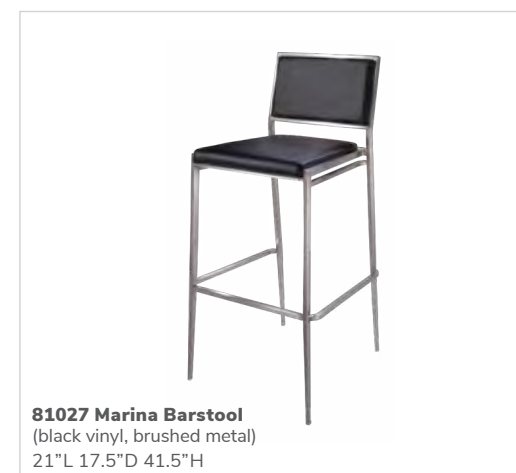
**81028 Marina Barstool**  
(brown fabric, brushed metal)  
21"L 17.5"D 41.5"H



**81029 Marina Barstool**  
(red fabric, brushed metal)  
21"L 17.5"D 41.5"H



**81030 Marina Barstool**  
(white vinyl, brushed metal)  
21"L 17.5"D 41.5"H



**81027 Marina Barstool**  
(black vinyl, brushed metal)  
21"L 17.5"D 41.5"H

# Barstools

Elevate your space with bold colors.



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



**810840 Zoey Barstool**  
(white vinyl, chrome) 15"L 16"D 30-34.75"H



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



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



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

# Barstools

Neutral options to complement your brand.



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



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



**810104 Banana Barstool**  
(black, chrome)  
21"L 22"D 41.75"H



**810103 Banana Barstool**  
(white, chrome)  
21"L 22"D 41.75"H



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



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



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



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



# Bars & Counters

Meet and greet essentials.



Midtown bar

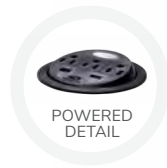
p. | 31

# Bars & Counters

Connect and socialize with guests. Functional solutions for entertaining and hosting demos.



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



POWERED  
DETAIL



(back)



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

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

**85050 Clear Divider Bar Counter**  
(clear acrylic)  
48-70"L 12"D 31.5"H



For personalization contact  
[exhibitorsolutions@freeman.com](mailto:exhibitorsolutions@freeman.com)

**850101 Midtown Bar**  
(pewter, unlighted)  
60"L 18"D 42"H



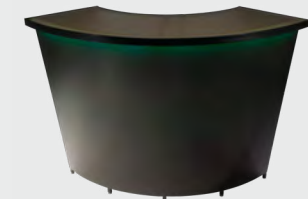
**72056 Bar & Display Counter**  
(black) 24"L 24"D 42"H



(blue-lit)



(red-lit)



(green-lit)



(white-lit)

**850100 Midtown Bar**  
(pewter, lighted with plug-in)  
60"L 18"D 42"H

# Ottomans

Perfectly positioned comfort  
anywhere, anytime.



Beverly, Marche & Vibe ottomans

p. | 35, 36, 33



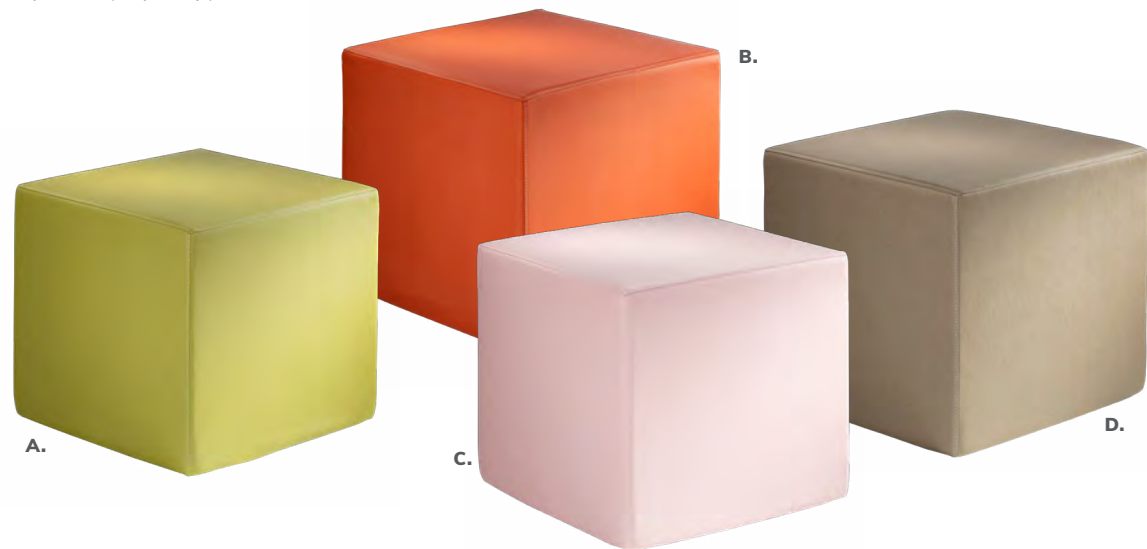
# Vibe Cube Ottomans

Bright and cheerful designs liven up your space.

## Vibe Cube Ottomans

18"L 18"D 18"H

- A) 81535 (citrus green vinyl)
- B) 81537 (spice orange vinyl)
- C) 81538 (desert rose vinyl)
- D) 81536 (taupe vinyl)



81531 (white vinyl)



81530 (black vinyl)



81532 (steel blue vinyl)



81534 (purple vinyl)



81533 (silver vinyl)



81519 (red vinyl)



81517 (yellow vinyl)



81518 (blue vinyl)



81525 (orange vinyl)

# Beverly Small Bench Ottomans

Adaptable, versatile, and colorful for any show occasion.

**Beverly Small Bench Ottomans**  
30"L 20"D 18"H

- A) 81567 (orange fabric)
- B) 81563 (green fabric)



81569 (white vinyl)



81560 (black vinyl)



81561 (blue fabric)



81562 (brown fabric)



81564 (gray fabric)



81565 (linen fabric)



81566 (lavender fabric)



81568 (red fabric)



81570 (yellow fabric)

# Beverly Bench Ottomans

Add elegance and style to any environment with classic designs.

**Beverly Bench Ottomans**  
60"L 20"D 18"H  
81555 (red fabric)



81550 (black vinyl)



81551 (brown fabric)



81552 (gray fabric)



81553 (linen fabric)



81554 (ocean blue fabric)



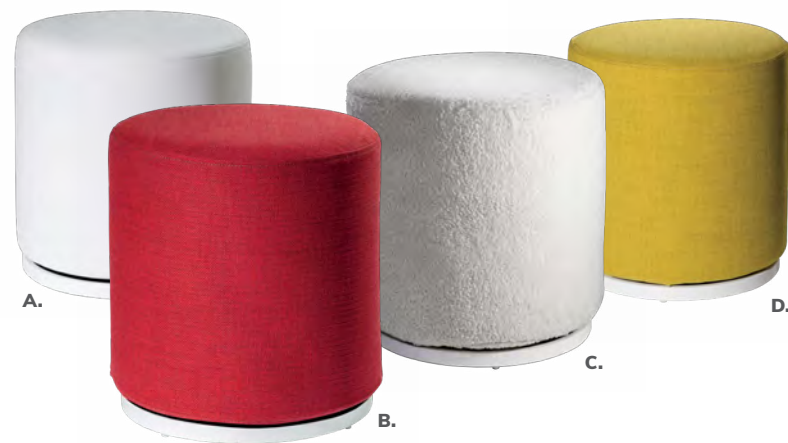
81556 (white vinyl)



# Marche Swivel Ottomans

Your go-to accessory that works for small groups, large gatherings, or theater-style seating.

**Marche Swivel Ottomans**  
 17" RND 18"H  
**A) 815150** (white vinyl)  
**B) 815154** (red fabric)  
**C) 81539** (ivory faux sheep fur)  
**D) 815158** (pear yellow fabric)



**815156** (plum fabric)



**815151** (gray fabric)



**815159** (blue fabric)



**815155** (rose quartz fabric)



**815152** (linen fabric)



**815153** (raspberry fabric)



**815157** (meadow green fabric)



**815160** (orange fabric)



**81543** (black vinyl)



**81540** (forest green vinyl)



**81541** (teal velvet)



**81542** (distressed brown vinyl)

# Ottoman styles

Creative configurations that let everyone know they're welcome.



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



**815123 Endless Square**  
(black) 34"L 34"D 15"H



**815122 Endless Square**  
(white) 34"L 34"D 15"H



**815952 Endless Curved**  
(black) 60.5"L 37.5"D 15"H



**815953 Endless Curved**  
(white) 60.5"L 37.5"D 15"H

# Power seating and tables

Convenience that guests can plug into.



Tech Tablet chair

p. | 42

# Power seating and tables

Never run out of battery.

 Denotes AC and USB charging outlets



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



POWERED  
DETAIL




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




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



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


# Power seating and tables

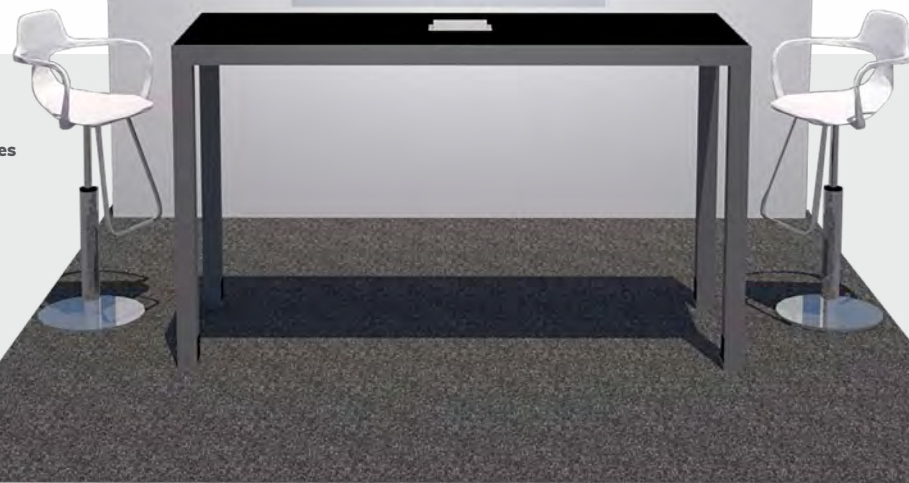
Demos displayed powerfully.

 Denotes AC and USB charging outlets



POWERED  
DETAIL


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



Ventura Powered Bar Table & Shark Barstools 10'x10' Booth

 **820965 Ventura Powered Café Tables**  
(white top, silver frame)  
72.25"L 26.25"D 30"H




 **8207 30" Round Bar Table, Powered**  
(white top, black)  
30" RND 42"H



POWERED  
DETAIL

 **820964 Ventura Powered Café Tables**  
(black top, silver frame)  
72.25"L 26.25"D 30"H



 **8208 30" Round Cafe Table, Powered**  
(white top, black)  
30" RND 29"H



POWERED  
DETAIL

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



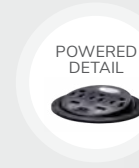
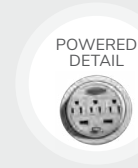
# Power seating and tables


Invite attendees to recharge.

 Denotes AC and USB charging outlets



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



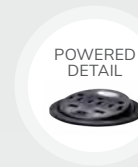
 **Powered Locking Pedestal**  
**White**  
85061 24"L 24"D 36"H  
85063 24"L 24"D 42"H  
**Black**  
85060 24"L 24"D 36"H  
85062 24"L 24"D 42"H



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



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




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

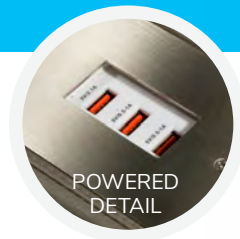



Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy-chained together. 10A max per charging panel.

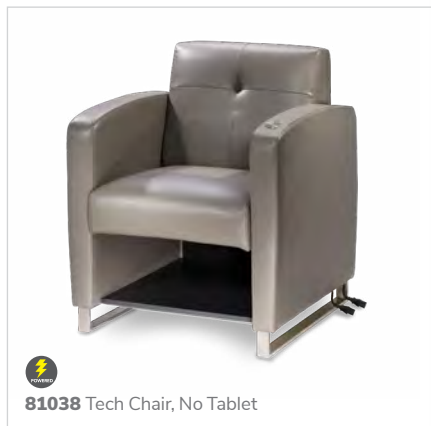
# Power seating and tables


Convenience at your fingertips.

 Denotes AC and USB charging outlets




 **81039 Tech Tablet Chair**  
(gray vinyl, white metal tablet, chrome base)  
30.5"L 29"D 33.5"H



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



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



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

# Accent tables

Work in style.



Mesa cocktail table

p. | 47




## Table talks.


When you want to facilitate more in-depth conversations and provide handy work surfaces, accent tables are the perfect tool to provide your attendees with the flexibility they need.

# Accent tables

Get more work done with more space.

 Denotes AC and USB charging outlets




 **Sydney Powered Cocktail Tables**  
48"L 26"D 18"H (brushed steel)  
**82073** (white)  
**82076** (black)  
Available in non-powered.



# Accent tables

Add room and style to your work space.

 Denotes AC and USB charging outlets

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



**Taos Side Tables**  
(bronze finish) 15.75"L 15.75"D 24"H  
**820322** (white top)  
**820320** (black top)  
**820321** (wood top)




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



**Sedona Side Table**  
(bronze finish) 15.75"L 15.75"D 24"H  
**820312** (white top)  
**820310** (black top)  
**820311** (wood top)



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



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

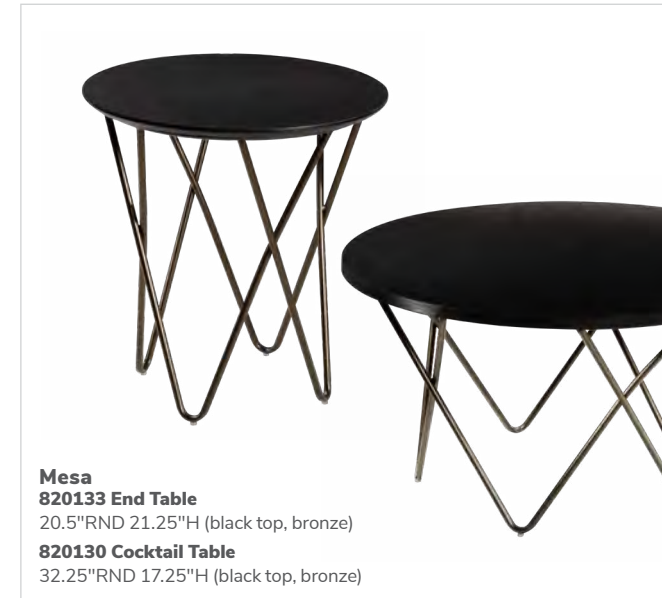


# Accent tables

Relax and have a nice conversation.



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



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



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

# Accent tables

Sleek conversation pieces.



**Geo**  
(glass, chrome)  
**82034 Cocktail Table** 50"L 22"D 16"H  
**82035 End Table** 24"L 24"D 20"H



**Geo**  
(wood, black)  
**82027 Cocktail Table** 50"L 22"D 16"H  
**82028 End Table** 24"L 24"D 20"H



**Alondra**  
(glass, chrome)  
**820250 Cocktail Table** 47"L 24"D 16"H  
**820252 End Table** 20"L 20"D 20"H

**Alondra**  
(wood, chrome)  
**820253 End Table** 20"L 20"D 20"H  
**820251 Cocktail Table** 47"L 24"D 16"H





# Café tables

The perfect place to connect.



Café tables

p. | 50

# Café tables

Comfort plus connections make for lasting impressions.



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



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



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



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

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

# Café tables

The right balance to elevate your brand.



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



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

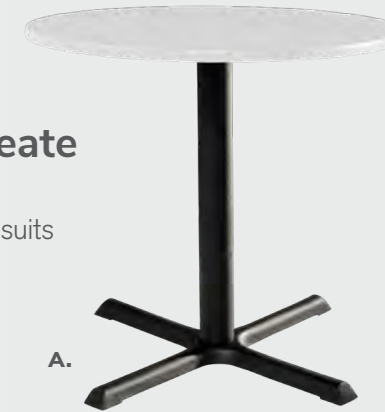
**810164 Marina Chair**  
(white vinyl, brushed metal) 17.5"L 19.5"D 35"H



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

## Customize and create

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



A.

**8201220** (white)



B.

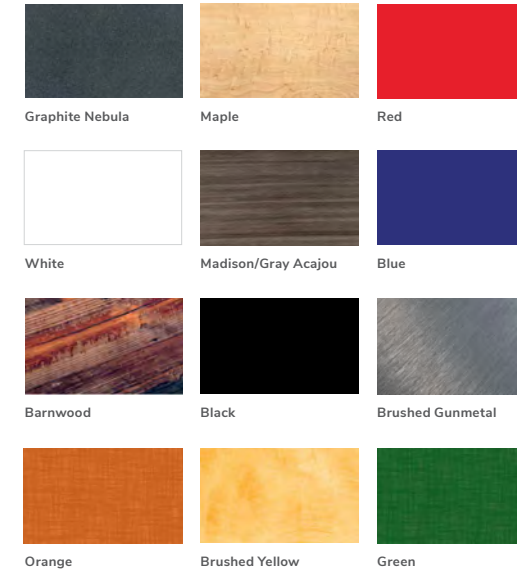
**820923** (graphite nebula)

### Café Tables

#### A) Standard Black Base 30" RND 29"H

- 820265 (madison/gray acajou)
- 820941 (blue)
- 820943 (wood)
- 8201236 (black)
- 8201235 (brushed gunmetal)
- 8201239 (brushed yellow)
- 8201237 (green)
- 8201238 (orange)
- 8201220 (white)

- 36" RND 29"H**
- 8201243 (black)



### Café Tables

#### B) Hydraulic Chrome Base 30" RND 29"H

- 820241 (madison/gray acajou)
- 8201208 (maple)
- 820921 (red)
- 820940 (blue)
- 820942 (barnwood)
- 8201223 (white)
- 8201231 (black)
- 8201230 (brushed gunmetal)
- 8201234 (brushed yellow)
- 8201232 (green)
- 8201233 (orange)
- 820923 (graphite nebula)

#### **36" RND 29"H**

- 820126 (white)
- 8201209 (graphite nebula)
- 8201206 (maple)
- 8201242 (black)

# Bar tables

Network, successfully.



Bar tables  
p. | 53

# Bar tables

Make that chat last a little longer.



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



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



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

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



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

# Bar tables

Endless options to make the perfect combination.

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



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

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



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

## Customize and create

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

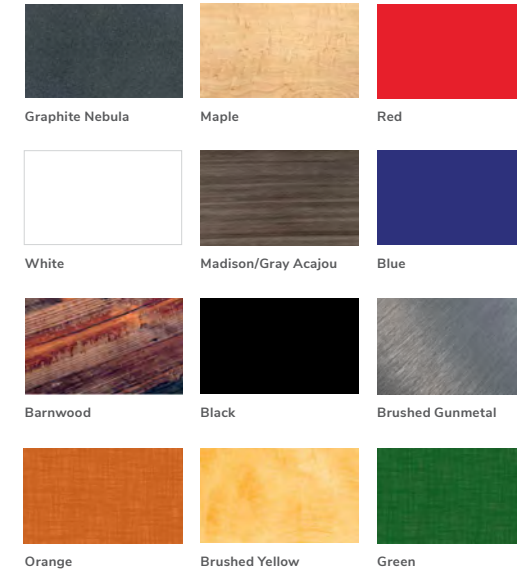


### Bar Tables

#### A) Standard Black Base 30" RND 42"H

- 8201221 (white)
- 820919 (brushed yellow)
- 820264 (madison/gray acajou)
- 820915 (brushed gunmetal)
- 820916 (black)
- 820917 (green)
- 820918 (orange)
- 820931 (blue)
- 820933 (barnwood)

36" RND 42"H  
8201241 (black)



### Bar Tables

#### B) Hydraulic Chrome Base 30" RND 45"H

- 820920 (red)
- 8201222 (white)
- 8201207 (maple)
- 820922 (graphite nebula)
- 820910 (brushed gunmetal)
- 820911 (black)
- 820912 (green)
- 820913 (orange)
- 820914 (brushed yellow)
- 820240 (madison/gray acajou)
- 820930 (blue)
- 820932 (wood)

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

# Conference tables

Take care of business.



Conference tables

p. | 56

# Conference tables

Made for connecting with new business opportunities.



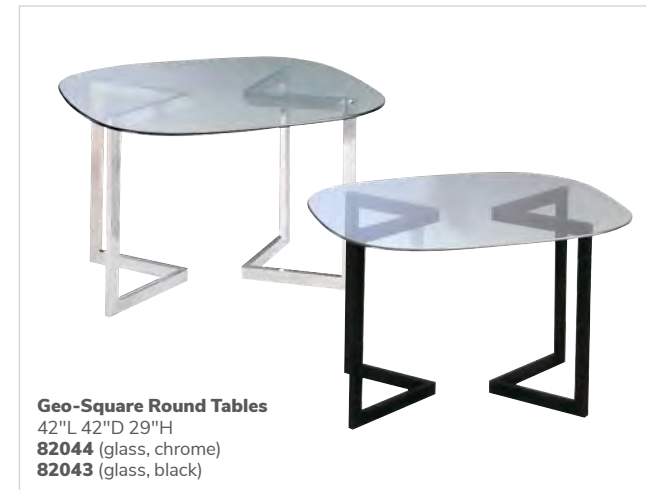
**Round Conference Tables**  
42"RND 29"H  
A) 820708 (white laminate)  
B) 820260 (madison/gray acajou)  
C) 8201244 (black top, black)



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



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



**Geo-Square Round Tables**  
42"L 42"D 29"H  
82044 (glass, chrome)  
82043 (glass, black)

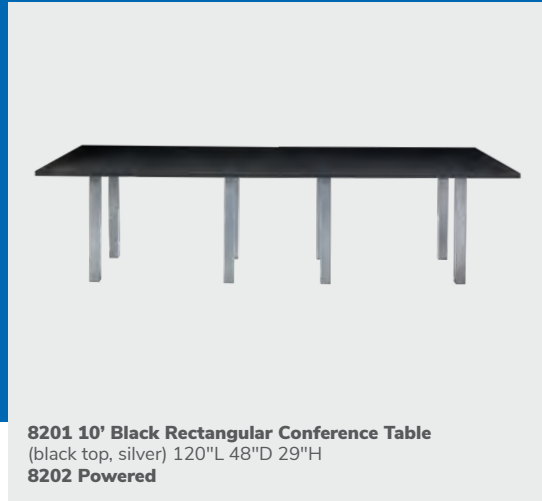


**820706 Work Table**  
(white laminate, white)  
48"L 24"D 30"H



# Conference tables

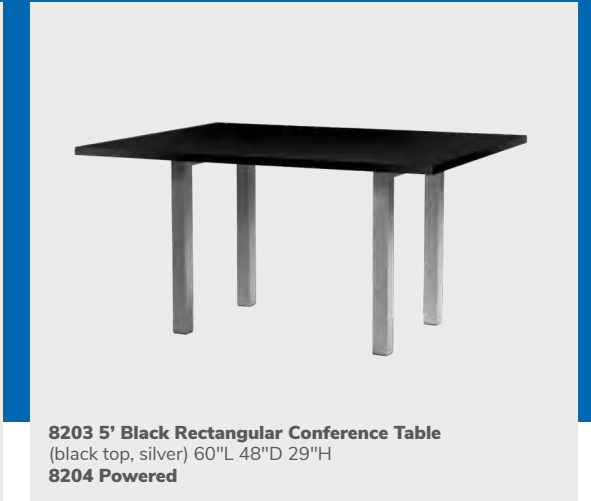
Make an impression.



**8201 10' Black Rectangular Conference Table**  
(black top, silver) 120"L 48"D 29"H  
**8202 Powered**



**8205 8' Black Rectangular Conference Table**  
(black top, silver) 96"L 48"D 29"H  
**8206 Powered**



**8203 5' Black Rectangular Conference Table**  
(black top, silver) 60"L 48"D 29"H  
**8204 Powered**



**820263 Madison 10' Table**  
(gray acajou) 120"L 48"D 29"H

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




**820262 Madison 8' Table**  
(gray acajou) 96"L 60"D 29"H




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

# Communal and powered tables


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

 Denotes AC and USB charging outlets



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



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



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

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

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

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



**Ventura Communal Bar Tables**  
(silver frame)  
72.25"L 26.25"D 42"H

**Maple Top**  
**820954** (solid)  
820951 (grommets)

**White Top**  
**820953** (grommets)  
820956 (solid)

**Black Top**  
820952 (solid)



Table top options



Colors not available in all table options. Please check options listed above.

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

# Executive seating

Make a statement.



Executive seating

p. | 60

# Executive seating

VIPs welcome.



**Pro Executive High Back Chair**  
25"L 24"D 45-48"H  
**810844** (white vinyl)  
**810946** (black vinyl)  
Adjustable height

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



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



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



**810944 Pro Executive Mid Back Chair**  
(black vinyl)  
24"L 22"D 36.75-39.75"H  
Adjustable height



**810945 Pro Executive Mid Back Chair**  
(white vinyl)  
24"L 22"D 36.75-39.75"H  
Adjustable height



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



# Office essentials

Be ready for success.



Madison Executive Desk

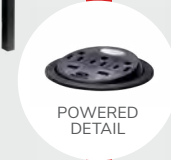
p. | 62

# Office essentials

Stay organized. Stay ahead of the game.



**84083 Tech Desk, Powered, with 3 Drawer File Cabinet**  
 (black metal, laminate)  
**Tech Desk** 60"L 30"D 30"H  
**File Cabinet** 16"L 20"D 28"H  
 File cabinet also available separately 84080



POWERED  
DETAIL



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



**71045 Gray Gaslift Chair**  
 (gray, black) 20"L 26"D 38"H

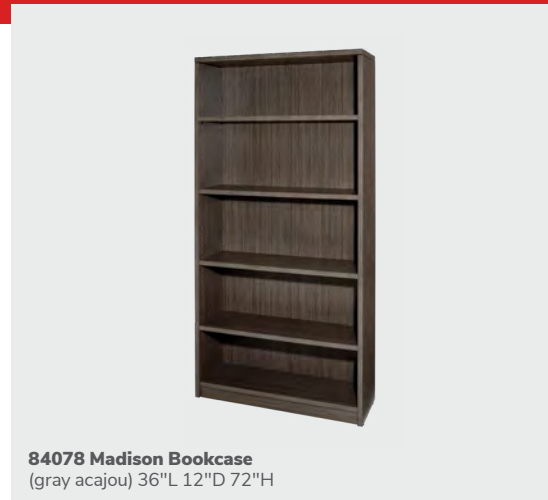


DESK BACK



DESK FRONT

**84075 Madison Executive Desk**  
 (gray acajou) 60"L 30"D 29"H  
**810844 Pro Executive High Back Chair**  
 (white vinyl) 25"L 24"D 45-48"H  
 Adjustable height



**84078 Madison Bookcase**  
 (gray acajou) 36"L 12"D 72"H



**85020 Posh Shelving**  
 (chrome, acrylic) 36"L 18"D 72"H



**71047 Gray Gaslift Stool**  
 (gray, black) 20"L 24"D 46"H

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

# Office essentials



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

**220134 Brushed Aluminum Easel**  
(open 5 1/4"W X 64 1/4"H)  
26"W X 62"H



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



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



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



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

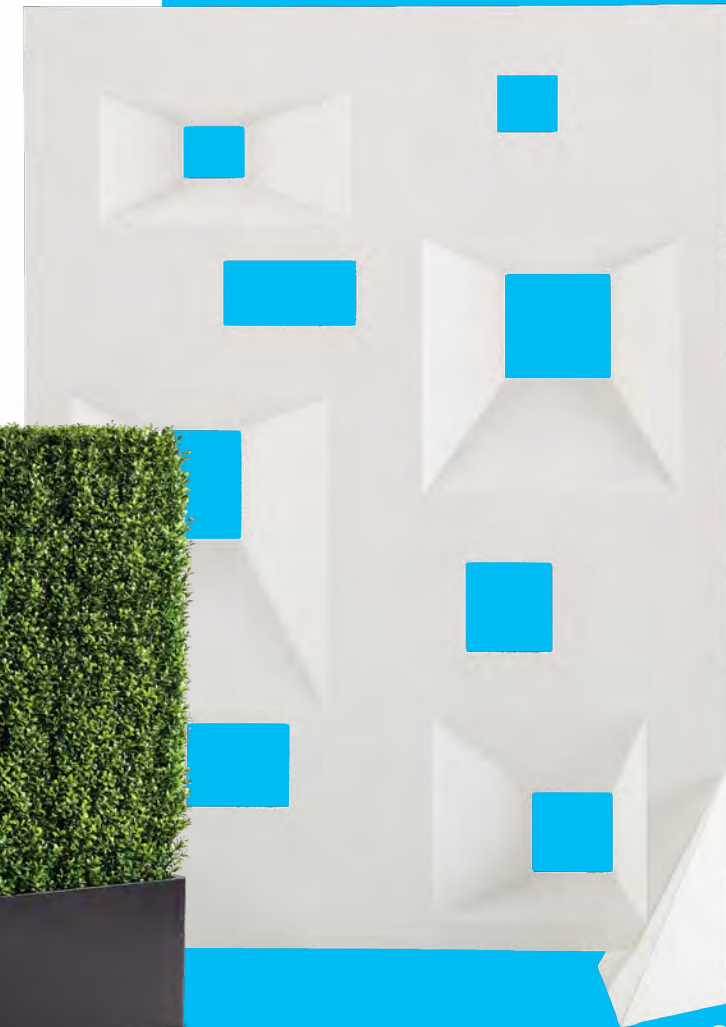


**220106 Corrugated Wastebasket**  
(black)



# Show essentials

Give your show that  
something “extra.”



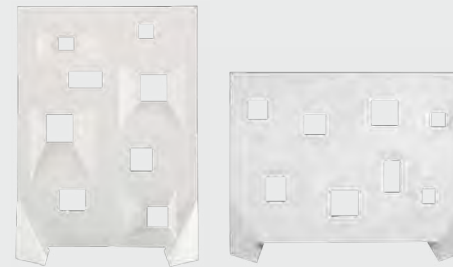
Greenery & Dividers

p. | 65



# Show essentials

Create the space you need with greenery and dividers.



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

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



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

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

# Show essentials

Add essential elements that showcase your brand during the show.



## Product Kiosk & Display

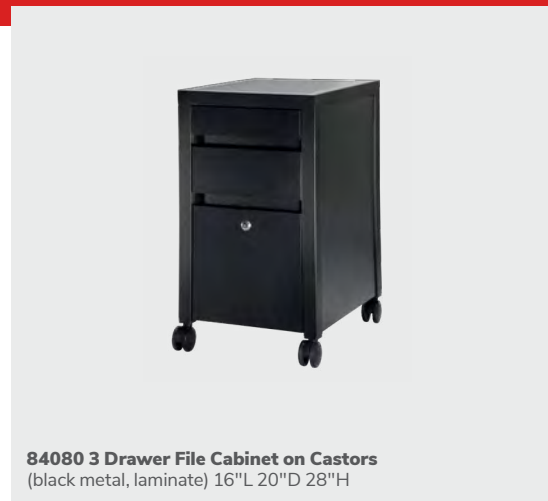
- 75032 Display Cube—Large**  
(black) 24"W 24"L 42"H
- 75031 Display Cube—Medium**  
(black) 18"W 18"L 36"H
- 75030 Display Cube—Small**  
(black) 12"W 12"L 42"H



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



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



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



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

**8983000 Mini Refrigerator**  
(white) 4.0 cubic feet  
20"W 22"L 33"H



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

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

# Show essentials

Live event basics.



## Draped or Undraped Tables & Counters



## Corrugated Risers

**4'L 7"H Corrugated Riser**  
1504100 (black) | 1504101 (white)  
**4'L 14"H Corrugated Riser**  
1504200 (black) | 1504201 (white)

**6'L 7"H Corrugated Riser**  
1506100 (black) | 1506101 (white)  
**6'L 14"H Corrugated Riser**  
1506200 (black) | 1506201 (white)

**8'L 7"H Corrugated Riser**  
1508100 (black) | 1508101 (white)  
**8'L 14"H Corrugated Riser**  
1508200 (black) | 1508201 (white)



## Table Drape Colors



Visit us at [freeman.com/store](https://freeman.com/store) to view full product line and place order.

## Sizing Chart

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

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

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

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

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

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

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

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

### 4th Side | Table Draped 30"

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

### 4th Side | Table Draped 42"

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

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NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119	Chair.....	454.95	500.45	636.95	_____
_____	830120	Loveseat.....	612.05	673.25	856.85	_____
_____	830119	Sofa.....	679.05	746.95	950.65	_____
<b>Munich Group - Gray Fabric</b>						
_____	810151	Armless Chair.....	476.40	524.05	666.95	_____
<b>Baja Group - White Vinyl</b>						
_____	81050	Chair.....	542.75	597.05	759.85	_____
_____	83020	Loveseat.....	577.40	635.15	808.35	_____
_____	83019	Sofa.....	722.80	795.10	1,011.90	_____
<b>Valencia - Velvet</b>						
_____	810180	Chair - Spice Orange.....	279.15	307.05	390.80	_____
_____	83045	Sofa - Coffee Brown.....	419.35	461.30	587.10	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950	Loveseat.....	514.80	566.30	720.70	_____
_____	830951	Sofa.....	572.25	629.50	801.15	_____
_____	810950	Chair.....	393.35	432.70	550.70	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair.....	297.50	327.25	416.50	_____
_____	83015	Sofa.....	474.85	522.35	664.80	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949	Chair.....	331.75	364.95	464.45	_____
_____	830949	Sofa.....	529.35	582.30	741.10	_____
<b>Palm Beach - White Vinyl</b>						
_____	83040	Sofa.....	554.50	609.95	776.30	_____
<b>Sterling Group - Gray Fabric</b>						
_____	81037	Chair.....	785.00	863.50	1,099.00	_____
_____	8309	Sofa.....	1,170.85	1,287.95	1,639.20	_____
<b>Cordoba Group - Taupe/Black</b>						
_____	81048	Chair.....	785.00	863.50	1,099.00	_____
_____	83013	Loveseat.....	915.00	1,006.50	1,281.00	_____

**CASUAL SEATING**

<b>Ottomans</b>						
_____	815122	Endless Square - White Vinyl.....	306.50	337.15	429.10	_____
_____	815123	Endless Square - Black Vinyl.....	306.50	337.15	429.10	_____
_____	815953	Endless Curve - White Vinyl.....	216.40	238.05	302.95	_____
_____	815952	Endless Curve - Black Vinyl.....	216.40	238.05	302.95	_____
_____	81518	Vibe Cube - Blue Vinyl.....	83.55	91.90	116.95	_____
_____	81519	Vibe Cube - Red Vinyl.....	83.55	91.90	116.95	_____
_____	81525	Vibe Cube - Orange Vinyl.....	83.55	91.90	116.95	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	83.55	91.90	116.95	_____
_____	81530	Vibe Cube - Black Vinyl.....	83.55	91.90	116.95	_____
_____	81531	Vibe Cube - White Vinyl.....	83.55	91.90	116.95	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Ottomans (continued)</b>						
_____	81532	Vibe Cube - Steel Blue Vinyl.....	83.55	91.90	116.95	_____
_____	81533	Vibe Cube - Silver Vinyl.....	83.55	91.90	116.95	_____
_____	81534	Vibe Cube - Purple Vinyl.....	83.55	91.90	116.95	_____
_____	81535	Vibe Cube -Citrus Green Vinyl.....	83.55	91.90	116.95	_____
_____	81536	Vibe Cube - Taupe Vinyl.....	83.55	91.90	116.95	_____
_____	81537	Vibe Cube - Spice Orange Vinyl.....	83.55	91.90	116.95	_____
_____	81538	Vibe Cube - Desert Rose Vinyl.....	83.55	91.90	116.95	_____
_____	815151	Marche Swivel - Gray Fabric.....	216.40	238.05	302.95	_____
_____	815154	Marche Swivel - Red Fabric.....	216.40	238.05	302.95	_____
_____	815159	Marche Swivel - Blue Fabric.....	216.40	238.05	302.95	_____
_____	815152	Marche Swivel - Linen Fabric.....	216.40	238.05	302.95	_____
_____	815157	Marche Swivel - Meadow Green Fabric.....	216.40	238.05	302.95	_____
_____	815158	Marche Swivel - Pear Yellow Fabric.....	216.40	238.05	302.95	_____
_____	815156	Marche Swivel - Plum Fabric.....	216.40	238.05	302.95	_____
_____	815153	Marche Swivel - Raspberry Fabric.....	216.40	238.05	302.95	_____
_____	815155	Marche Swivel - Rose Quartz Fabric.....	216.40	238.05	302.95	_____
_____	815150	Marche Swivel - White Vinyl.....	216.40	238.05	302.95	_____
_____	815160	Marche Swivel - Orange Fabric.....	216.40	238.05	302.95	_____
_____	81540	Marche Swivel - Forest Green Vinyl.....	216.40	238.05	302.95	_____
_____	81541	Marche Swivel - Teal Velvet.....	216.40	238.05	302.95	_____
_____	81542	Marche Swivel - Distressed Brown Vinyl.....	216.40	238.05	302.95	_____
_____	81543	Marche Swivel - Black Vinyl.....	216.40	238.05	302.95	_____
_____	81539	Marche Swivel - Ivory Faux Sheep Fur.....	216.40	238.05	302.95	_____
<b>Beverly Bench Ottomans</b>						
_____	81550	Black Vinyl.....	405.20	445.70	567.30	_____
_____	81551	Brown Fabric.....	405.20	445.70	567.30	_____
_____	81552	Gray Fabric.....	405.20	445.70	567.30	_____
_____	81553	Linen Fabric.....	405.20	445.70	567.30	_____
_____	81554	Ocean Blue Fabric.....	405.20	445.70	567.30	_____
_____	81555	Red Fabric.....	405.20	445.70	567.30	_____
_____	81556	White Vinyl.....	405.20	445.70	567.30	_____
<b>Beverly Small Bench Ottomans</b>						
_____	81560	Black Vinyl.....	235.95	259.55	330.35	_____
_____	81561	Blue Fabric.....	235.95	259.55	330.35	_____
_____	81562	Brown Fabric.....	235.95	259.55	330.35	_____
_____	81563	Green Fabric.....	235.95	259.55	330.35	_____
_____	81565	Linen Fabric.....	235.95	259.55	330.35	_____
_____	81568	Red Fabric.....	235.95	259.55	330.35	_____
_____	81569	White Vinyl.....	235.95	259.55	330.35	_____
_____	81566	Lavender Fabric.....	235.95	259.55	330.35	_____
_____	81567	Orange Fabric.....	235.95	259.55	330.35	_____
_____	81564	Gray Fabric.....	235.95	259.55	330.35	_____
_____	81570	Yellow Fabric.....	235.95	259.55	330.35	_____
<b>Accent Chairs</b>						
_____	71089	Black Diamond Side Chair.....	169.15	186.05	236.80	_____
_____	71090	Black Diamond Arm Chair.....	214.05	235.45	299.65	_____
_____	810861	Laguna Chair - Maple/Chrome.....	125.40	137.95	175.55	_____

NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Chairs (continued)</b>						
	210108	Limerick® Chair by Herman Miller.....	120.55	132.60	168.75	
	810816	Madrid Chair - White Vinyl/Chrome.....	1,080.05	1,188.05	1,512.05	
	810948	Meeting Chair - White Vinyl.....	287.80	316.60	402.90	
	810164	Marina Chair - White Vinyl.....	127.35	140.10	178.30	
	810160	Marina Chair - Black Vinyl.....	385.05	423.55	539.05	
	810161	Marina Chair - Brown Fabric.....	127.35	140.10	178.30	
	810162	Marina Chair - Ocean Blue Fabric.....	127.35	140.10	178.30	
	810163	Marina Chair - Red Fabric.....	127.35	140.10	178.30	
	810131	Malba Chair - Gray Molded Plastic.....	97.35	107.10	136.30	
	810130	Malba Chair - Green Molded Plastic.....	93.65	103.00	131.10	
	810846	Christopher Chair - White Vinyl/Chrome.....	172.80	190.10	241.90	
	810851	Zenith Chair - White/Chrome.....	151.45	166.60	212.05	
	810841	Rustique Chair - Gunmetal.....	128.15	140.95	179.40	
	810837	Razor Armless Chair - White High Density Plastic.....	79.50	87.45	111.30	
	810875	Swanson Swivel Chair - White Vinyl.....	192.10	211.30	268.95	
	81083	Blade Chair - Sky Blue.....	69.10	76.00	96.75	
	81082	Blade Chair - Red.....	69.10	76.00	96.75	
	81093	Lucent Chair - Frosted Acrylic.....	100.90	111.00	141.25	
	810145	Wentworth Chair - Brown Vinyl.....	291.25	320.40	407.75	
	81024	Atherton Chair - Brown Leather.....	456.45	502.10	639.05	
	81034	Bowery Chair - Yellow Fabric.....	427.75	470.55	598.85	
	81035	Century Chair - Gray Velvet.....	480.70	528.75	673.00	
	81036	Lena Chair - Green Leather.....	385.90	424.50	540.25	
	81031	Montreal Chair - Blue Fabric.....	549.05	603.95	768.65	
	81032	Pasadena Chair - White Plastic.....	308.70	339.55	432.20	
	81038	Tech Chair - Gray Vinyl.....	370.45	407.50	518.65	
	81039	Tech Tablet Chair - Gray Vinyl.....	381.45	419.60	534.05	
	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	525.00	577.50	735.00	
	81047	Brooklyn Swivel Meeting Chair - White/Black.....	525.00	577.50	735.00	
<b>Executive Seating</b>						
	71045	Gray Gaslift Chair Without Arms.....	310.30	341.35	434.40	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	256.15	281.75	358.60	
	810175	Genesis Chair - Black.....	138.90	152.80	194.45	
	810844	Pro Executive High Back Chair - White Vinyl.....	305.30	335.85	427.40	
	810946	Pro Executive High Back Chair - Black Vinyl.....	287.75	316.55	402.85	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	338.90	372.80	474.45	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	339.05	372.95	474.65	
	810947	Pro Executive Guest Chair - Black Vinyl.....	351.40	386.55	491.95	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	223.00	245.30	312.20	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	269.85	296.85	377.80	
	71047	Gray Gaslift Stool without Arms.....	398.35	438.20	557.70	
	810860	Laguna Barstool - Maple/Chrome.....	157.20	172.90	220.10	
	210109	Limerick® Stool by Herman Miller.....	175.30	192.85	245.40	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	134.35	147.80	188.10	
	810873	Lift Barstool - Red Vinyl/Chrome.....	134.35	147.80	188.10	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Barstools (continued)</b>						
_____	810871	Lift Barstool - Black Vinyl/Chrome.....	134.35	147.80	188.10	_____
_____	810870	Lift Barstool - White Vinyl/Chrome.....	134.35	147.80	188.10	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	258.10	283.90	361.35	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	258.10	283.90	361.35	_____
_____	810850	Zenith Barstool - White/Chrome.....	151.45	166.60	212.05	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	436.20	479.80	610.70	_____
_____	810848	Christopher Barstool - White Vinyl/Chrome.....	202.75	223.05	283.85	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	199.40	219.35	279.15	_____
_____	810839	Rustique Barstool - Gunmetal.....	172.80	190.10	241.90	_____
_____	81080	Blade Barstool - Red.....	140.30	154.35	196.40	_____
_____	81081	Blade Barstool - Sky Blue.....	140.30	154.35	196.40	_____
_____	81092	Lucent Barstool - Frosted Acrylic.....	189.90	208.90	265.85	_____
_____	810135	Task Stool - Black Fabric.....	153.20	168.50	214.50	_____
_____	81026	Marina Barstool - Ocean Blue.....	258.00	283.80	361.20	_____
_____	81027	Marina Barstool - Black Vinyl.....	258.00	283.80	361.20	_____
_____	81028	Marina Barstool - Brown Fabric.....	258.00	283.80	361.20	_____
_____	81029	Marina Barstool - Red Fabric.....	258.00	283.80	361.20	_____
_____	81030	Marina Barstool - White Vinyl.....	258.00	283.80	361.20	_____

**Draped Tables & Counters**

<b>Draped Tables</b> - Tables are 24" wide <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red
--

_____	124330	Draped Table 3'L x 30"H.....	121.70	133.85	170.40	_____
_____	124430	Draped Table 4'L x 30"H.....	156.45	172.10	219.05	_____
_____	124630	Draped Table 6'L x 30"H.....	200.70	220.75	281.00	_____
_____	124830	Draped Table 8'L x 30"H.....	242.95	267.25	340.15	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	49.80	54.80	69.70	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	49.80	54.80	69.70	_____
_____	124342	Draped Counter 3'L x 42"H.....	165.25	181.80	231.35	_____
_____	124442	Draped Counter 4'L x 42"H.....	195.35	195.35	273.50	_____
_____	124642	Draped Counter 6'L x 42"H.....	241.50	265.65	338.10	_____
_____	124842	Draped Counter 8'L x 42"H.....	279.80	307.80	391.70	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	66.25	72.90	92.75	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	66.25	72.90	92.75	_____

**Undraped Tables & Counters**

_____	125330	Undraped Table 3'L x 30"H.....	45.45	50.00	63.65	_____
_____	125430	Undraped Table 4'L x 30"H.....	52.75	58.05	73.85	_____
_____	125630	Undraped Table 6'L x 30"H.....	69.90	76.90	97.85	_____
_____	125830	Undraped Table 8'L x 30"H.....	82.90	91.20	116.05	_____
_____	125342	Undraped Counter 3'L x 42"H.....	82.90	91.20	116.05	_____
_____	125442	Undraped Counter 4'L x 42"H.....	89.45	98.40	125.25	_____
_____	125642	Undraped Counter 6'L x 42"H.....	105.45	116.00	147.65	_____
_____	125842	Undraped Counter 8'L x 42"H.....	119.50	131.45	167.30	_____

**Table Top Risers - Risers are 8" wide**

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	33.25	36.60	46.55	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	33.25	36.60	46.55	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	38.90	42.80	54.45	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	38.90	42.80	54.45	_____

furnishings



NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide (continued)</b>						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	44.90	49.40	62.85	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	44.90	49.40	62.85	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	50.80	55.90	71.10	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	50.80	55.90	71.10	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	62.15	68.35	87.00	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	62.15	68.35	87.00	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	73.55	80.90	102.95	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	73.55	80.90	102.95	_____
<b>Pedestal Tables - Soho Series</b>						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	248.45	273.30	347.85	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	255.50	281.05	357.70	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	136.05	149.65	190.45	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	271.10	298.20	379.55	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	278.80	306.70	390.30	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	255.50	281.05	357.70	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	255.50	281.05	357.70	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	278.80	306.70	390.30	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	278.80	306.70	390.30	_____
<b>Pedestal Tables</b>						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	314.90	346.40	440.85	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	327.85	360.65	459.00	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	351.05	386.15	491.45	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	360.50	396.55	504.70	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	358.20	394.00	501.50	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	353.55	388.90	494.95	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	383.85	422.25	537.40	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	401.40	441.55	561.95	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	315.55	347.10	441.75	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	315.55	347.10	441.75	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	236.90	260.60	331.65	_____
_____	820264	Madison Bar Table - Gray Acajou.....	259.30	285.25	363.00	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	234.95	258.45	328.95	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	252.75	278.05	353.85	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	362.00	398.20	506.80	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	362.00	398.20	506.80	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	280.30	308.35	392.40	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	280.30	308.35	392.40	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	280.30	308.35	392.40	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	280.30	308.35	392.40	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	261.10	287.20	365.55	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	207.15	227.85	290.00	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	319.35	351.30	447.10	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	213.60	234.95	299.05	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	261.10	287.20	365.55	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	159.70	175.65	223.60	_____

NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by August 30, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables (continued)</b>						
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	319.35	351.30	447.10	_____
_____	820943	30" Cafe Table w/ Black Base - Wood.....	202.85	223.15	284.00	_____
_____	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	345.25	379.80	483.35	_____
_____	820911	30" Bar Table w/ Hydraulic Base - Black.....	345.25	379.80	483.35	_____
_____	820912	30" Bar Table w/ Hydraulic Base - Green.....	345.25	379.80	483.35	_____
_____	820913	30" Bar Table w/ Hydraulic Base - Orange.....	345.25	379.80	483.35	_____
_____	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	345.25	379.80	483.35	_____
_____	820915	30" Bar Table w/ Black Base - Gunmetal.....	241.65	265.80	338.30	_____
_____	820916	30" Bar Table w/ Black Base - Black.....	241.65	265.80	338.30	_____
_____	820917	30" Bar Table w/ Black Base - Green.....	241.65	265.80	338.30	_____
_____	820918	30" Bar Table w/ Black Base - Orange.....	241.65	265.80	338.30	_____
_____	820919	30" Bar Table w/ Black Base - Yellow.....	241.65	265.80	338.30	_____
_____	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	345.25	379.80	483.35	_____
_____	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	345.25	379.80	483.35	_____
_____	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	345.25	379.80	483.35	_____
_____	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	345.25	379.80	483.35	_____
_____	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	345.25	379.80	483.35	_____
_____	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	224.45	246.90	314.25	_____
_____	8201236	30" Cafe Table w/ Black Base - Black.....	224.45	246.90	314.25	_____
_____	8201237	30" Cafe Table w/ Back Base - Green.....	224.45	246.90	314.25	_____
_____	8201238	30" Cafe Table w/ Black Base - Orange.....	224.45	246.90	314.25	_____
_____	8201239	30" Cafe Table w/ Black Base - Yellow.....	224.45	246.90	314.25	_____
_____	8201240	36" Bar Table w/ Hydraulic Base - Black.....	356.05	391.65	498.45	_____
_____	8201241	36" Bar Table w// Black Base - Black.....	243.80	268.20	341.30	_____
_____	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	340.95	375.05	477.35	_____
_____	8201243	36" Cafe Table w/ Black Base - Black.....	263.30	289.65	368.60	_____
<b>Accent Tables</b>						
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	393.55	432.90	550.95	_____
_____	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	417.85	459.65	585.00	_____
_____	820252	Alondra End Table - Glass/Chrome.....	219.50	241.45	307.30	_____
_____	820250	Alondra Cocktail Table - Glass/Chrome.....	304.50	334.95	426.30	_____
_____	820253	Alondra End Table - Wood/Chrome.....	219.50	241.45	307.30	_____
_____	820251	Alondra Cocktail Table - Wood/Chrome.....	304.50	334.95	426.30	_____
_____	8201224	Atomic 36" Round Table - Glass/Chrome.....	316.25	347.90	442.75	_____
_____	8201225	Atomic 42" Round Table - Glass/Chrome.....	316.25	347.90	442.75	_____
_____	82028	Geo End Table - Wood/Black Steel.....	260.00	286.00	364.00	_____
_____	82027	Geo Cocktail Table - Wood/Black Steel.....	265.35	291.90	371.50	_____
_____	82035	Geo End Table - Glass/Chrome.....	393.55	432.90	550.95	_____
_____	82034	Geo Cocktail Table - Glass/Chrome.....	474.40	521.85	664.15	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	281.80	310.00	394.50	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	281.80	310.00	394.50	_____
_____	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	325.80	358.40	456.10	_____
_____	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	325.80	358.40	456.10	_____
_____	82079	Sydney End Table - Blue Laminate/Brushed Steel....	202.85	223.15	284.00	_____

furnishings

NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Tables (continued)</b>						
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	202.85	223.15	284.00	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	245.95	270.55	344.35	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	245.95	270.55	344.35	
	82075	Regis End Table - Brushed Metal.....	230.00	253.00	322.00	
	82074	Regis Bench Table - Brushed Metal.....	325.25	357.80	455.35	
	820844	Aura Round Table - White Metal.....	118.55	130.40	165.95	
	82043	Geo Square-Round Table - Glass/Black Steel.....	671.90	739.10	940.65	
	82044	Geo Square-Round Table - Glass/Chrome.....	290.75	319.85	407.05	
	8201226	Rustique Square Metal Bar Table - Gray.....	278.15	305.95	389.40	
	820130	Mesa Cocktail Table - Black/Bronze.....	249.20	274.10	348.90	
	820131	Mesa Cocktail Table - Glass/Bronze.....	249.20	274.10	348.90	
	820132	Mesa Cocktail Table - Wood/Bronze.....	249.20	274.10	348.90	
	820133	Mesa End Table - Black/Bronze.....	220.75	242.85	309.05	
	820134	Mesa End Table - Glass/Bronze.....	220.75	242.85	309.05	
	820135	Mesa End Table - Wood/Bronze.....	220.75	242.85	309.05	
	820310	Sedona Side Table - Black/Bronze.....	119.25	131.20	166.95	
	820311	Sedona Side Table - Wood/Bronze.....	119.25	131.20	166.95	
	820312	Sedona Side Table - White/Bronze.....	119.25	131.20	166.95	
	820320	Taos Side Table - Black/Bronze.....	119.25	131.20	166.95	
	820321	Taos Side Table Wood/Bronze.....	119.25	131.20	166.95	
	820322	Taos Side Table - White/Bronze.....	119.25	131.20	166.95	
<b>Conference Tables</b>						
	82041	Geo Conference Table - Glass/Black Steel.....	371.05	408.15	519.45	
	82051	Geo Conference Table - Glass/Chrome.....	671.90	739.10	940.65	
	820260	Madison Conference Table - Gray Acajou.....	405.50	446.05	567.70	
	820708	42" Round Conference Table - White Laminate.....	318.35	350.20	445.70	
	820261	Madison 5' Conference Table - Gray Acajou.....	491.30	540.45	687.80	
	820262	Madison 8' Conference Table - Gray Acajou.....	981.10	1,079.20	1,373.55	
	820263	Madison 10' Conference Table - Gray Acajou.....	981.10	1,079.20	1,373.55	
	820951	Ventura Bar Table - Maple w/ Grommets.....	686.25	754.90	960.75	
	820952	Ventura Communal Bar Table - Black.....	672.10	739.30	940.95	
	820953	Ventura Bar Table - White w/ Grommets.....	686.25	754.90	960.75	
	820954	Ventura Communal Bar Table - Maple.....	686.25	754.90	960.75	
	820956	Ventura Communal Bar Table - White.....	686.25	754.90	960.75	
	820963	Ventura Communal Cafe Table - Maple.....	427.25	470.00	598.15	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	640.80	704.90	897.10	
	820961	Ventura Cafe Table - White w/ Grommets.....	640.80	704.90	897.10	
	820966	Ventura Communal Cafe Table - White.....	427.25	470.00	598.15	
	820962	Ventura Communal Cafe Table - Black.....	427.25	470.00	598.15	
	8201244	42" Round Conference Table - Black Laminate.....	356.05	391.65	498.45	
	8201	10' Table - Black Laminate.....	789.40	868.35	1,105.15	
	8203	5' Table - Black Laminate.....	405.70	446.25	568.00	
	8205	8' Table - Black Laminate.....	595.35	654.90	833.50	

furnishings

NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by August 30, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Office</b>						
_____	84075	Madison Desk - Gray Acajou.....	608.15	668.95	851.40	_____
_____	84078	Madison Bookcase - Gray Acajou.....	434.10	477.50	607.75	_____
<b>Computer Desks/Tables</b>						
_____	820706	Work Desk - White Laminate.....	274.25	301.70	383.95	_____
<b>POWERED</b>						
<b>Powered Seating</b>						
_____	810120	Naples Chair, Powered - Black Vinyl.....	646.70	711.35	905.40	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	870.65	957.70	1,218.90	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	1,000.00	1,100.00	1,400.00	_____
<b>Powered Tables</b>						
_____	820950	Ventura Communal Bar Table, Powered - Black.....	831.40	914.55	1,163.95	_____
_____	820955	Ventura Communal Bar Table, Powered - White.....	755.85	831.45	1,058.20	_____
_____	820964	Ventura Communal Cafe Table, Powered - Black.....	541.60	595.75	758.25	_____
_____	820965	Ventura Communal Cafe Table, Powered - White.....	541.60	595.75	758.25	_____
_____	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	597.45	657.20	836.45	_____
_____	84084	Tech Desk, Powered - Black Metal.....	523.90	576.30	733.45	_____
_____	82076	Sydney Cocktail Table, Powered - Black.....	405.50	446.05	567.70	_____
_____	82073	Sydney Cocktail Table, Powered - White.....	405.50	446.05	567.70	_____
_____	8202	10' Table, Powered - Black Laminate.....	987.85	1,086.65	1,383.00	_____
_____	8204	5' Table, Powered - Black Laminate.....	511.55	562.70	716.15	_____
_____	8206	8' Table, Powered - Black Laminate.....	987.85	1,086.65	1,383.00	_____
<b>Powered Pedestals</b>						
_____	85060	Powered Locking Pedestal 36" H, Black.....	495.85	545.45	694.20	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	495.85	545.45	694.20	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	592.60	651.85	829.65	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	592.60	651.85	829.65	_____
_____	820710	Wireless Charging Table, Powered.....	429.35	472.30	601.10	_____
<b>Midtown Counters &amp; Bars</b>						
_____	850103	Midtown Powered Counter Unlighted - Pewter.....	1,292.40	1,421.65	1,809.35	_____
_____	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,508.15	1,658.95	2,111.40	_____
_____	850101	Midtown Bar Unlighted - Pewter.....	1,163.00	1,279.30	1,628.20	_____
_____	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,378.75	1,516.65	1,930.25	_____
<b>DISPLAY &amp; ACCESSORIES</b>						
<b>Product Storage</b>						
_____	84080	3 Door File Cabinet on Castors - Black .....	182.50	200.75	255.50	_____
_____	85020	Posh Shelving w/ Chrome Frame - White.....	505.80	556.40	708.10	_____
<b>Refrigerator</b>						
_____	8503001	Refrigerator - White.....	1,070.55	1,177.60	1,498.75	_____
_____	8983000	Small Refrigerator.....	460.85	506.95	645.20	_____
<b>Lighting</b>						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	93.85	103.25	131.40	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	137.80	151.60	192.90	_____

NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Display</b>						
_____	75030	Display Cube - Black - 12" Small.....	312.40	343.65	437.35	_____
_____	75031	Display Cube - Black - 18" Medium.....	334.50	367.95	468.30	_____
_____	75032	Display Cube - Black - 24" Large.....	378.95	416.85	530.55	_____
_____	72056	Display Counter - Black.....	308.40	339.25	431.75	_____
<b>Boxwood Hedges</b>						
_____	85030	7' Boxwood Hedge.....	975.00	1,072.50	1,365.00	_____
_____	85035	4' Boxwood Hedge.....	645.00	709.50	903.00	_____
<b>Accessories</b>						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	108.35	119.20	151.70	_____
_____	220118	Chrome Sign Holder.....	138.00	151.80	193.20	_____
_____	750135	Round Literature Rack.....	290.10	319.10	406.15	_____
_____	750136	Flat Literature Rack.....	256.55	282.20	359.15	_____
_____	220109	Chrome Coat Tree.....	51.40	56.55	71.95	_____
_____	220134	Aluminum Easel.....	55.85	61.45	78.20	_____
_____	220110	Chrome Bag Rack.....	138.00	151.80	193.20	_____
_____	10201484	Floor Standing Bulletin Board.....	301.30	331.45	421.80	_____
_____	220106	Corrugated Wastebasket.....	16.35	18.00	22.90	_____
_____	8502	Village Charging Hub.....	213.90	235.30	299.45	_____
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
_____	12103	Special Drape 3'H (per ft.).....	25.40	27.95	35.55	_____
_____	12108	Special Drape 8'H (per ft.).....	34.50	37.95	48.30	_____

**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: **WEFTEC 2023 / October 2 - 4, 2023**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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E-MAIL ADDRESS: \_\_\_\_\_

**Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by August 30, 2023.**

## SHOWCASES

- Please order in advance to ensure availability.
- Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- Electrical outlet not included and can be ordered through the official electrical service provider.
- **Orders received after the deadline date will be charged the Standard Price.**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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### STANDARD WHITE SHOWCASE (Fluorescent)

_____	101840	4' Quarter Vision.....	795.00	874.50	1,113.00	\$ _____
_____	101850	5' Quarter Vision.....	795.00	874.50	1,113.00	\$ _____
_____	101860	6' Quarter Vision.....	795.00	874.50	1,113.00	\$ _____
_____	101841	4' Half Vision.....	795.00	874.50	1,113.00	\$ _____
_____	101851	5' Half Vision.....	795.00	874.50	1,113.00	\$ _____
_____	101861	6' Half Vision.....	795.00	874.50	1,113.00	\$ _____
_____	101842	4' Full Vision .....	795.00	874.50	1,113.00	\$ _____
_____	101852	5' Full Vision .....	795.00	874.50	1,113.00	\$ _____
_____	101862	6' Full Vision .....	795.00	874.50	1,113.00	\$ _____
_____	101831	Corner Quarter Vision .....	830.00	913.00	1,162.00	\$ _____
_____	101830	Corner Half Vision .....	830.00	913.00	1,162.00	\$ _____

### TOWER SHOWCASE (Halogen)

_____	101810	White with 3 shelves.....	860.00	946.00	1,204.00	\$ _____
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### WHITE WALL CASE (Fluorescent)

_____	101863	See Thru 48"L x 28"D x 72"H .....	1,120.00	1,232.00	1,568.00	\$ _____
_____	101864	Front View 48"L x 28"D x 72"H.....	1,065.00	1,171.50	1,491.00	\$ _____

### TOTAL COST

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

Freeman<sup>1</sup>

# Flooring solutions

Stand out in style.

Visit us at [freeman.com](http://freeman.com)



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## Your exhibit's flooring should complement your brand

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



# Most popular flooring options

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

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

Continue reading for more detail on each flooring option.

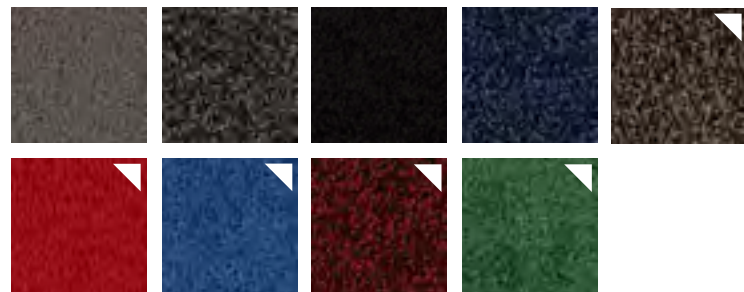
**Be sure to order before the discount deadline!**

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

▼ = Available only before the discount deadline

## Classic Collection

16oz carpet



## Designer Plus Collection

30oz carpet

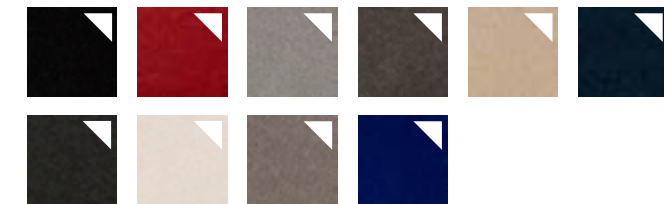
NEW



## Supreme Collection

45oz carpet

NEW



## Expo Flex Collection

10ft vinyl

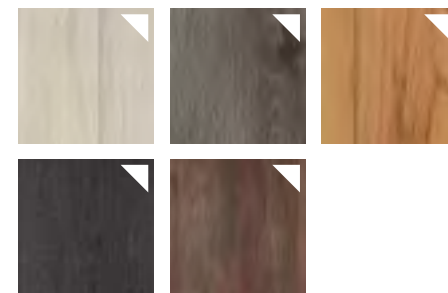
NEW



## Event Flex Collection

12ft vinyl

NEW



## Riviera + Parkside Collections

Turf

NEW



# Classic Collection

16oz

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

For fast, easy ordering, visit us at [freeman.com/find-show](https://freeman.com/find-show)



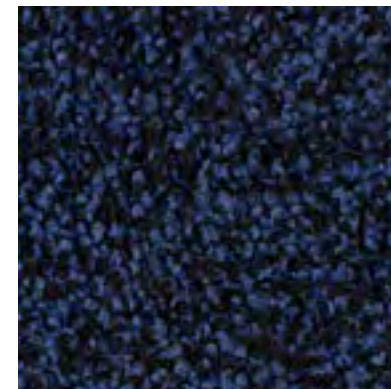
**Gray**



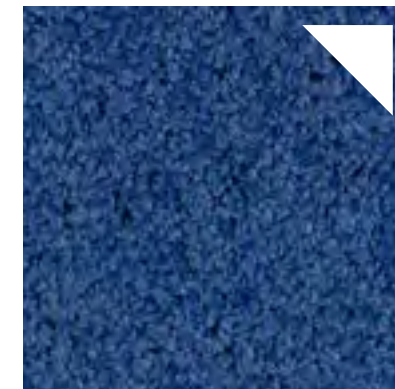
**Tuxedo**



**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



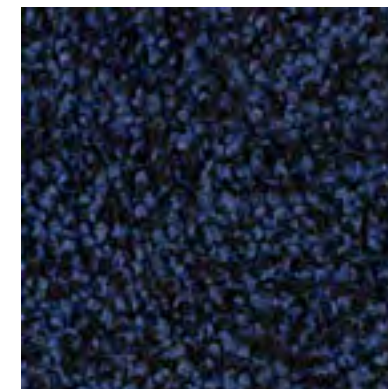
**Gray**



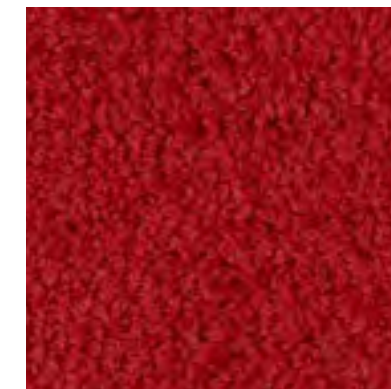
**Tuxedo**



**Black**



**Midnight**



**Red**



**Blue**



**Latte**



**Red Pepper**



**Green**

▼ = Available only before the discount deadline

NEW

# Designer Plus Collection

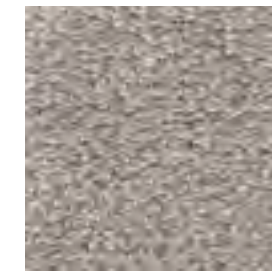
30oz

- 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](http://freeman.com/find-show)



**Black**



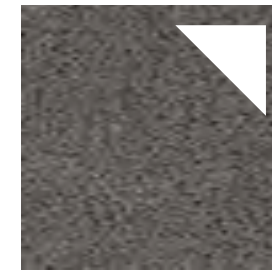
**Grey Pearl**



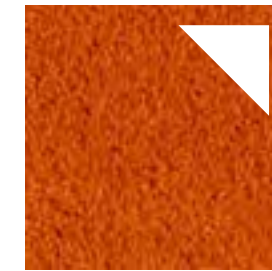
**Red**



**Navy**



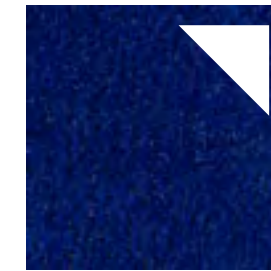
**Lava Rock**



**Paprika**



**Graphite**



**Royal Blue**



**Silky Beige**



**Ivory**



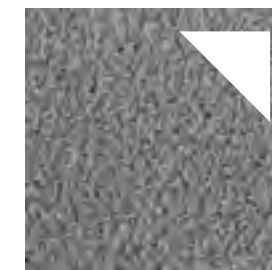
**Smoke**



**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**



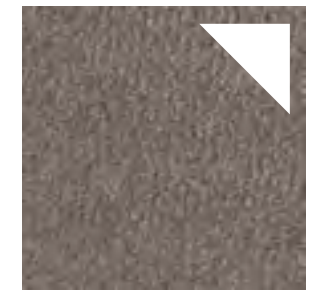
**Charcoal**



**Reflex Blue**



**Cream**



**Silver Mist**



**Smoke**



**White**

▼ = Available only before the discount deadline

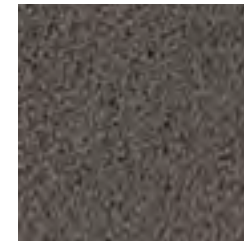
# Ordering after the discount deadline? Don't fret.

You can select from these options.

For fast, easy ordering, visit us at [freeman.com/find-show](https://freeman.com/find-show)

## Classic Collection

16oz



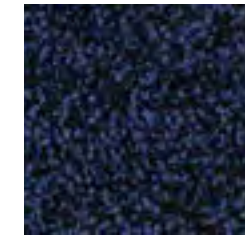
Gray



Tuxedo



Black



Midnight

## Custom Cut Classic Collection

16oz



Gray



Tuxedo



Black



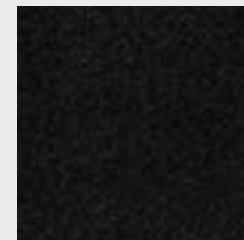
Midnight



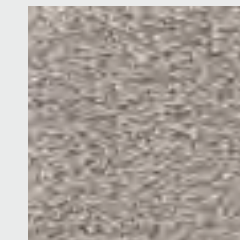
Red

## Designer Plus Collection

30oz



Black



Gray Pearl



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

Now offering vinyl and turf flooring solutions.

NEW

# Expo Vinyl Collection

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



**Birch**



**Light Maple**



**Dark Maple**



**Ash**



**Smoke**

▼ = Available only before the discount deadline



NEW

# Event Flex Collection

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

For fast, easy ordering, visit us at [freeman.com/find-show](https://freeman.com/find-show)



**Whitewood**



**Silverwood**



**Dark Maple**



**Blackwood**



**Barnwood**

▼ = Available only before the discount deadline

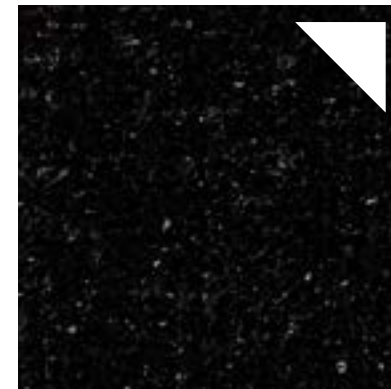
NEW

# Turf

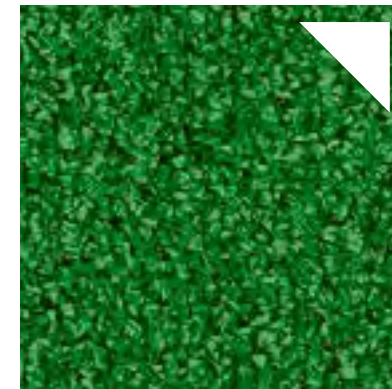
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

For fast, easy ordering, visit us at [freeman.com/find-show](https://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.

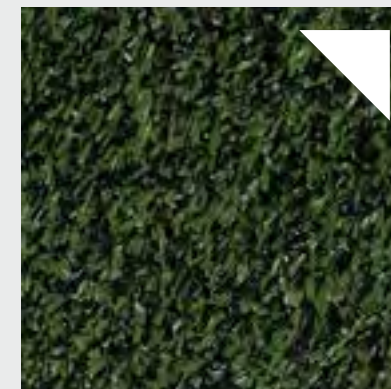


**Riviera Black**



**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](mailto:solutions@freeman.com)



Freeman<sup>1</sup>

# 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](https://freeman.com/find-show)

Visit us at [freeman.com](https://freeman.com) or contact us at [freeman.com/contact](https://freeman.com/contact)



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NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by August 30, 2023.

**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 .....	\$ 350.00	\$ 385.00	\$ 490.00	_____
_____	10' x 20' Classic Carpet .....	\$ 700.00	\$ 770.00	\$ 980.00	_____
_____	10' x 30' Classic Carpet .....	\$ 1,050.00	\$ 1,155.00	\$ 1,470.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 215.00	\$ 236.50	\$ 301.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 430.00	\$ 473.00	\$ 602.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 645.00	\$ 709.50	\$ 903.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 430.00	\$ 473.00	\$ 602.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 860.00	\$ 946.00	\$ 1,204.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,290.00	\$ 1,419.00	\$ 1,806.00	_____
_____	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

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 4.50	\$ 4.95	\$ 6.30	_____

**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

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 10.40	\$ 11.45	\$ 14.55	_____

**12 ft Event Flex Vinyl, choose your flooring color:**

- Barnwood  Blackwood  Dark Maple  Silverwood  Whitewood

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 13.00	\$ 14.30	\$ 18.20	_____

NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

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
<b>1 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>5.90</b>	\$ <b>6.50</b>	\$ <b>8.25</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>5.00</b>	\$ <b>5.50</b>	\$ <b>7.00</b>	_____

**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
<b>1 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>6.80</b>	\$ <b>7.50</b>	\$ <b>9.50</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>6.30</b>	\$ <b>6.95</b>	\$ <b>8.80</b>	_____



**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
<b>100 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>2.15</b>	\$ <b>2.35</b>	\$ <b>3.00</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>2.00</b>	\$ <b>2.20</b>	\$ <b>2.80</b>	_____

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

				Online Price	Discount Price	Standard Price	Total
<b>100 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>4.30</b>	\$ <b>4.75</b>	\$ <b>6.00</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>4.00</b>	\$ <b>4.40</b>	\$ <b>5.60</b>	_____

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

				Online Price	Discount Price	Standard Price	Total
<b>Per sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>6.25</b>	\$ <b>6.90</b>	\$ <b>8.75</b>	_____

**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
<b>Per sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>7.70</b>	\$ <b>8.45</b>	\$ <b>10.80</b>	_____

**Parkside Turf, choose your color:**

- Green

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

				Online Price	Discount Price	Standard Price	Total
<b>Per sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>15.60</b>	\$ <b>17.15</b>	\$ <b>21.85</b>	_____

**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) 621-5603



Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

cleaning

NAME OF SHOW: **WEFTEC 2023 / October 2-4, 2023**

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
• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.					
_____	610100	Booth Vacuuming - One Time .....	.88	1.25	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.76	2.45	_____
_____	610300	Booth Vacuuming - 3 Days .....	2.64	3.70	_____

**SHAMPOOING (per sqft - 100 sqft minimum)**

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	1.59	2.25	_____

**FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)**

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time .....	.82	1.15	_____
_____	690200	Floor Surface Cleaning - 2 Days .....	1.64	2.30	_____
_____	690300	Floor Surface Cleaning - 3 Days .....	2.46	3.45	_____

**PORTER SERVICE (per day)**

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.					
_____	620500	Exhibit Area / Under 500 sqft. ....	107.00	149.80	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	153.35	214.70	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	183.85	257.40	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	225.45	315.65	_____

**TOTAL COST**

Total Cost = \$ \_\_\_\_\_

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

# SEEING IS BELIEVING

.....

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

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://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: **WEFTEC 2023 / October 2-4, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by August 30, 2023.

**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 \$ 27.15 per sqft discount price  
 x or = \$ \_\_\_\_\_  
 \$ 40.75 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"	50.05	75.10 =	_____
7" x 22"	50.05	75.10 =	_____
7" x 44"	70.30	105.45 =	_____
9" x 44"	90.70	136.05 =	_____
11" x 14"	50.05	75.10 =	_____
14" x 22"	70.30	105.45 =	_____
14" x 44"	140.60	210.90 =	_____
22" x 28"	97.00	145.50 =	_____
28" x 44"	121.85	182.80 =	_____
20" x 60"	283.60	425.40 =	_____

(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.

# EXHIBITOR BOOTH SET-UP / DISMANTLE INFORMATION

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for both options are detailed below. If you have any questions, please contact Freeman.

(1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees ("Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to:

- (i) Set-up and dismantle exhibits displayed on Authority premises;
- (ii) Assemble and disassemble materials, machinery, or equipment on Authority premises; and
- (iii) Install all signs, graphics, props, balloons, other decorative items, and the exhibitor's own drapery, including the skirting of exhibitor tables, on the Authority's premises.

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor's electrical equipment, computers, audio-visual devices, and other equipment.

(3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.

Please note: (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

## UNION JURISDICTIONS AT McCORMICK PLACE

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (see McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place):

McCormick Place is a union building, and jurisdictions are clearly established. Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Above all, there should be no need for disputes. If there is a disagreement, contact your Floor Manager. They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

### RIGGERS

Responsible for uncrating, unskidding, positioning and reskidding of all machinery.

### TEAMSTERS

Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

### DISPLAY LABOR (Unif ed Labor Force Combining Carpenters and Decorators)

Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; recrating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

### HANGING SIGNS

Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians. See Freeman hanging sign form and/or McCormick Place forms for jurisdictions.

### CLEANING/PORTER SERVICE

Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

### ELECTRICIANS

Labor must be ordered for the following: Distribution of electrical services overhead and under flooring, connection of all service to the building, connection of all services 208v and higher, assembly of truss, lighting, etc. that is suspended from the building structure.

**SPECIAL NOTES:** All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:

<b>Morning Breaks (approximately):</b>	<b>9:30 a.m.</b>	<b>to</b>	<b>9:45 a.m.</b>
<b>Lunch Schedules (approximately):</b>	<b>12:00 Noon</b>	<b>to</b>	<b>12:30 p.m.</b>
<b>Afternoon Breaks (approximately):</b>	<b>2:30 p.m.</b>	<b>to</b>	<b>2:45 p.m.</b>

**LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL**

**STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11**

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. These windows are as follows:

<b>Teamsters</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time for all time worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

<b>Riggers</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

<b>Decorators</b>			
Sunday	Monday - Friday	Saturday	Holidays
Double Time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day (8 total dates)
	Double Time from midnight to 6:00 am		

<b>Carpenters</b>			
Sunday	Monday - Friday	Saturday	Holidays
Double Time	Straight Time 8:00 am - 4:30 pm	Over Time 6:00 am - 6:30 pm	Double Time for all time worked
	Over Time after 4:30 pm and 8 consecutive hours worked until 8:30 pm • See below		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time after 8:30 pm		
<ul style="list-style-type: none"> <li>• If less than 8 hours worked 4:30 pm to 6:30 pm Over Time. After 6:30 pm Double Time.</li> <li>• <b>Example:</b> Carpenter worked 12:30 pm through 4:30 pm Carpenter shall be paid Over Time until 6:30 pm and Double Time after 6:30 pm.</li> </ul>			

<b>Carpenters (Break of Show)</b>	
<b>Monday - Friday</b>	<b>Saturday</b>
Straight Time for all hours worked until 8:30 p.m.	6:00 a.m. - 6:30 p.m. Over Time for all hours worked
Over Time until Midnight (This does not alter Over Time after 8 hours worked)	

<b>Electricians</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time until Monday 7:00 am start time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour time period	7:00 am or 8:00 am start shall be 8 Over Time for the 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 3:30 pm or 4:30 pm depending on start time	New Years Day Memorial Day Independence Day Labor Day, Thanksgiving Day, Christmas Day
	Double Time after midnight until 6:00 am		

# 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](http://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.

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### 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: **WEFTEC 2023 / October 2 - 4, 2023**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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E-MAIL ADDRESS: \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
<b>Straight Time:</b> 8:00 AM to 4:30 PM Monday through Friday.....	\$179.00	\$250.75
<b>Overtime:</b> 4:30 PM to 8:30 PM Monday through Friday; 6:00 AM to 6:30 PM Saturday .....	\$268.50	\$376.00
**If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 AM and 4:30 PM, Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.**		
<b>Double Time:</b> 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays.....	\$358.00	\$501.25

**NOTE: On the break of a show** occurring on Monday through Friday, work performed from: 12:00 Noon to 8:30 PM shall be charged at Straight Time; from 8:30 PM to Midnight shall be charged at Overtime (time and a half). (For shows that close prior to 12:00 Noon, Overtime charges will apply after 8 hours).

- Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.
- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only when labor is requested for the start of the working day (8AM), unless the official set up time begins later in the day.
- Half (1/2) hour minimum per man--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 boot
- 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.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor** (Supervisor must check in at the Freeman Service Center to pick up labor. Upon completion of work, supervisor must return to the Freeman Service Center to release laborers.)

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%) = \$ _____						_____
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.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor** (Supervisor must check in at the Freeman Service Center to pick up labor. Upon completion of work, supervisor must return to the Freeman Service Center to release laborers.)

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%) = \$ _____						_____
Total Dismantle = \$ _____						_____

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

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

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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E-MAIL ADDRESS: \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. This window is as follows:

<b>Straight Time, Overtime, Double Time Window</b>			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day Memorial Day Independence Day Labor Day Thanksgiving Day Christmas Day
	Double Time from midnight - 6:00 am	Double Time	

- Consistent with Safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees are permitted in a booth of any size in regards to set up and dismantle of machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re-skid all exhibitor material, machinery, and equipment.
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an "Exhibitor Employee" is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of six months before the show's opening date.

**Your show manager has established parameters for the normal work day/straight time that is available to you the exhibitor. However, if you would like to utilize Straight Time on Monday through Friday, and Overtime on Saturday outside of your shows published hours, the following conditions must be met:**

- You must receive permission from Show Management to work before or after established Exhibitor Installation and Dismantle times for the event.
- Labor orders must be placed in advance and confirmed 48 hours prior to your requested start date and time
- \*Labor orders may be subject to a 4-hour billable charge, and a prorated share of applicable foremen/steward costs. If this situation exists, Freeman will communicate this to you allowing you to decide whether you want to incur this additional cost.
- Cancellations must be received 24 hours in advance of the requested start date and time, or you will be subject to the charges as stated in \*item #3 above. These charges would also be applicable to an exhibitor who fails to appear and begin work at the requested time.



(888) 508-5054  
Fax: (469) 621-5603

Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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E-MAIL ADDRESS: \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## FORKLIFT & RIGGING LABOR

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One half (1/2) 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 boo
- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

Part #	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR (Half Hour Minimum)</b>			
3040520	Forklift w/2 Man Crew - up to 5,000 lbs - ST.....	\$555.00	\$777.00
3040521	Forklift w/2 Man Crew - up to 5,000 lbs - OT.....	\$750.50	\$1,050.75
3040522	Forklift w/2 Man Crew - up to 5,000 lbs - DT.....	\$946.00	\$1,324.50
30401520	Forklift w/2 Man Crew - up to 15,000 lbs - ST.....	\$606.75	\$849.50
30401521	Forklift w/2 Man Crew - up to 15,000 lbs - OT.....	\$802.25	\$1,123.25
30401522	Forklift w/2 Man Crew - up to 15,000 lbs - DT.....	\$997.75	\$1,397.00
3040420	Forklift w/2 Man Crew - 4-Stage (14' or higher) - ST.....	\$572.50	\$801.50
3040421	Forklift w/2 Man Crew - 4-Stage (14' or higher) - OT.....	\$768.00	\$1,075.25
3040422	Forklift w/2 Man Crew - 4-Stage (14' or higher) - DT.....	\$963.50	\$1,349.00
<b>RIGGING LABOR (Half Hour Minimum)</b>			
3020500	2 Man Rigging Crew - ST.....	\$391.00	\$547.50
3020501	2 Man Rigging Crew - OT.....	\$586.50	\$821.25
3020501	2 Man Rigging Crew - DT.....	\$782.00	\$1,095.00
<b>EQUIPMENT</b>			
3090600	Forklift Cage	\$98.50	
3090700	Forklift Boom	\$131.00	

**PLEASE NOTE:** There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

### 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 \$** \_\_\_\_\_

## HANGING SIGN RULES & GUIDELINES

Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions.

1. The top of the sign may not exceed the height limitation specific to your booth type and building. Please refer to the General Information Bulletin to determine your height limitation.
2. All hanging signs must be sent to the Freeman warehouse, 2500 West 35th Street, Chicago, IL 60632, and be received by September 20, 2023.
3. The weight of signs or materials is not to exceed 250 lbs. per hanging point. All signs will require a "structural integrity" form.
4. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all "hanging signs" shall be determined by Freeman prior to installation to insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.
7. All electrical and neon signs must conform to electrical codes of the City of Chicago.
8. Freeman is responsible for all hanging signs. Freeman will pre-assemble all signs. No display house will be allowed to assemble or disassemble any hanging sign.
9. Set-up instructions must be included with the Order Form and with sign crates.
10. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
11. Exhibitor personnel or your display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Freeman and/or the Electrical Contractor.
12. **YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. FREEMAN CANNOT BE HELD LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGEMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE FREEMAN SERVICE CENTER IN EACH FACILITY.**

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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E-MAIL ADDRESS: \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## HANGING SIGN LABOR

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed [Hanging Sign Labels](#). This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.
- To Insure Freeman Installs, Hangs & Dismantle's your sign to your specification please fill out the next 2 pages and submit to Freeman.
- In order to accommodate your PREFERRED Installation & Dismantle requests please send us back the information on the next 2 pages as soon as possible.
- Scheduling is done on a first come, first served basis
- If you have any questions or require further assistance, you may reach us at the email address below:  
UnifiedRigging@Freeman.com

### LABOR RATES TO HANG SIGNS

**Straight Time**

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

**Overtime**

4:30 P.M. to Midnight, Monday through Friday  
8:00 A.M. to 4:30 P.M. Saturday

**Double Time**

Midnight to 6:00 A.M. Monday through Friday  
4:30 P.M. to Midnight Saturday  
ALL DAY SUNDAY AND HOLIDAYS

**Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation**

**Crew Size**

MINIMUM of two (2) people under normal circumstances. However, at Freeman's discretion, based on the scope of work and safety, 3 or more men may be required.

**Materials**

Cable, clamps, etc. are additional and charged accordingly

**Equipment With Crew**

- Standard prices will apply to all orders placed after the deadline date.
- Rates are per lift and crew per hour
- Half hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
<b>Boom Lift with 2 Man Crew (up to 500 lbs lift capacity)</b>			
Advance Price	\$806.75	\$1,007.25	\$1,207.25
<b>Standard Price</b>	<b>\$1,129.50</b>	<b>\$1,410.25</b>	<b>\$1,690.25</b>
<b>Additional Crew Assembly Labor (Per person / Per hour)</b>			
Advance Price	\$200.25	\$300.50	\$400.50
<b>Standard Price</b>	<b>\$280.50</b>	<b>\$420.75</b>	<b>\$560.75</b>
<b>Electrical Assembly Labor (Per person/Per hour)</b>			
Advance Price	\$126.75	\$183.50	\$239.00
<b>Standard Price</b>	<b>\$177.50</b>	<b>\$257.00</b>	<b>\$334.75.00</b>
Rotating Motors Labor is not included in prices below. See Electrical Labor order form for rates.			
Small Rotator (Power and materials included)		\$605.65	\$847.90
Large Rotator (Power and materials included)		\$1,166.70	\$1,633.40

### STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

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

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## HANGING SIGN LABOR

### SUPERVISION

Supervision for assembly/dismantle of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor. Please indicate method of supervision you require for assembly/dismantle below.

**SUPERVISION BY FREEMAN** Please complete the information on the following page  
 • Installation of your Hanging Sign will be completed at our discretion prior to show opening.

**SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Installation Condor/Crew Estimate

**Preferred** Installation Date(s): \_\_\_\_\_

Approx Hours      Hourly Rate      Total Estimated Cost

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Dismantle Condor/Crew Estimate

**Preferred** Dismantle Date(s): \_\_\_\_\_

Approx Hours      Hourly Rate      Total Estimated Cost

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Installation Assembly Estimate

**Preferred** Installation Date(s): \_\_\_\_\_

Approx Hours      Hourly Rate      Total Estimated Cost

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Dismantle Assembly Estimate

**Preferred** Dismantle Date(s): \_\_\_\_\_

Approx Hours      Hourly Rate      Total Estimated Cost

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined. Please complete the diagram on the following page.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: \_\_\_\_\_ Weight of Sign: \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly Crew Size: \_\_\_\_\_

Is Your Sign Designed to Rotate? \_\_\_\_\_

Are You Shipping to the Adv. Warehouse? \_\_\_\_\_

Does your sign require a Chain Fall? (A Chain Fall is a manual Hoist) \_\_\_\_\_

Number of feet from floor to top of sign: \_\_\_\_\_

Location of sign within booth: \_\_\_\_\_

Tie off structure/wall? \_\_\_\_\_

### FREEMAN HARD HAT POLICY

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable



## HANGING SIGN PLACEMENT DIAGRAM

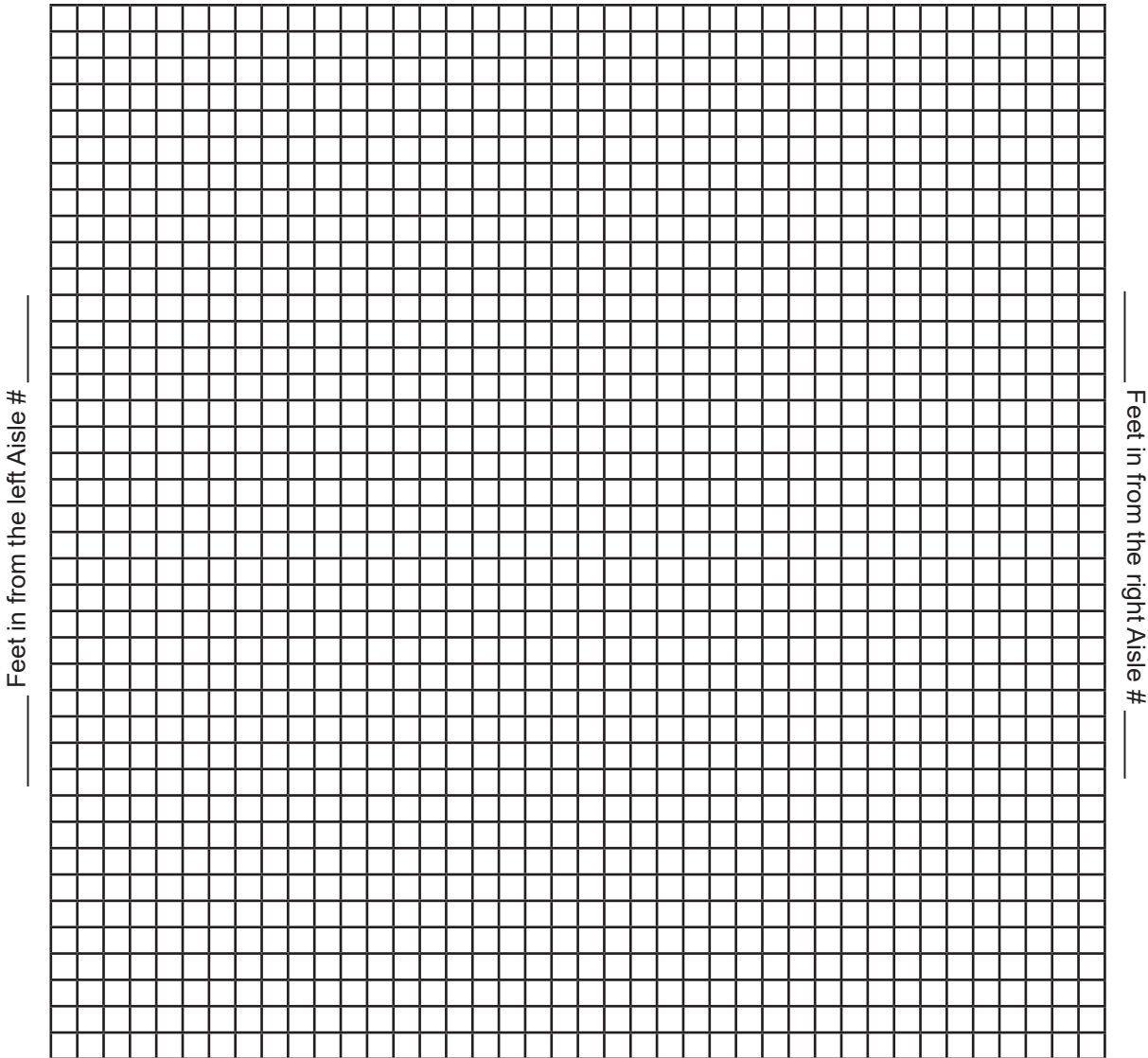
The grid below may be printed to layout the placement of your Hanging Sign. Please complete as clearly as possible, indicating the following:

1. Booth orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated
2. Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
3. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location
4. Number of feet from the floor to top of sign \_\_\_\_\_

WEFTEC 2023: \_\_\_\_\_ Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

\_\_\_\_\_ Feet in from the back Aisle # \_\_\_\_\_



A measurement scale can be applied as necessary to reflect the size of your booth  
 10 x 10 use 1 square = 1/4 foot      20 x 20 use 1 square = 1/2 foot      40 x 40 use 1 square = 1 foot

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STRUCTURAL INTEGRITY STATEMENT  
THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES

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\_\_\_\_\_, the contracted exhibitor at the **WEFTEC 2023 / October 2-4, 2023** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, MCCORMICK PLACE, FREEMAN,** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**HANGING TRUSS & LIGHTING EQUIPMENT****IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING****OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  - \* The assembly of all truss
  - \* The attachment and disassembly of light fixture to truss
  - \* The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- The Electrical Contractor will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Electricians install/dismantle all programmable dimmable lighting fixtures video walls, audio, and projection.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 lbs
- Power for chain hoist must be included with your order for electrical services.

**PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Elevation with dimensions from floor to all hanging properties and truss
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan and surrounding booths on the show floor
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to Freeman at the address on the order forms

**GROUND SUPPORTED TRUSS AND LIGHTING EQUIPMENT****OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Freeman Electricians will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Electricians must install and dismantle any programmable dimmable lighting fixture that are attached to any ground-supported truss.
- Freeman Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

**PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to Freeman at the address on the order forms

## ELECTRICAL HANGING SIGNS

### **OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.

### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to electrical contractor at the address on the order forms
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided

## ELECTRICAL HANGING SIGNS (OVER 250 POUNDS - CHAIN HOIST IS REQUIRED)

### **OFFICIAL CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.

### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to electrical contractor at the address on the order forms
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided

**NON-ELECTRICAL HANGING SIGNS**

**OFFICIAL CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

**PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to Freeman at the address on the order forms
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided

**NON-ELECTRICAL HANGING SIGNS (OVER 250 POUNDS - CHAIN HOIST IS REQUIRED)**

**A CHAIN FALL IS A NON-ELECTRICAL HOIST. THEY COME IN 1/2 TON AND 1 TON OPTIONS.  
NO ORDER FORM IS REQUIRED FOR A CHAIN FALL**

**OFFICIAL CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.

**PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- **No order form is required for a Chain Fall**
- Send the above information to Freeman at the address on the order forms
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.
- All overhead rigging and flow objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flow objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss, lighting, and rigging including point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with point loads and all hanging material weights by the discount deadline date will incur an additional Design Fee and may prohibit your rig from being hung during the requested time window.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.
- All hoists brought in by an outside vendor must adhere to ANSI E1.6-2 - 2018 or they will not be hung by Freeman. Yearly maintenance records with dates and serial numbers must be provided prior to arriving at show site.
- All Truss brought in by an outside vendor must adhere to ANSI E1.2 - 2012 or will not be hung by Freeman.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per labor person requested, unless 24-hour advance notice is provided in writing.
- Freeman labor installs/dismantles all programmable dimmable lighting fixtures video walls, audio, and projection equipment.
- For Pre Rigging: Please contact FREEMAN for availability.
- A Freeman Rigging Supervisor will be added for every order with eight (8) motors or more.
- Motor power is required for every eight (8) motors ordered.

**Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday**

**Overtime: 4:30 P.M. to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.**

**Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.**

**ALL DAY Sunday and Holidays and Midnight to 6:00 a.m. Monday through Friday**

**Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

Description	Advance Price	Standard Price
<b>ELECTRICAL RIGGING LABOR (Rates are per lift and crew, per hour)</b>		
Condor crew consists of 1 Operator and 1 Ground Man		
Condor and Crew - ST.....	\$718.75	\$1,006.25
Condor and Crew - OT.....	\$833.00	\$1,166.25
Condor and Crew - DT.....	\$946.25	\$1,324.75
Scissor Lift consists of 1 Operator ONLY		
Scissor Lift and Operator - ST.....	\$480.25	\$672.50
Scissor Lift and Operator - OT.....	\$537.00	\$752.00
Scissor Lift and Operator - DT.....	\$592.50	\$829.50
Electrical Rigger - ST.....	\$126.75	\$177.50
Electrical Rigger - OT.....	\$183.50	\$257.00
Electrical Rigger - DT.....	\$239.00	\$334.75

### OVERHEAD RIGGING EQUIPMENT

_____ One Ton Hoist (30amp/3phase/208v not included - complete Electrical Order Form).....	\$861.05	\$1,205.45
_____ Half Ton Hoist (30amp/3phase/208v not included - complete Electrical Order Form).....	\$817.30	\$1,144.20
_____ 20.5" Silver Box Truss (per foot).....	\$42.65	\$59.70
_____ 20.5" Black Box Truss (per foot).....	\$47.65	\$67.00
_____ 12" Silver Box Truss (per foot).....	\$35.90	\$50.25
_____ 12" Black Box Truss (per foot).....	\$40.90	\$57.25
_____ 12" Silver Corner Blocks or Hinge Plate.....	\$163.60	\$229.05
_____ 12" Black Corner Blocks or Hinge Plate.....	\$173.60	\$243.05
_____ 20.5" Silver Corner Block or Hinge Plate.....	\$244.85	\$342.80
_____ 20.5" Black Corner Block or Hinge Plate.....	\$254.85	\$356.80
_____ Design Fee.....	\$345.60	

(2nd design fee over 20 motors & additional fees may apply if design changes post discount deadline)

**Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.**

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

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**INSTALLATION LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

**Please complete the information below**

- The charge for this service is the total installation labor bill, with **\$188.50 per hour charge**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**REMINDER:** Please fill out the Hanging Sign Labor Form if Truss/Motors have a hanging sign attached.

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total
					Estimated Cost	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
				Freeman Supervision (\$188.50)	= \$ _____	
				Total Installation	= \$ _____	

**DISMANTLE LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

**Please complete the information below**

- The charge for this service is the total dismantle labor bill, with **\$188.50 per hour charge**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total
					Estimated Cost	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
				Freeman Supervision (\$188.50)	= \$ _____	
				Total Dismantle	= \$ _____	

**PLEASE NOTE:**

**IF EXHIBITOR APPOINTED CONTRACTOR (EAC) DOES NOT SHOW UP AT THE DESIGNATED TIME, THE CLIENT COULD BE RESPONSIBLE FOR THE ORDERED ELECTRICAL LABOR.**

**FREEMAN HARD HAT POLICY**

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.

hanging truss & chain hoist

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

**If you have a sign hanging from the TRUSS/MOTORS please fill out the information below.**

### SUPERVISION

Supervision for assembly/dismantle of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor. Please indicate method of supervision you require for assembly/dismantle below.

**SUPERVISION BY FREEMAN** Please complete the information on the following page

- Installation of your Hanging Sign will be completed at Freeman's discretion prior to show opening.

**SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Installation Assembly Estimate

**Preferred** Installation Date(s): \_\_\_\_\_

Approx Hours      Hourly Rate      Total Estimated Cost

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Dismantle Assembly Estimate

**Preferred** Dismantle Date(s): \_\_\_\_\_

Approx Hours      Hourly Rate      Total Estimated Cost

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined. All hardware must be drop forged, made in the USA and stamped and rated for the purpose intended. Hardware may be replaced, at an additional cost, if deemed unsafe.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: \_\_\_\_\_ Weight of Sign: \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Are You Shipping to the Adv. Warehouse? \_\_\_\_\_

Number of feet from floo to top of sign: \_\_\_\_\_

Location of sign on TRUSS/MOTORS in booth: \_\_\_\_\_

hanging truss & chain hoist



# EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

.....

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

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



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

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

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

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



NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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ADDRESS: \_\_\_\_\_ CITY/ST/ZIP: \_\_\_\_\_

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E-MAIL ADDRESS: \_\_\_\_\_

**Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by AUGUST 30, 2023.**

## AUDIO VISUAL

- Orders received after the deadline date or without payment will be charged the Standard Price.
- Electrical labor and internet services are NOT included in equipment pricing.
- Pricing is for the length of the event and includes product delivery.
- Please call for meeting room support or items that are not listed.
- Meeting room equipment cannot be ordered online. Please contact us for a quote at [avservices@freemanco.com](mailto:avservices@freemanco.com)

## FLAT SCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All screens are 1080p with dual post stand				
_____	32" Flat Screen.....	\$815.00	\$1,141.00	\$ _____
_____	42" Flat Screen.....	\$990.00	\$1,386.00	\$ _____
_____	55" Flat Screen.....	\$1,665.00	\$2,331.00	\$ _____
_____	70" Flat Screen.....	\$2,365.00	\$3,311.00	\$ _____
_____	80" Flat Screen.....	\$3,180.00	\$4,452.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,200.00	\$5,880.00	\$ _____
• All screens are 1080p with dual post stand and external USB media player.				
_____	32" Flat Screen.....	\$960.00	\$1,344.00	\$ _____
_____	42" Flat Screen.....	\$1,130.00	\$1,582.00	\$ _____
_____	55" Flat Screen.....	\$1,800.00	\$2,520.00	\$ _____
_____	70" Flat Screen.....	\$2,505.00	\$3,507.00	\$ _____
_____	80" Flat Screen.....	\$3,075.00	\$4,305.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,335.00	\$6,069.00	\$ _____
• All screens are 1080p with dual post stand and laptop.				
_____	32" Flat Screen.....	\$1,195.00	\$1,673.00	\$ _____
_____	42" Flat Screen.....	\$1,370.00	\$1,918.00	\$ _____
_____	55" Flat Screen.....	\$2,040.00	\$2,856.00	\$ _____
_____	70" Flat Screen.....	\$2,740.00	\$3,836.00	\$ _____
_____	80" Flat Screen.....	\$3,470.00	\$4,858.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,585.00	\$6,419.00	\$ _____

## TOUCHSCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All packages include dual post stand and laptop.				
_____	32" Touchscreen.....	\$1,575.00	\$2,205.00	\$ _____
_____	46" Touchscreen.....	\$2,040.00	\$2,856.00	\$ _____
_____	55" Touchscreen.....	\$2,510.00	\$3,514.00	\$ _____
• All packages include dual post stand.				
_____	32" Touchscreen.....	\$1,195.00	\$1,673.00	\$ _____
_____	46" Touchscreen.....	\$1,665.00	\$2,331.00	\$ _____
_____	55" Touchscreen.....	\$2,125.00	\$2,975.00	\$ _____

audio visual

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**FLAT SCREEN DISPLAYS**

Qty	Description	Discount Price	Standard Price	Total
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• Please call for pricing on Flat Screens 98" and larger, 4K UHD, & LED Video Wall options.

_____	24" Monitor - 1080p, (no sound).....	\$335.00	\$469.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	32" Flat Screen - 1080p, with Internal Speakers.....	\$555.00	\$777.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	42" Flat Screen - 1080p, with Internal Speakers.....	\$730.00	\$1,022.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Flat Screen - 1080p, with Internal Speakers.....	\$1,400.00	\$1,960.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	70" Flat Screen - 1080p, with Internal Speakers.....	\$2,100.00	\$2,940.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	80" Flat Screen - 1080p, with Internal Speakers.....	\$2,650.00	\$3,710.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

**TOUCHSCREEN DISPLAYS**

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

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

_____	32" Touchscreen with Internal Speakers.....	\$930.00	\$1,302.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	46" Touchscreen with Internal Speakers.....	\$1,400.00	\$1,960.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Touchscreen with Internal Speakers.....	\$1,870.00	\$2,618.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

**VIDEO PLAYERS**

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

_____	USB Media Player.....	\$135.00	\$189.00	\$ _____
_____	Blu-ray Player.....	\$180.00	\$252.00	\$ _____
	HDCP Compliant, compatible with Blu-ray and DVD			

**COMPUTERS & ACCESSORIES**

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

_____	Desktop Computer with 24" Monitor.....	\$320.00	\$448.00	\$ _____
	includes wired keyboard and mouse			
_____	Laptop Computer.....	\$380.00	\$532.00	\$ _____
_____	Wireless Keyboard with Mouse.....	\$115.00	\$161.00	\$ _____
_____	Apple 21.5" iMac (includes wired keyboard and mouse).....	\$345.00	\$483.00	\$ _____
_____	Apple 15" MacBook Pro.....	\$525.00	\$735.00	\$ _____
_____	iPad Stands - White.....	\$180.00	\$252.00	\$ _____
	<input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand			

audio visual

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**AUDIO EQUIPMENT**

Qty	Description	Discount Price	Standard Price	Total
_____	Sound Bar - 2.1 Full Range, with Built-in Subwoofer .....	\$90.00	\$126.00	\$ _____
	Compatible with 42" monitors and above			
_____	Small High Performance PA System .....	\$695.00	\$973.00	\$ _____
	Includes wireless microphone, 2 speakers, 1 Mixer/Amp, computer interface box			
	<input type="checkbox"/> Handheld <input type="checkbox"/> Headset (for best sound quality, choose Headset)			
_____	Small High Performance PA System .....	\$930.00	\$1302.00	\$ _____
	Includes 2 wireless microphones, 2 speakers, 1 Mixer/Amp, computer interface box			
	<input type="checkbox"/> Handheld <input type="checkbox"/> Headset (for best sound quality, choose Headset)			

**EXHIBIT LIGHTING PACKAGES**

Qty	Description	Discount Price	Standard Price	Total
_____	Six (6) 12" LED Lighting Fixtures .....	\$875.00	\$1,225.00	\$ _____
	<input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red			
_____	Twelve (12) 12" LED Lighting Fixtures .....	\$1,750.00	\$2,450.00	\$ _____
	<input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red			

• Exhibit lighting packages are ground supported install only. For additional mounting, lighting styles and custom color options, call for a quote.

**DELIVERY INFORMATION**

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

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

On-Site Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**PAYMENT INFORMATION**

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

**PURCHASE TERMS**

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

**ELECTRICAL SERVICE**

Please contact the electrical contractor to place your electrical order.

**READY FOR DELIVERY ONSITE**

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

<b>TOTAL COST</b>
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.

## IMPORTANT ELECTRICAL EXHIBITING INFORMATION

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Kit.

All questions or concerns can be directed to Freeman's electrical Department for clarification at [ChicagoElectrical@freeman.com](mailto:ChicagoElectrical@freeman.com).

All exhibitor provided equipment for connection to Freeman electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

Exhibitor provided equipment for electrical distribution or equipment connection shall require Freeman to make the final connection from Freeman s power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing any exhibits.

As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into Freeman electrical equipment, the following list provided will ensure the proper connection:

500 Watts to 2000 Watts - Standard U-Ground 15 or 20 Amp Cord Cap / 515 or 520

20 Amp 120/208 5 Wire - Hubbel Male - HBL 2511 / L2120P

30 Amp 120/208 5 Wire – Hubbel Male – HBL 2811/L2130P

30 Amp Y277 / 480 5 Wire - Hubbel Male - HBL 2821 / L2230P

60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P

100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF

(Hots – Male Neutral & Ground – Female)

200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE - Female

Hubbel HBL 400CT (Hots – Male Neutral & Ground – Female)

All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact Freeman's electrical department.

Hopefully, you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact Freeman's electrical department.

**WE APPRECIATE YOUR BUSINESS!**

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**WE APPRECIATE YOUR BUSINESS!**

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# ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

## **How do I know how much power I need?**

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

## **Do I need to order labor?**

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

## **What is an electrical layout and why do I need one?**

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

## **Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

## **What is 24 hour power?**

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

## **Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

## **Where will my power be located?**

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **How many places will I have to plug in? How many things can I plug in?**

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

**F R E E M A N**



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### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

### **Can I hang my own lights?**

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

### **Do I need to order labor to plug in my lights or equipment?**

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.freemanco.com/store](http://www.freemanco.com/store).

## ELECTRICAL SERVICES USAGE GUIDE

To assist in estimating, we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

Please note that there is a minimum of 500 watts per outlet. A 500 watt (5 amp) outlet cannot be split. A 1000 watt (10 amp) outlet can only be split one time. A 2000 watt (20 amp) outlet can only be split three times.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

Example: 5 - 100 watt light bulbs = (5 x 100 = 500 watts)


The following wattages are approximate and are provided to help you estimate your power usage.

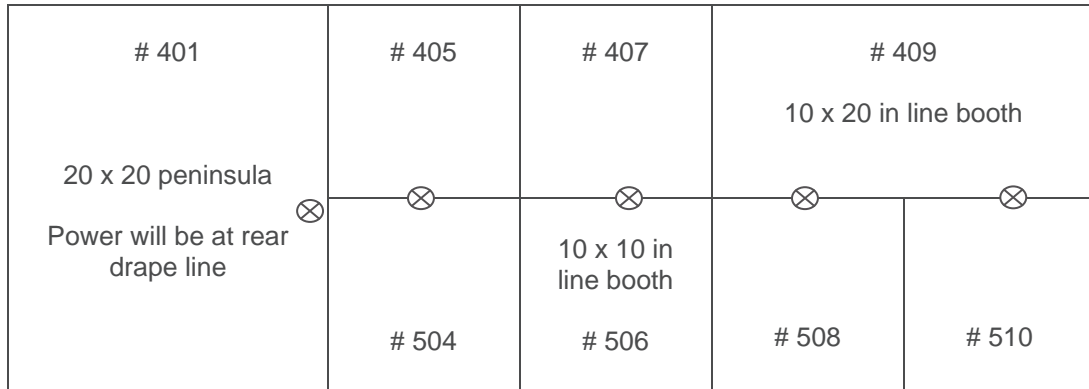
ITEM	ESTIMATED WATTAGE
Arm Lights .....	75-100
Card Reader (credit) / Lead Retrieval.....	50
Charging Furniture – Freeman Event Collection .....	500
Charging Furniture – Freeman Furnishings.....	500 per port (1000 max)
Computer.....	250-500
Computer – Laptop.....	100
Blu-Ray / DVD Player .....	50-100
Heater (Portable).....	500
Heat Press for T-Shirts .....	2000
iPhone/Android .....	20
iPad/Tablet .....	25-50
Kitchen Appliances .....	500-2000
Laminator.....	2000
LED Panels.....	500-1000
Projector .....	1000
Refrigerator (Small) .....	500
Refrigerator (Large).....	1000
Smart Reg Counter by Freeman (lit) .....	500
Steamer .....	2000
Stereo .....	100-500
Vacuum Cleaner .....	1500
Water Cooler .....	1000
TVs/Monitors .....	1000 (update television line)
Espresso Machine .....	30amp/208 volt, single phase



# SAMPLE LAYOUTS

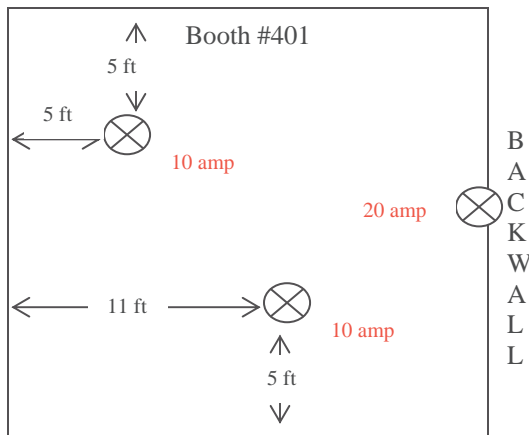
## IN LINE BOOTHS

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

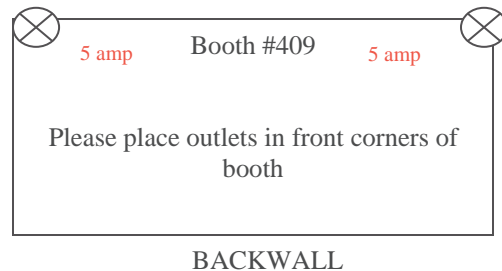


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409  
Order = 2 x 5 amp outlets



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

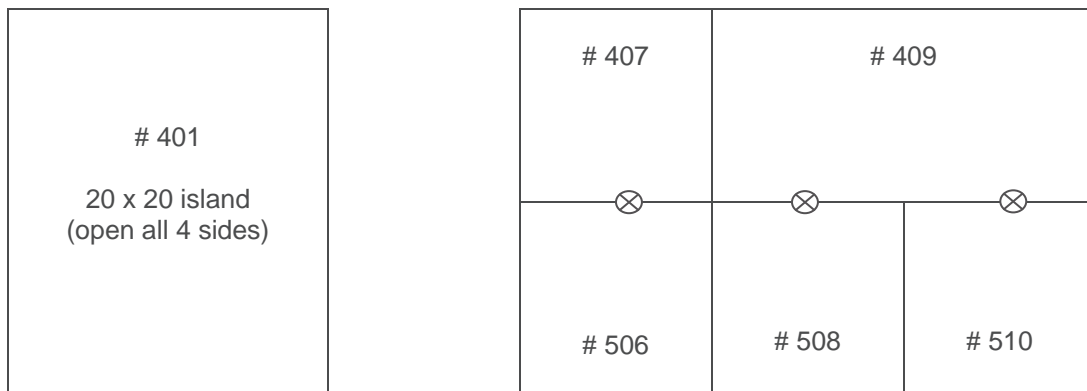
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

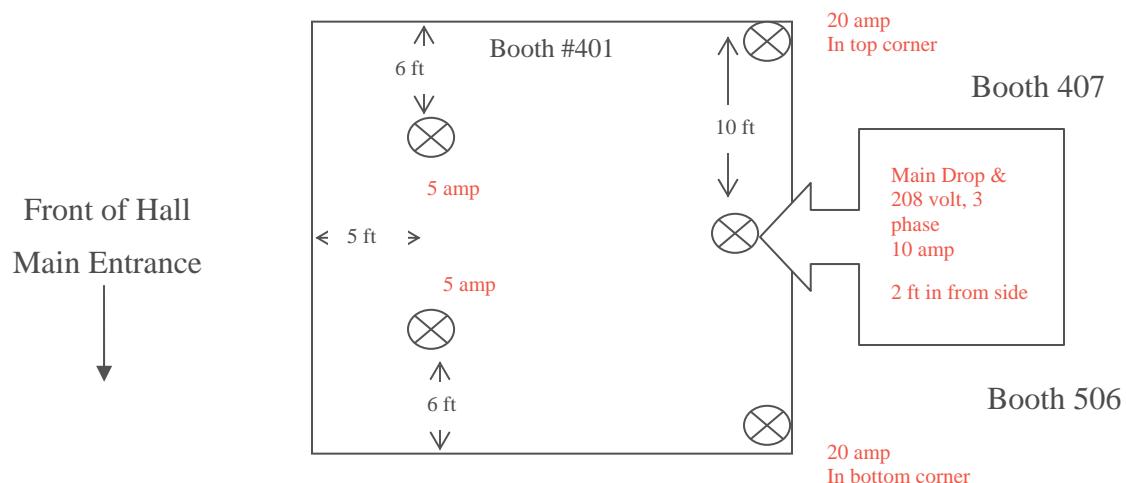
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



NAME OF SHOW: **WEFTEC 2023/October 2 - 4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## ELECTRICAL

### ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

	Quantity Show (For Show Hours Only)	Quantity 24 Hr. (For 24 hrs/day Double Price)	Discount Price	Standard Price	TOTAL
<b>110/120 VOLT</b>					
500 Watts (5 amps)	_____	_____	171.75	257.65	= \$ _____
1000 Watts (10 amps)	_____	_____	304.75	457.15	= \$ _____
2000 Watts (20 amps)	_____	_____	473.25	709.90	= \$ _____

### 208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	761.75	1,142.65	= \$ _____
30 Amps	_____	_____	798.50	1,197.75	= \$ _____
60 Amps	_____	_____	876.75	1,315.15	= \$ _____
100 Amps	_____	_____	1,749.00	2,623.50	= \$ _____

### 208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	953.00	1,429.50	= \$ _____
30 Amps	_____	_____	1,047.25	1,570.90	= \$ _____
60 Amps	_____	_____	1,133.25	1,699.90	= \$ _____
100 Amps	_____	_____	1,845.00	2,767.50	= \$ _____
200 Amps	_____	_____	3,688.75	5,533.15	= \$ _____
400 Amps	_____	_____	6,344.00	9,516.00	= \$ _____
Transformer to Boost 208V to Approx. 230V - \$12.00 per Amp (20 Amp Min.)					
Qty of Amps _____ X Price \$ _____ = \$ _____					

### 480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	1,144.50	1,716.75	= \$ _____
30 Amps	_____	_____	1,209.50	1,814.25	= \$ _____
60 Amps	_____	_____	1,637.00	2,455.50	= \$ _____
100 Amps	_____	_____	1,896.75	2,845.15	= \$ _____
200 Amps	_____	_____	3,771.75	5,657.65	= \$ _____

### LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)	_____	_____	241.30	361.95	= \$ _____
Double Light Stand (400w)	_____	_____	370.65	556.00	= \$ _____
Arm Light	_____	_____	232.30	348.45	= \$ _____
Overhead Quartz Light*	_____	_____	876.55	1,314.85	= \$ _____

\*Overhead quartz lights include labor and equipment to install and first focus  
\*May require labor and/or lift at additional charge. For estimated charges, please contact Freeman at [ChicagoElectrical@freeman.com](mailto:ChicagoElectrical@freeman.com).

### ADDITIONAL INFORMATION

#### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to **August 30, 2023**.

#### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

#### ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

#### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified

#### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

#### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

#### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact Freeman by email at [ChicagoElectrical@Freeman.com](mailto:ChicagoElectrical@Freeman.com).

#### EXTENSION CORDS & POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Center.

Extension cords and power strips owned and used by Exhibitors MUST comply with the City of Chicago Electrical Code. Please contact us for additional information.

#### LIGHT STAND PLACEMENT

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

### 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.

## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 10/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

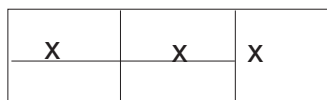
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

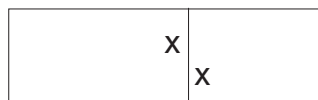
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

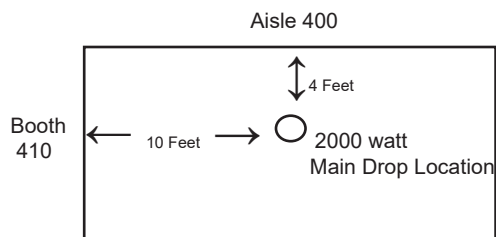


BACK TO BACK PENINSULA

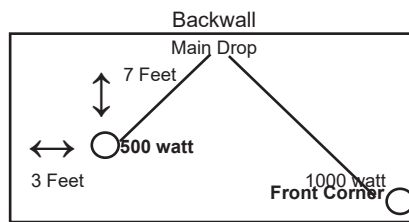
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [www.freeman.com/store](http://www.freeman.com/store) to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labor Required

#### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

---

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

---

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

---

E-MAIL ADDRESS: \_\_\_\_\_

---

## EXTENDED POWER

### 24 HOUR POWER

Please note that 24 hour power orders are for SHOW DAYS only. If 24 hour power is ordered, it will begin the evening before the show opens **October 02, 2023** and runs through 30 min after show end on **October 04, 2023**. Please refer to the Electrical Order Form to place your order for 24 hour power.

### EXTENDED POWER

Power is turned on each day per the schedule outlined below. If you require power outside any of the scheduled install days/times below, or during dismantle this is considered Extended Power. If you need Extended Power please place an order in advance or during the show.

### POWER SCHEDULE

\*Please see Targeted Move-in schedule for your exact move-in date and time.

Wednesday	September 27, 2023	7:30 AM - 5:00 PM
Thursday	September 28, 2023	7:30 AM - 5:00 PM
Friday	September 29, 2023	7:30 AM - 5:00 PM
Saturday	September 30, 2023	7:30 AM - 5:00 PM
Sunday	October 01, 2023	7:30 AM - 4:00 PM

	Quantity	Price (per day)	Dates
110 Volt	_____	\$157.00	_____
208 Volt	_____	\$315.00	_____
480 Volt	_____	\$525.00	_____
Any Combination	_____	\$840.00	_____

Extended power rates listed above are all-inclusive per voltage type. This is not a per outlet price. If you order extended power for your booth for any voltage category, it includes all outlets in that voltage. Any combination of extended power for different voltages is charged "Any Combination" rate if the amount is equal or greater than \$840.00, otherwise you will be charged per Voltage price listed per day.

**For assistance, please email one of our Electrical experts at [ChicagoElectrical@freeman.com](mailto:ChicagoElectrical@freeman.com).**

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



NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE

**Straight Time:** 8:00 am - 4:30 pm Monday through Friday (Excluding Holidays)  
**Overtime:** 4:30 pm to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 pm.  
**Double Time:** After (8) hours at work on Saturday, or after 4:30 pm on Saturday; regardless of starting time.  
 ALL DAY Sunday and Holidays and Midnight to 6:00 am Monday through Friday  
**Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

Description	Advance Price	Show Site Price
Electrician - ST .....	\$126.75	\$177.50
Electrician - OT .....	\$183.50	\$257.00
Electrician - DT .....	\$239.00	\$334.75
Scissor Lift w/operator - ST .....	\$480.25	\$672.50
Scissor Lift w/operator - OT .....	\$537.00	\$752.00
Scissor Lift w/operator - DT .....	\$592.50	\$829.50
Condor w/crew - ST .....	\$718.75	\$1,006.25
Condor w/crew - OT .....	\$833.00	\$1,166.25
Condor w/crew - DT .....	\$946.25	\$1,324.75

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show Site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Center to confirm that you are ready for service

Note: For more information and an example of a completed floorplan please see the following page

FLOOR WORK:	BOOTH WORK:
Floor work is the distribution of electrical under carpet and flooring <input type="checkbox"/> <b>OK TO PROCEED WITHOUT EXHIBITOR PRESENT:</b> Complete Before: Date _____ Time _____  Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet Print Name: _____ Authorized Signature: _____ <input type="checkbox"/> <b>EXHIBITOR SUPERVISION (DO NOT PROCEED)</b>	Booth work is any of the following. Please check all that apply: <input type="checkbox"/> Distribution of electrical overhead (more than one drop location in your booth). <input type="checkbox"/> Distribution of electrical through booth structure. <input type="checkbox"/> Mounting of plasmas/LCD monitors and lights. <input type="checkbox"/> Connection or hard wiring of all exhibitor equipment. <input type="checkbox"/> Lighting used as spot or flood lights <input type="checkbox"/> Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). <input type="checkbox"/> Wiring of overhead signs. <input type="checkbox"/> Installation of electrical headers and/or light boxes. <input type="checkbox"/> Other _____

LABOR REQUEST	SELECT WORK TYPE
Date _____ Time _____ # Electrician _____ Est. # Hours _____	Floor Work _____ Booth Work _____
Date _____ Time _____ # Electrician _____ Est. # Hours _____	Floor Work _____ Booth Work _____
Date _____ Time _____ # Electrician _____ Est. # Hours _____	Floor Work _____ Booth Work _____
Name of On-Site Contact: _____ Cell Phone: _____	
Special Instructions: _____	

**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.

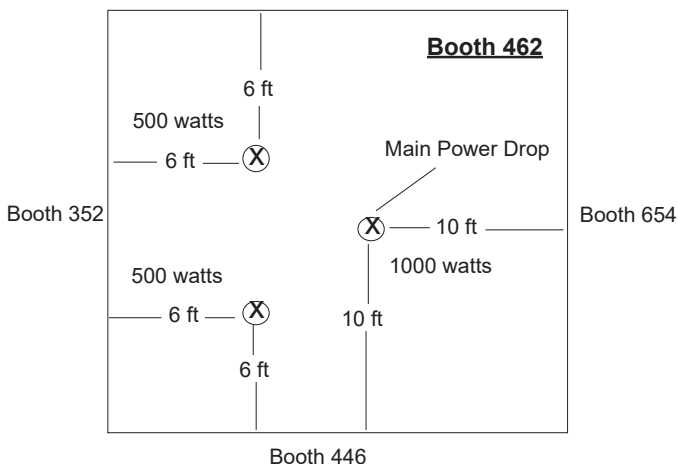
# ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3. Labor must be picked up at the Freeman Service Center. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan

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



NAME OF SHOW: **WEFTEC 2023 / October 2 - 4, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## AIR / WATER / DRAIN / GAS

### COMPRESSED AIR: 90-100 lbs PSI (Rental tax applies)

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet.....	_____	\$990.00	\$1,485.00 = \$	_____
Additional footage per foot within 15 feet .....	_____	\$498.00	\$747.00 = \$	_____
Air line footage per foot .....	_____	\$9.80	\$9.80 = \$	_____
		<b>Total</b>	<b>\$</b>	_____

Standard connection is a 1/4" AMFLO C-1 quick disconnect.

**Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

### WATER (Rental tax applies)

Service Charge for water outlet (includes first 90 feet of water line .....	_____	\$884.75	\$1,327.15 = \$	_____
Water line footage per foot .....	_____	\$9.80	\$9.80 = \$	_____
		<b>Total</b>	<b>\$</b>	_____

**Note:** Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

### DRAINS (Rental tax applies)

Service Charge for first drain outlet at rear of booth (includes 1st 90 ft. ....	_____	\$884.75	\$1,327.15 = \$	_____
Drain Line Footage per foot.....	_____	\$9.80	\$9.80 = \$	_____
		<b>Total</b>	<b>\$</b>	_____

### FILL & DRAINS (Sales tax applies)

0 - 200 Gallons .....	_____	\$524.25	\$786.40 = \$	_____
201 - 400 Gallons .....	_____	\$826.50	\$1,239.75 = \$	_____
Each Additional 100 Gallons (after 400 Gallons).....	_____	\$66.50	\$99.75 = \$	_____
		<b>Total</b>	<b>\$</b>	_____

**NOTE:** Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of 1/2 hour additional labor charge will apply to lay lines under the carpet. A minimum of 1/2 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines

### GASES & MISCELLANEOUS EQUIPMENT (Rental tax applies to equipment & material - Sales tax applies to Gas Type)

Gas Outlet .....	_____	\$1,066.00	\$1,599.00 = \$	_____
Additional footage.....	_____	\$9.80	\$9.80 = \$	_____
		<b>Total</b>	<b>\$</b>	_____

### LABOR (Tax not applicable)

Installation labor for booth work/distribution will be billed in (1/2) half-hour increments with a minimum of (1/2) half-hour. Dismantle labor will be billed at half of the install time with a minimum of a (1/2) hour (excluding Fill & Drains).

	Advance Price	Show Site Price	Total
Straight Time.....	\$126.50	\$177.25 = \$	_____
Overtime.....	\$186.00	\$260.50 = \$	_____
Double Time.....	\$253.00	\$354.25 = \$	_____

**Straight Time:** 8:00 AM to 4:30 PM Monday through Friday

**Overtime:** 4:30 PM to 8:00 AM Monday through Friday; First (8) hours at work on Saturday up to 4:30 PM

**Double Time:** After (8) hours at work on Saturday, or after 4:30 PM on Saturday regardless of starting time; All day Sunday and Holidays.

### 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.

## PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
  2. Credit will not be given for outlets installed and not used.
  3. Compressed Air connection size and fitting is determined by CFM requirements. Note: Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
  4. Pump may be required for drain to function properly and will be charged a rental fee.
  5. Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Fill & drain prices do not include labor. There will be a minimum charge of a half hour labor in and a half hour labor out. Additional labor charges may be incurred if equipment leaks and/or endangers other property.
  6. Ramps over utility lines in a booth are provided on a time and material basis. A minimum of a half hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of a half hour labor will apply to remove lines. Please attach floor plan with order to show location of lines
  7. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
  8. All equipment must comply with state and local safety codes.
  9. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
  10. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections
  11. All equipment using water must have inlet and outlet properly tagged.
  12. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
  13. Rates listed are for services only. Additional labor and material charges may apply.
  14. Service outlet size will be determined by the volume required.
  15. All work performed within booth attaching lines to equipment will incur a connection fee for each connection.
  16. All outlets will be installed on the floor at the backwall of booth
  17. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
  18. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
  19. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
  20. Exhibitors are not allowed to bring air compressors on the show floor .
  21. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
  22. Certain areas require overhead drops for air, water and gas lines. Additional labor and material charges will apply for overhead work.
  23. Please contact Exhibitor Support at (888) 508-5054 for an estimate regarding labor or additional footage.
- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
  - **All electrical requirements must be ordered on the Electrical Rental Order Form.**
  - **Most bottled gases are required to be removed nightly from the show floor per MPEA regulations. Additional charges for removal and re-installation will apply. If you have questions regarding this, please contact us at: (888) 508-5054.**

# Plumbing Floor Plan

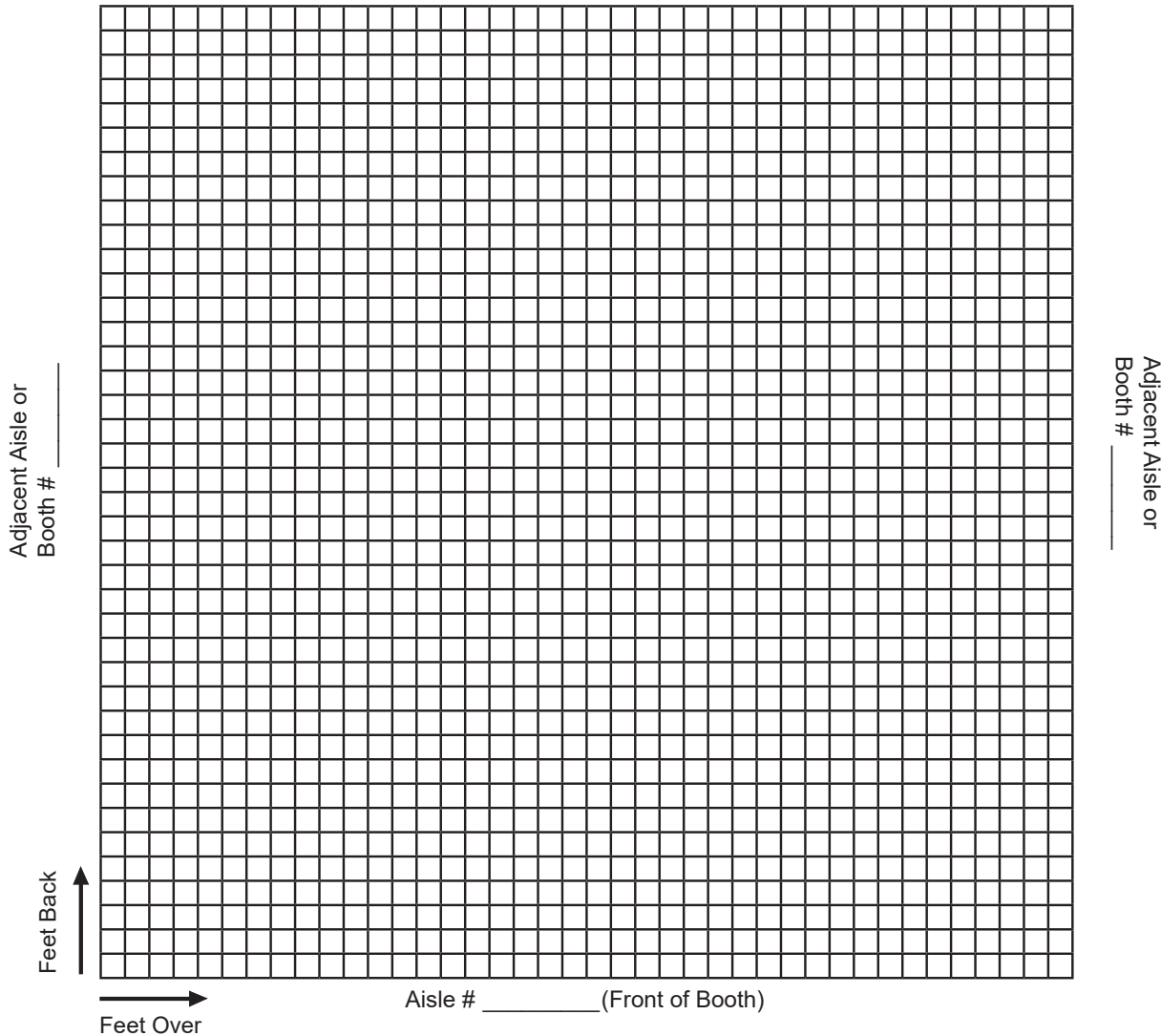
Using the legend below, please complete this form for all of your Air, Water and Drain orders. A change of location on an installed or partially installed utility service may result in additional costs to you. Please complete as clearly as possible and indicate the following information. If you are submitting your own detailed drawing, be sure to include the following items:

- 1. Location, Type and Size of the primary connection.** Plumbing needs to be distributed from one location. It is recommended that this location be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
- 2. Location, Type and Size of secondary connections.** Please provide specific dimensions. *Do not simply place and X where a connection is required.*
- 3. Booth Orientation.** Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated

Name of Show: \_\_\_\_\_ Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Aisle # \_\_\_\_\_ (Back of Booth)



COMMENTS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- CAL Compressed Air Line (Diameter in inches)
- WL Water Line (Diameter in inches)
- DL Drain Line (Diameter in inches)

## EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/ASM Global. **An exhibitor and exhibitor employees are prohibited, at all times, from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.**

“Exhibitor Employee” is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- > Setting-up and dismantling exhibits
- > Assembling and disassembling materials, machinery, or equipment
- > Installing all signs, graphics, props, other decorative items, and drapery, including the skirting of tables
- > Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices, and other equipment
- > Skidding, positioning, and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website:  
[www.mccormickplace.com](http://www.mccormickplace.com).

**Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call. Your call will be promptly returned between the hours of 7:00am – 6:30pm**



## EXHIBITOR RIGHTS “DO NOT APPLY” TO

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must follow the State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes in the legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

**IT IS IMPORTANT TO NOTE THAT THE LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes, created by the legislation, by posing as an exhibitor employee will incur serious consequences including the possible revocation of the “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website:  
[www.mccormickplace.com](http://www.mccormickplace.com) or you may contact the following personnel:

John Race	<a href="mailto:jrace@mccormickplace.com">jrace@mccormickplace.com</a>	773-709-7076
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alichia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186



## EXHIBITOR BILL OF RIGHTS COMMUNICATION/ REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/ASM Global. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website:  
[www.mccormickplace.com](http://www.mccormickplace.com).

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with, please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline		312-791-7299
John Race	<a href="mailto:jrace@mccormickplace.com">jrace@mccormickplace.com</a>	773-709-7076
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alichia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186

The following will occur upon request:

- > You will be contacted within 5-7 business days
- > Your case will be reviewed by McCormick Place management
- > You will receive feedback from us no later than 30 days after all documentation has been submitted
- > Your written report will be submitted to the McCormick Place Advisory Council for review

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION  
AND TRADE SHOW DESTINATION.  
WE WILL ENSURE THAT YOUR "EXHIBITOR'S RIGHTS" ARE COMPLIED WITH.**





McCORMICK PLACE<sup>®</sup>  
C H I C A G O



## ASUV PROGRAM (Automobile & Small Utility Vehicle)

McCormick Place allows exhibitors to unload/load from automobiles and small utility vehicles at designated docks using only non-motorized, non-hydraulic, hand trucks and dollies. Please note that No vehicle can be left un-attended. The ASUV Program is available on predetermined dates and times as listed below. McCormick Place encourages Exhibitors to participate in the ASUV program in one of two options:

- Self- Loading/Unloading ASUV at Exhibition Hall
- Hand Carry Items Option- From Parking Lot
- No Pre-Registration Required

Please visit <http://mccormickplace.com/exhibitors/asuv.php> for more information.

If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will be based on published kit rates.

*The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.*

Vehicle Criteria:



Designated ASUV dates & times: Move-in or move-out with a registered ASUV Vehicle will be allowed at the following dates and times:

Move-in: Sunday, October 1: 10:30AM - 4:30PM

Move-out: Wednesday, October 4: 3:30PM - 9:30PM

Check-in for exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Drive) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building.

Additional Inquiries can be directed to the Standard Parking Lot B Office via email at [rmemisovski@spplus.com](mailto:rmemisovski@spplus.com).



Purchase Exhibitor Parking by visiting the below link.




<https://www.mccormick.parkingguide.com/>



# FLORAL EXPOSITIONS

7453 President Drive Orlando, FL 32809  
Email: [orders@floralexpo.net](mailto:orders@floralexpo.net) Phone: 407-961-6531

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

 <p>A1 4"square 4"round \$30</p>	 <p>A2 4"round \$30</p>	 <p>A3 \$30</p>	 <p>B 5"wx 5"h \$50</p>	 <p>C 5"wx 6"h \$75</p>	 <p>D 6"wx 6"h \$50</p>	 <p>E 5"wx 5"h \$45</p>
 <p>F 8"wx 10"h \$75</p>	 <p>G 5"wx 12"h \$45</p>	 <p>H 8"wx 8"h \$75</p>	 <p>I 8"wx 8"h \$95</p>	 <p>J 8"wx 8"h \$50</p>	 <p>K 12"wx 12"h \$95</p>	
 <p>L 10"wx 14"h \$95</p>	 <p>M 14"wx 12"h \$75</p>	 <p>N 8"wx 18"h \$95</p>	 <p>O 14"wx 12"h \$75</p>	 <p>P 14"wx 14"h \$135</p>		
 <p>Q 12"wx 18"h \$85</p>	 <p>R 14"wx 10"h \$55</p>	 <p>S 9"wx 6"h \$75</p>	 <p>T 14"wx 12"h \$95</p>	 <p>U 12"wx 18"h \$85</p>		
 <p>V 20"wx 10"h \$150</p>	 <p>X 6"wx 24"h \$120</p>	 <p>Y 20"wx 30"h \$200</p>	 <p>Z 36"wx 48"h \$250</p>			
 <p>W 18"wx 10"h \$150</p>						

\*Discount pricing only applies to orders received and paid in full thirty days prior to Exhibitor Move In

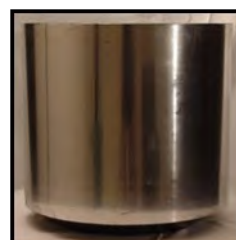
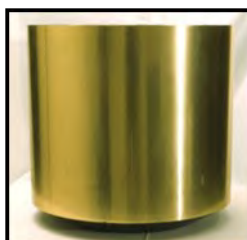
**GREEN PLANTS 3' - 8': ORDER ON PAGE 5**



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



**SPECIALTY CONTAINERS: ORDER ON PAGE 4**

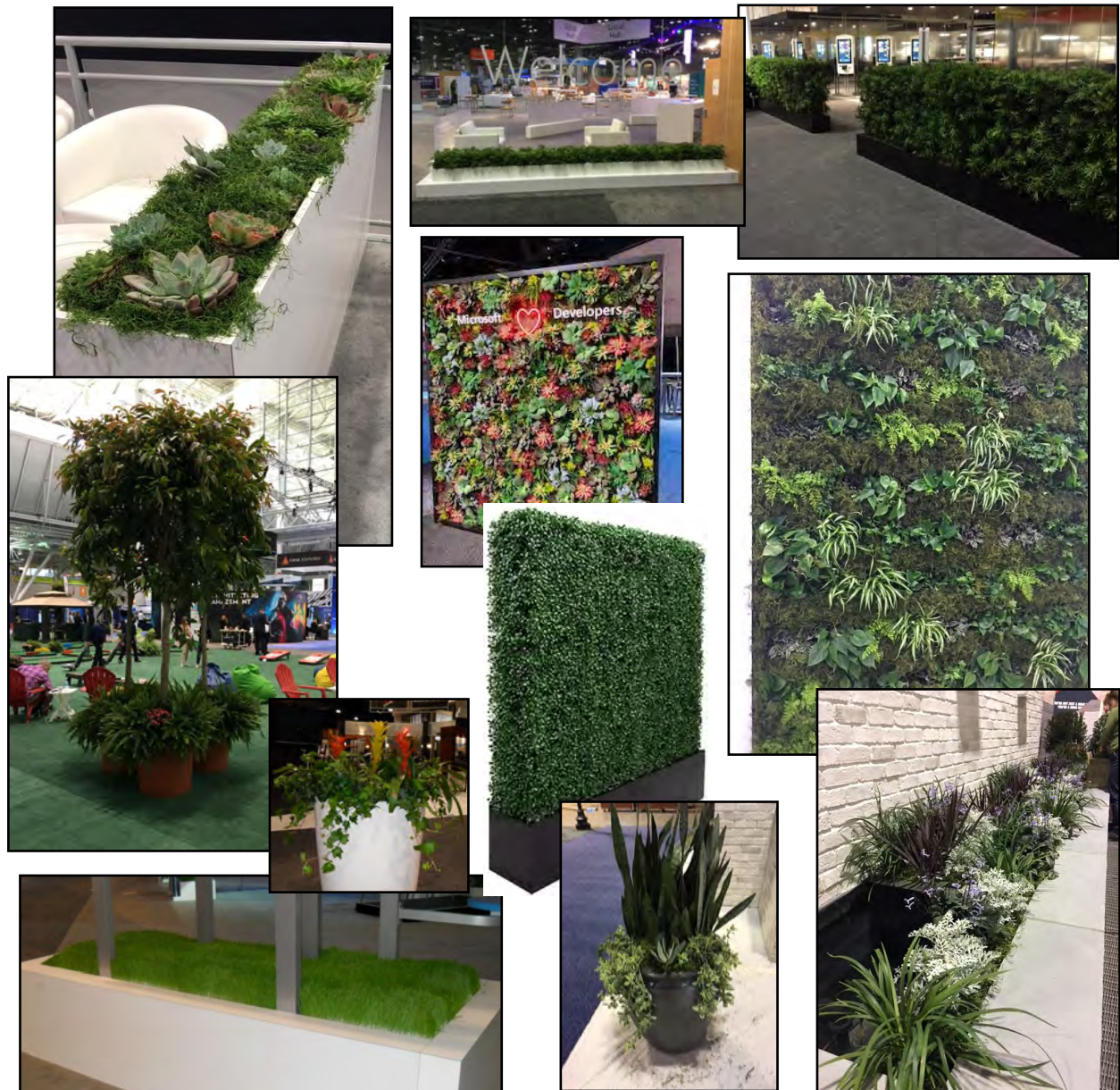


**\*Discount pricing only applies to orders received and paid in full thirty days prior to Exhibitor Move In**

## 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 Exhibitor Move In**

<b><u>PROFESSIONAL FLORAL</u></b>	<b>OPTION A TO Z</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
<b>FRESH FLORAL (A to Z)</b>				
<b>FRESH FLORAL (A to Z)</b>				
<b>FRESH FLORAL (A to Z)</b>				
<b>Custom Fresh Floral Design</b>	Include picture, color scheme and size			
<b>Clear Bubble Bowl</b>	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!**

<b><u>GREEN PLANTS</u></b>		<b>*Discount Price</b>	<b>Standard Price</b>	<b>Quantity</b>	<b>Total</b>
<b>2' - 3' GREEN PLANT</b>		\$45.00	\$58.00		
<b>4' GREEN PLANT</b>		\$55.00	\$72.00		
<b>5' GREEN PLANT</b>		\$70.00	\$92.00		
<b>6' GREEN PLANT</b>		\$80.00	\$105.00		
<b>7' - 8' TREES</b>		\$22 a foot	\$28 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

<b><u>LOW PLANTS</u></b>	<b>COLOR/TYPE</b>	<b>*Discount Price</b>	<b>Standard Price</b>	<b>Quantity</b>	<b>Total</b>
<b>GROUND COVERAGE</b>	Ferns ___ Ivy ___ Pothos ___	\$35.00	\$45.00		
<b>MUMS</b>	Yellow ___ White ___ Seasonal Color ___	\$32.00	\$38.00		
<b>BROOMELIADS</b>	Red ___ Orange ___ Yellow ___	\$35.00	\$45.00		
<b>AZALEAS</b>	Red ___ White ___ Pink ___	\$35.00	\$45.00		
<b>SEASONAL BLOOMING</b>	<b>Available Upon Request</b>	Please Call			

**Please pre-order to insure availability**

<b><u>UPGRADED CONTAINER SELECTION</u></b>		<b>*Discount Price</b>	<b>Standard Price</b>	<b>Quantity</b>	<b>Total</b>
<b>SMALL MARBLE CONTAINER</b>	For Blooming	\$10.00	\$13.00		
<b>MEDIUM MARBLE CONTAINER</b>	For 2' - 4' Plants	\$15.00	\$20.00		
<b>LARGE MARBLE CONTAINER</b>	For 5' - 7' Plants	\$25.00	\$32.00		
<b>MARBLE PEDESTALS</b>		\$125.00	\$162.00		
<b>LARGE BLACK OR WHITE URN</b>	Please Call for Pricing & Availability				

\*Discount pricing only applies to orders received and paid in full thirty days prior to Exhibitor Move In

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

	<b>TOTALS</b>
<b>DELIVERY/MAINTENACE</b>	\$30.00
<b>SUBTOTAL</b>	
<b>SALES TAX 10.25%</b>	
<b>GRAND TOTAL</b>	

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

SHOW NAME: WEFTEC 96TH ANNUAL TECHNICAL EXHIBITION & CONFERENCE

LOCATION: McCormick Place

SHOW DATES: OCTOBER 2-4, 2023 BOOTH#: \_\_\_\_\_

BOOTH REPRESENTATIVE: \_\_\_\_\_

ONSITE PHONE#: (     ) \_\_\_\_\_ - \_\_\_\_\_

COMPANY \_\_\_\_\_

CC BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE#: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PAYMENT ENCLOSED: Check: \_\_\_\_\_ CC: \_\_\_\_\_

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 407-961-6531 or EMAIL US [orders@floralexpo.net](mailto: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 Exhibitor Move In**

# SAVOR...

## Exhibitor Catering Menu



Please submit all orders by:

Friday, September 1, 2023

Catering Sales Department:

[info@savorchicagomcpl.com](mailto:info@savorchicagomcpl.com) – 312-791-7250

*Exclusive Catering Company*

*McCormick Place Convention Center*



# SAVOR...

**SAVOR...Chicago understands our role at the table: to provide you with an enhanced foodservice experience while being committed to your health and safety. Not just during these times, but always.** We adhere to the Cook County Health Department's meticulous food service standards and require staff to be ServSafe-certified by the National Restaurant Association in proper food handling. As your health and safety is at the forefront of our service as we welcome you back, below is a list of some of the additional safety protocols we have put in place:

## STAFF:

- Staff may be required to wear face masks and gloves during food preparation and serving depending upon service restrictions at the time of service
- All staff will go through employee health screening upon arrival prior to reporting to their assigned area
- Social distancing in food preparation areas
- Implemented cleaning and disinfecting protocols that focus on high contact/touch points both in back and front of house

## MENU & SERVICE UPDATES:

- Offering increased options for pre-packaged food and beverage products
- Adjusted menu items where applicable to be displayed in individual portions instead of bulk
- Increased action stations with chef to individually prepare items over buffet service
- Using single-use sustainable products, such as compostable plates, glasses and cutlery where possible



- Modified beverage stations with touchless or attended service when possible and based upon service restrictions at the time of service
- All condiments will be individually packaged single serve options wherever possible
- Social Distancing may be implemented that is consistent with local government regulations and guidance at the time of service

## CATERING LAYOUT:

- Following table seating capacities that are consistent with local government regulations and guidance
- One-way guest flow on buffets is recommended to be used to minimize contact between guests
- We ask you to allow for additional set up and move out time for all catered functions to allow for additional environmental hygiene cleaning measures to be completed before and after events



CLEAN  
HIGH-TOUCH  
SURFACES



PROVIDE  
ACCOUNTABILITY



INSTILL  
TRUST



STAFFING  
AND EMPLOYEE  
SAFETY



INDOOR AIR QUALITY &  
MECHANICAL SYSTEMS



# SAVOR...

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by SAVOR...Chicago. No food or beverage of any kind is permitted into the facilities by the patron or any of the patron's guests or invitees (exclusive of Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

## **MENU SELECTION**

The Menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of four (4) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that SAVOR...Chicago is made aware of.

## **PRICING**

Published pricing does not include administrative fees (21.50%) or applicable taxes. A good faith estimate, of food and beverage prices, will be provided in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases. **SAVOR reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by the current health crisis. Please discuss the styles of service for all buffet services and the additional costs with your Catering Manager.**

## **GUARANTEES**

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five (5) full business days (Monday through Friday) prior to the event for functions up to 1,000 guests. Functions of 1,001 guests or more must be guaranteed ten (10) full business days prior to the event. Functions with 5,000 guests or more must be guaranteed fifteen (15) full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, SAVOR...Chicago reserves the right to charge for the expected number of guests or quantities specified on the banquet event order(s). If the attendance is higher than the given guarantee the charge will be for the actual function attendance. Increases and/or new orders made within (5) business days of the function are subject to an additional 20% fee based on the menu price. Plated or Buffet functions with a guarantee of less than 25 guests will be subject to labor fees. SAVOR...Chicago will prepare to serve 3% over the final guarantee (for seated meal functions only) up to a maximum of 30 guests. The Customer will be charged for the greater of the actual number of guests served as the final guarantee amount. SAVOR...Chicago reserves the right to make reasonable menu substitutions, as necessary. Functions requiring over preparation greater than 3% will be subject to additional labor fees.

## **SERVICE STAFF**

Guest to server ratio is based on the type of function. The standard is one (1) server per twenty (20) guests for plated meal functions and one (1) server per forty (40) guests at buffet functions. Due to the current health crisis, additional health and safety regulations may be implemented requiring additional service, please discuss the styles of service for all buffet services and the additional costs with your Catering Manager. Additional staffing requests or guarantees for less than twenty-five (25) guests for plated or buffet functions, labor fees will be applied. Holiday labor rates may apply.

## **EVENT TIMELINE**

Breakfast and lunch is based on up to a three (3) hour service and dinner is based on up to four (4) hours of service. Extended service time will be subject to additional labor fees. Function start or end times that deviate more than thirty (30) minutes from the time indicated on the banquet event order will have additional labor fees per hour, per server scheduled.

# SAVOR...

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## **BEVERAGES**

SAVOR...Chicago offer a complete selection of beverages to compliment your function. Alcoholic beverages and services are regulated by the Liquor Control Board, SMG/SAVOR..., as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources, nor may it be removed from the premises. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for cash sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

## **PAYMENT/DEPOSIT/CONTRACTS**

An initial deposit in the amount noted on the Catering Contract is due on the date specified. The amount of the deposit is 50% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due forty-five (45) days in advance of the event. The actual revenue will be based on the signed Banquet Event Order(s) and guarantee(s). The remaining balance of the deposit is due fourteen (14) days in advance of the first function. Payments can be made via credit card (for contracts less than \$10,000), ACH wire or company check. Credit card payments greater than \$10,000 will incur an additional fee of 3.5%.

## **CANCELLATIONS**

In the event that a group should cancel with McCormick Place, the catering deposit will be refunded based on a sliding scale. Please refer to the Catering Contract for specific details. In the event that an individual function should cancel after the guarantee date, payment in full for the estimated revenue based on the menu and event arrangements is required.

## **RETAIL/CONCESSIONS SERVICE**

Appropriate operation of concession outlets will occur during all show hours. SAVOR reserves the right to determine which carts/outlets are open for business and hours of operation pending the flow of business. Should additional service locations be requested, a minimum sales guarantee and related charge may apply.

# SAVOR...

## CONTINENTAL BREAKFAST BOXES

Individually boxed.

Pricing is *per dozen*.

### **DANISH • \$360.00**

Raspberry Danish, Hard Boiled Egg, Greek Yogurt and Grapes

### **CROISSANT • \$360.00**

Petite Plain and Chocolate Croissant, Butter, Raspberry Preserves, Brie Cheese and Grapes

### **BREAKFAST BREAD • \$360.00**

Banana Bread, Butter, Nut Free Snack Mix, Cheddar Cheese, Fruit and Greek Yogurt

### **SCONES • \$360.00**

Blueberry and Cinnamon Chip Scones, Cottage Cheese, Hard Boiled Egg and Berries

### **SMOKED SALMON • \$408.00**

Smoked Salmon, Plain Bagel, Cream Cheese, Tomato, Cucumber, Hard Boiled Egg and Fruit Salad

## BREAKFAST ADDITIONS

Pricing is *per dozen*.

### **CHEF'S DAILY ASSORTMENT OF BREAKFAST PASTRIES • \$58.00**

### **FRESHLY BAKED MUFFINS • \$49.00**

Blueberry, Chocolate Chip, Banana Nut or Assorted (orders over 2 dozen)

### **BAGELS AND CREAM CHEESE • \$50.00**

Choice of Plain, Cinnamon Raisin, or Whole Grain served with Cream Cheese

### **FRESHLY BAKED DANISH • \$49.00**

Raspberry, Classic Cheese, Almond, Caramel Apple or Assorted (orders over 2 dozen)

### **BREAKFAST BREADS • \$49.00**

### **CINNAMON CHIP SCONES • \$49.00**

### **CROISSANTS • \$110.00**

### **BISCOTTI • \$80.00**

### **ASSORTED WHOLE FRUIT • \$36.00**

### **ASSORTED GREEK YOGURTS • \$50.00**

### **ASSORTED YOGURTS • \$48.00**

Assorted Regular and Low-Fat Flavors

### **INDIVIDUAL CEREAL WITH MILK • \$54.00**

General Mills Cereals

### **HARD BOILED EGGS (2 per cup, Peeled) • \$72.00**

Served with Salt and Pepper Packets

SAVOR reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by the current health crisis. Prices do not include 21.50% service charge and applicable sales tax.

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## BREAKFAST ENHANCEMENTS

Pricing is *per dozen*.

### FRUIT & YOGURT PARFAIT • \$90.00

Vanilla Yogurt with Seasonal Fruit Preserves and locally produced Gluten-Free Maple Pecan Granola

### FRUIT CUP • \$90.00

Assorted Fresh Cut Seasonal Fruit



## BREAKFAST SANDWICHES

Pricing is *per dozen*.

### ENGLISH MUFFINS • \$102.00

Sausage, Egg and White Cheddar Cheese *or*  
Egg and White Cheddar Cheese

### BISCUITS • \$105.00

Country Ham, Egg and Smoked Gouda Cheese *or*  
Egg, Portobello Mushroom, Roasted Tomato and Smoked Gouda Cheese

### BURRITOS • \$105.00

Roasted Poblano Pepper, Egg, Chorizo, Potato and Monterey Jack Cheese  
Served with Salsa Roja

*or*

Roasted Poblano Pepper, Egg, Potato and Monterey Jack Cheese  
Served with Salsa Roja

### CROISSANTS • \$114.00

Applewood Bacon, Egg and Fontina Cheese *or*  
Egg, Roasted Vegetable and Fontina Cheese

### HEALTHY STARTS • \$114.00

Egg White, Roasted Red Pepper, Baby Spinach, Turkey Sausage and Low Fat Swiss on a Whole Wheat Focaccia Roll

*or*

Egg White, Roasted Red Pepper, Baby Spinach and Low Fat Swiss Cheese on a Whole Wheat Focaccia Roll

### PLANT BASED BREAKFAST WRAP • \$114.00

Roast Poblano Pepper, Just Egg, Wicked Kitchen Chorizo, Follow Your Heart Cheddar and House made Salsa Roja in a Tortilla Wrap

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# SAVOR...

## COLD BOXED LUNCHES

For orders of 12 or less there is a **2 selection maximum**. For orders of 13 or more there is a **3 selection maximum**.

Sandwiches can be made into Low Carb Lettuce Wraps and will be served with Fruit Salad and Almonds.

Gluten Free Bread is available upon request with advance notice and an additional fee of \$3.00 per box.

### **BOX SANDWICHES • \$30.00**

*Served with a Bag of Gourmet Potato Chips, Tortellini Pasta Salad and a Chocolate Chip Cookie*

### **GRILLED CHICKEN BREAST SANDWICH**

Provolone Cheese, Lettuce, Oven-Dried Tomatoes and Pesto Mayo on Focaccia Bread

### **GRILLED FLANK STEAK SANDWICH**

Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

### **HERB ROASTED TURKEY BREAST SANDWICH**

Swiss Cheese, Lettuce, Tomato and Dijonaise on Whole Wheat Focaccia

### **“THE ITALIAN” SANDWICH**

Genoa Salami, Capicola Ham, Provolone Cheese, Zesty Pepper Rings, Tomato, Lettuce and Italian Dressing on a Sammy Tuscan Roll

### **HICKORY SMOKED HAM SANDWICH**

White Cheddar Cheese, Lettuce, Tomato and Honey Mustard on a Croissant

### **CAPRESE SANDWICH**

Vine Ripened Tomatoes, Fresh Mozzarella Basil, Hearts of Romaine and Balsamic Drizzle on Ciabatta



Deli-Style Tuna Sandwich

### **VEGAN OPTIONS • \$30.00**

*Served with a Bag of Gourmet Potato Chips, Pasta Salad and Chocolate Chip Cookie*

### **PLANT-BASED DELI-STYLE TUNA SANDWICH**

House Made Good Catch Tuna Salad, Celery, Dill, Vegan Mayonnaise And Sweet Relish With Sliced Local Tomatoes, Served On A Ciabatta Roll

### **PLANT-BASED SALMON AVOCADO WRAP**

Good Catch Teriyaki Salmon Cakes, Avocado, Cherry Tomatoes, Green Onions And Mixed Greens On A Whole Grain Wrap

### **GRILLED PORTOBELLO MUSHROOM SANDWICH**

Lettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

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Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## COLD BOXED SALADS

For orders of 12 or less there is a **2 selection maximum**. For orders of 13 or more there is a **3 selection maximum**.

### **BOX SALADS • \$30.00**

*Served with an Artisan Roll, Butter and a Chocolate Chip Cookie*

#### **BABY SPINACH AND STRAWBERRY SALAD**

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

#### **LA GRILLED CHICKEN COBB SALAD**

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Bleu Cheese and Cheddar Cheese with Red Pepper Ranch

#### **SOUTHWESTERN TURKEY SALAD**

Mixed Baby Greens, Sweet Bell Pepper, Monterey Jack Cheese, Chile Spiced Corn and Tomato Relish, Roasted Turkey Breast, Tortilla Strips and Cilantro with Creamy Cotija-Lime Dressing



### **VEGAN BOX SALADS • \$30.00**

*Served with an Artisan Roll, Vegan Butter and a Chocolate Chip Cookie*

#### **PLANT-BASED NIÇOISE SALAD**

Good Catch Tuna, Roma Tomatoes, Bibb Lettuce, Green Beans, Red Potatoes, Mustard Vinaigrette

#### **SONOMA QUINOA SALAD**

Red Quinoa, Edamame, Mango, Red Onion, Red Pepper, Cranberries, Almonds, Coconut, Cilantro and Baby Spinach with Lime Vinaigrette

#### **CAULIFLOWER LENTIL SALAD**

Roasted Peppers, Onions, Red Lentils, Baby Spinach with Sherry Vinaigrette

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# SAVOR...

## LUNCH SANDWICH PLATTERS

All Sandwich Platters are served with Individual Bags of Potato Chips and appropriate condiments. Each platter serves approximately six people. Gluten Free Bread is available upon request with advance notice and an additional fee of \$14.00 per platter.

### **CHEF'S DELICATESSEN PLATTER • \$128.00**

*Make your own* Deli Sandwiches with Roast Beef, Turkey Breast, Ham, Swiss Cheese and Cheddar Cheese with Lettuce, Sliced Tomato, Condiments and a Selection of Sliced Breads

### **HERB ROASTED TURKEY BREAST SANDWICH PLATTER • \$102.00**

Herb Roasted Turkey Breast, Swiss Cheese, Lettuce, Tomato and Dijonaise on Whole Wheat Focaccia

### **GRILLED FLANK STEAK SANDWICH PLATTER • \$102.00**

Grilled Flank Steak, Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

### **HICKORY SMOKED HAM SANDWICH PLATTER • \$102.00**

White Cheddar Cheese, Lettuce, Tomato and Honey Mustard on a Croissant

### **THE ITALIAN SANDWICH PLATTER • \$102.00**

Genoa Salami, Capicola, Provolone, Zesty Pepper Rings, Tomato, Lettuce and Italian Dressing on a Sammy Tuscan Roll



Deli-Style Tuna Sandwich

### **GRILLED CHICKEN BREAST SANDWICH PLATTER • \$102.00**

Provolone Cheese, Lettuce, Oven-Dried Tomatoes and Pesto Mayo on a Focaccia Roll

### **CAPRESE SANDWICH PLATTER • \$102.00**

Vine Ripened Tomatoes, Fresh Mozzarella, Hearts of Romaine, Basil and Balsamic Drizzle on Ciabatta

### **VEGAN SANDWICH PLATTER OPTIONS**

### **GRILLED PORTOBELLO SANDWICH PLATTER • \$102.00**

Lettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

### **PLANT-BASED DELI-STYLE TUNA SANDWICH**

#### **• \$102.00**

House Made Good Catch Tuna Salad, Celery, Dill, Vegan Mayonnaise And Sweet Relish With Sliced Local Tomatoes, Served On A Ciabatta Roll

### **PLANT-BASED SALMON AVOCADO WRAP**

#### **• \$102.00**

Good Catch Teriyaki Salmon Cakes, Avocado, Cherry Tomatoes, Green Onions And Mixed Greens On A Whole Grain Wrap

SAVOR reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by the current health crisis. Prices do not include 21.50% service charge and applicable sales tax.

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## LUNCH SALAD PLATTERS

All Salad Platters are served with Individual Bags of Potato Chips and appropriate condiments.

### **GREEK VEGETABLE SALAD PLATTER • \$80.00**

Mixed Greens, Hummus, Cucumbers, Roasted Peppers, Feta Cheese, Oregano and Red Onion with Greek Dressing

### **BABY SPINACH AND STRAWBERRY SALAD PLATTER • \$80.00**

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

### **L.A. GRILLED CHICKEN COBB SALAD PLATTER • \$102.00**

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Bleu Cheese and Cheddar Cheese with Red Pepper Ranch

### **MEDITERRANEAN COUSCOUS SALAD PLATTER • \$80.00**

Large Couscous Pasta, Baby Spinach, Marinated Artichokes, Tomato, Red Onion, Cucumber, Kalamata Olives and Feta with Lemon-Oregano Vinaigrette

## SIDE SALADS

Side Salads serve approximately six people.

### **MESCLUN SIDE SALAD • \$32.00**

Mesclun Greens, Grape Tomato, Radish and Shaved Carrot with Italian Dressing

### **FRESH FRUIT SIDE SALAD • \$32.00**

Seasonal Fruit with Agave Nectar

## HOT STUFF

Orders will be served in a chafing dish.  
Each box serves approximately six people unless otherwise stated.

### **FIESTA CHICKEN BURRITO • \$58.00**

Diced Chicken, Beans, Peppers, Onions and Chihuahua Cheese with Salsa Roja

### **FAMOUS KIELBASA SAUSAGE • \$58.00**

Served on a Soft Roll with Appropriate Condiments

### **FAMOUS VIENNA HOT DOG • \$49.00**

All Beef Hot Dog on a Steamed Bun with Appropriate Condiments (8 hot dogs per order)

### **CHICAGO STYLE DEEP DISH PIZZA • \$58.00**

Cheese, Pepperoni, Sausage or Vegetable Pizza (12 slices per Pizza)

### **SONOMA QUINOA SIDE SALAD • \$32.00**

Red Quinoa, Edamame, Mango, Red Onion, Red Pepper, Cranberries, Almonds, Coconut, Cilantro and Baby Spinach tossed in Lime Vinaigrette

### **CHEESE TORTELLINI SIDE SALAD • \$32.00**

Roasted Market Vegetables and Creamy Pesto Dressing

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Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.



# SAVOR...

## SNACKS

Minimum order of one dozen per item

### INDIVIDUALLY WRAPPED (Pricing is *per dozen*)

- Chocolate Dipped Graham Crackers • **\$53.00**
- Chocolate Pretzel Rods • **\$53.00**
- Kind Bars • **\$53.00**
- Bird Seed Bars • **\$50.00**
- Assorted Energy Bars • **\$56.00**
- Assorted RX Bars • **\$86.00**
- Assorted Quaker Granola Bars • **\$44.00**
- Bags of Stacy's Pita Chips • **\$50.00**
- Bags of Assorted Chips • **\$38.00**
- Individual Trail Mix • **\$74.00**
- Individual Bag of Nuts • **\$74.00**
- Garrett Chicago Mix Popcorn • **\$80.00**
- Skinny Pop Popcorn • **\$50.00**
- Sabra Hummus and Pretzel Cup • **\$74.00**
- Sabra Guacamole and Tortilla Cup • **\$74.00**
- Mozzarella or Cheddar Cheese Sticks • **\$38.00**
- Beef Jerky Sticks • **\$86.00**
- Novelty Ice Cream or Fruit Bars • **\$54.00**
- Premium Ice Cream or Fruit Bars • **\$77.00**
- Miniature Hershey's Chocolates • **\$27.00/lb**

### BETTER THAN ICE CREAM (Plant Based) • **\$84.00**

- Individual Wicked Kitchen Ice Cream Novelties -  
A selection of Chocolate Almond Sticks,  
Red Berry Cones and Berry White Sticks



### SNACK PLATTERS (Pricing is *per dozen*)

- Freshly Baked Cookies • **\$42.00**
- Fudge Brownies • **\$45.00**
- Rice Krispy Treats • **\$48.00**
- Lemon Bars • **\$51.00**
- Biscotti • **\$79.00**
- Chocolate Dipped Strawberries • **\$79.00**
- Assorted Cake Pops • **\$136.00**
- Assorted Dessert Bars • **\$48.00**

### PER POUND

- Premium Mixed Nuts • **\$42.00**
- Honey Roasted Peanuts • **\$24.00**
- Miniature Pretzels • **\$22.00**
- Miniature Hershey's Chocolates • **\$27.00**

### SERVES 8-10 PEOPLE

- Potato Chips & French Onion Dip • **\$26.00**
- Pita Chips & Hummus • **\$30.00**
- Tortilla Chips and Salsa • **\$26.00**

### SNACK CUPS

Minimum of 12 per selection

- Red Grapes and Cubed Cheddar Cheese • **\$7.50**
- Domestic Cheese and Crackers • **\$7.50**
- Diced Salami and Gouda • **\$7.50**
- Individual Cudités - Carrots, Celery, Radish,  
Cucumber, Tomato and Ranch Dressing • **\$7.50**
- Italian Antipasto Cups - Artichoke, Sundried  
Tomato, Olives, Pepperoni, Provolone and Zesty  
Italian Dressing • **\$7.50**
- Petite Trail Mix Cups • **\$7.50**
- Hard Boiled Eggs(2 per cup) with Salt and Pepper  
Packets • **\$6.00**

### SNACK PACKS • **\$16.00**

Minimum of 12 per selection

- Tomato-Basil Bruschetta, Crostini, Prosciutto  
and Fresh Mozzarella Cheese
- Local Gouda, Candied Pecans and  
Cheese Crisps
- Turkey Breast, Hooks Cheddar Cheese,  
Strawberries and Almonds
- Greek Town Mezze Hummus, Pita,  
Baba Ganoush and Cucumber Slices
- Grilled Chicken Breast, Hard Boiled Egg,  
Provolone Cheese and Marinated Tomatoes

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# SAVOR...



## GARRETT POPCORN

Garrett Popcorn Shops® use only the highest quality, wholesome ingredients. Garrett Popcorn coats every kernel with the secret family recipes in old-fashioned copper kettles. GARRETT . . . LIKE NO OTHER®

### INDIVIDUAL BAGS

#### Flavors:

Minimum order of 12 bags per flavor

- Garrett Mix® - Combination of CaramelCrisp® & CheeseCorn
- CaramelCrisp®
- CheeseCorn
- Buttery

*Per dozen*

**Small Bag, 2 cups • \$84.00**

**Medium Bag, 4 cups • \$114.00**

**Large Bag, 6.5 cups • \$162.00**



**ONE TIME DAILY DELIVERY FEE • \$50.00**

### LIMITED TIME RECIPES

Ask your Catering Sales Manager for the seasonal and limited time recipes!

### CUSTOMIZE YOUR GARRETT POPCORN BAG

Ask your Catering Sales Manager about this great opportunity to increase your brand awareness.

Pocket Bags • \$1.00 per bag

Bag Labels • \$1.00 per label

### GARRETT CART

**Service for up to 4 hours • \$2,000**

#### Package includes:

- Approximately (400) 1 cup Snack Bags
- Attendant to Scoop and Serve
- Garrett Snack Bags, Scoops and Napkins
- Garrett Branded Cart



#### Choose up to 4 flavors:

- Garrett Mix® - Combination of CaramelCrisp® & CheeseCorn
- CaramelCrisp®
- CheeseCorn
- Buttery

#### Additional:

- Bags • \$500.00 per 100 bags
- Hours • \$375.00 for up to an additional 4 hours



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# SAVOR...

## BEVERAGES

All Hot Beverages have **THREE GALLON** minimum order per item.



**STARBUCKS** Regular Coffee • **\$75.00 per gallon**

**STARBUCKS** Decaffeinated Coffee • **\$75.00 per gallon**

Regular Coffee • **\$68.00 per gallon**

Decaffeinated Coffee • **\$68.00 per gallon**

Hot Tea • **\$65.00 per gallon**

Hot Chocolate • **\$65.00 per gallon**

Orange Juice • **\$44.00 per gallon**

Iced Tea • **\$44.00 per gallon**

Lemonade • **\$44.00 per gallon**

**FRUIT INFUSED WATER** • **\$48.00 per 3 gallons**

*A healthy green alternative to soda and manufactured bottled water  
(Includes 3 gallon water dispenser)*

**FLAVORS:**

Classic Lemon

Cucumber-Mint

Grapefruit-Rosemary

Pineapple-Blackberry

Mango, Lime and Basil

Kiwi-Strawberry



Pepsi, Diet Pepsi & Sierra Mist • **\$78.00 per case (24)**

Aquafina Bottled Water • **\$78.00 per case (24)**

Bubbly Sparkling Water • **\$78.00 per case (24)**

(Lime, Grapefruit, Mango & Cherry)

Bottled Juice • **\$102.00 per case (24)**

Bottled Iced Tea • **\$51.00 per case (12)**

Energy Drink • **\$63.00 per case (12)**

Starbucks Frappuccino • **\$75.00 per case (12)**

Milk Pint • **\$33.00 per case (12)**

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# SAVOR...

## COLD HORS D'OEUVRES

Sold per twenty-five pieces. Service Attendants are available for \$375.00 each for up to four hours of service.

### GRAPE & GOAT CHEESE LOLLIPOP • \$130.00

Grape and Goat Cheese Lollipops  
Rolled in Crushed Pistachios

### GORGONZOLA, BALSAMIC FIG AND PECAN CROSTINI • \$125.00

WHIPPED BRIE, BACON AND PICKLED BLUEBERRY CROSTINI • \$125.00  
Grilled Crostini

### BOURSIN CHEESE AND RIESLING POACHED PEAR PARMESAN CRISP PINWHEEL • \$125.00

CAPRESE SKEWERS • \$125.00  
Grape Tomato, Mozzarella, Basil and Balsamic

CURRIED CHICKEN LETTUCE WRAP • \$130.00  
with Fresh Chives

### SPICED CHICKEN WONTON SALAD CUPS • \$130.00

Sweet Chili Sauce, Kimchi Slaw  
with Wonton Strips

### NY STRIP LOLLIPOPS • \$155.00

Red Onion Jam, Horseradish Cream  
and Micro Arugula

### PETITE AHI TUNA TACO • \$220.00

Spicy Avocado Puree, Pickled Ginger  
and Micro Cilantro

### SEARED SCALLOP • \$220.00

Grapefruit Yuzu Marmalade,  
Pink Peppercorn and Chervil

### BEEF TENDERLOIN CROSTINI • \$155.00

Horseradish Cream, Baby Arugula,  
Sweet Red Onion Confit and Crispy Crostini

### LOBSTER "BLT" STUFFED CHERRY TOMATO • \$155.00

Lobster, Bacon, Chervil and Lemon Aioli

### SHRIMP COCKTAIL • \$155.00

Horseradish Cocktail Sauce and Lemon-Basil Aioli

### PLANT BASED COLD HORS D'OEUVRES

### GOOD CATCH TUNA CAPONATA BRUSCHETTA • \$130.00

Olive Oil, Kalamata and Herbs

### GOOD CATCH TUNA SALAD SLIDER • \$130.00

Deli style Tuna, Vegan Mayonnaise, Pickled Onion and Tomato



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# SAVOR...

## HOT HORS D'OEUVRES

Sold per twenty-five pieces. Service Attendants are available for \$375.00 each for up to four hours of service.

### BACON WRAPPED ALMOND STUFFED FIG • \$140.00

Piquillo Pepper Sauce

### BACON WRAPPED DIVER SCALLOP • \$220.00

Red Pepper Romesco Sauce



### BACON WRAPPED ROASTED JALAPENO • \$140.00

Cheddar Cheese and Chipotle Ranch

### WHITE CHEDDAR MAC & CHEESE BITES • \$125.00

Spicy Tomato Jam

### VEGETABLE OR CHICKEN POT STICKER • \$125.00

Rice Vinegar, Soy and Chili Flake Dipping Sauce

### SEARED BLUE CRAB CAKE • \$155.00

Citrus Aioli

### FRENCH ONION TARTLETS • \$125.00

### PORTOBELLO MUSHROOM SLIDER • \$140.00

Roasted Tomato and Red Pepper Hummus

### SMOKED GOUDA AND BEEF SLIDER • \$150.00

Red Onion Jam and Black Truffle Aioli

### MONTEREY JACK CHEESE AND TURKEY SLIDER • \$140.00

Sweet Pickle and Spicy Ketchup

### ARTICHOKE AND PARMESAN FRITTERS • \$125.00

Lemon Aioli

### THREE CHEESE ARANCINI • \$140.00

Smoked Tomato Jam

### PANKO CRUSTED PORTOBELLO MUSHROOMS • \$140.00

Red Pepper Aioli

### TOGARASHI CRUSTED SHRIMP SATAY • \$155.00

Pickled Red Onion and Sweet Chili Sauce

### BEEF BULGOGI SATAY • \$155.00

Grilled Scallion and Sesame Seeds

### SZECHUAN PEPPERCORN CRUSTED LAMB SATAY • \$155.00

Pickled Ginger and Sweet Soy Sauce

### PLANT BASED HOT HORS D'OEUVRES

#### GOOD CATCH SALMON TERIYAKI BITES • \$150.00

With Green Onions and Sesame

#### WICKED KITCHEN SPICED BEEF AND JALAPENO QUESADILLA • \$150.00

with Vegan Cheddar and Tomatoes



#### WICKED KITCHEN MEATBALL AND PARMESAN ARANCINI • \$150.00

Served with Nona's Gravy

#### WICKED KITCHEN BUFFALO MEATBALLS • \$150.00

Served with Vegan Ranch

#### WICKED KITCHEN BBQ MEATBALL SLIDER • \$150.00

With Jalapenos, Pickles and Mayonnaise

#### WICKED KITCHEN CHORIZO AND GRILLED PEPPER SLIDERS • \$150.00

With Basil and Sweet Peppers

#### GOOD CATCH SALMON SLIDER • \$150.00

with Pickled Onions



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# SAVOR...

## RECEPTION PLATTERS

Service Attendant required. Service Attendants are available at \$375.00 each for up to four hours of service.

### DELUXE IMPORTED AND DOMESTIC CHEESE

Chef's Selection of Imported and Domestic Cheese garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguette and Assorted Crackers

**Small Platter Serves 12 • \$150.00**

**Medium Platter Serves 25 • \$290.00**

**Large Platter Serves 50 • \$550.00**

### SLICED SEASONAL FRUIT PLATTER

A Selection of Seasonal Fresh Fruit and Berries with Greek Yogurt Honey Dip

**Small Platter Serves 12 • \$115.00**

**Medium Platter Serves 25 • \$226.00**

**Large Platter Serves 50 • \$440.00**

### ITALIAN ANTIPASTO PLATTER

Capicola, Genoa Salami and Mortadella Basil Marinated Fresh Mozzarella, Fontina, Provolone and Gorgonzola, Marinated Roasted Red Peppers, Balsamic "Baby Bella" Mushrooms and Charred Cipollini Onions, Sicilian Olive Salad, Tomato Basil Bruschetta, Sundried Tomato Focaccia, Italian Flat Breads and Rosemary Infused Bread Sticks

**Small Platter Serves 12 • \$155.00**

**Medium Platter Serves 25 • \$298.00**

**Large Platter Serves 50 • \$570.00**

### RUSTIC CHARCUTERIE BOARD

Prosciutto, Speck Tirolese, Soppressata and Mortadella al Pistachio paired with Italian Cheese; Ubriaco, Robiola and Teleggio Olives, Peppers, Sliced Sourdough and Crackers

**Small Platter Serves 12 • \$155.00**

**Medium Platter Serves 25 • \$298.00**

**Large Platter Serves 50 • \$570.00**

### DELUXE CRUDITÉS AND DIP PLATTER

Chef's Selection of Seasonal Fresh Vegetables served with Green Goddess Dip and Red Pepper Hummus

**Small Platter Serves 12 • \$125.00**

**Medium Platter Serves 25 • \$240.00**

**Large Platter Serves 50 • \$450.00**

### GRILLED AND MARINATED VEGETABLES

Balsamic Marinated Portobello Mushrooms, Zucchini with Basil, Roasted Garlic Rubbed Yellow Squash, Charred Red Onion, Roasted Red Pepper and Oven Dried Tomatoes with Balsamic Syrup

**Small Platter Serves 12 • \$138.00**

**Medium Platter Serves 25 • \$260.00**

**Large Platter Serves 50 • \$500.00**



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# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

Exhibitor is responsible for ordering tables, electrical power and trash removal from the General Service Contractor.

### Cappuccino/Latte Service

The finest quality, fresh roasted espresso for your beverages a custom blend of Colombian, Costa Rican, Java Robust and Brazilian beans produced by an award-winning roaster.

#### **Cappuccino Service for up to 8 hours • \$2,275.00**

Package includes:

- One professionally attired Barista
  - Contemporary cappuccino machine
  - 400 Espresso based beverages served in disposable cups (additional cups may be purchased when placing initial order)
- Beverages including Americano, Cappuccino, Latte and Espresso

#### **ONE TIME SET-UP FEE • \$250.00**

#### **Upgraded Drinks • \$225.00**

Vanilla Lattes, Mochas and Hot Chocolate

#### **Add Iced Americano & Lattes • \$75**

#### **Additional Beverages • \$565.00 per 100**

#### **Additional Hours • \$200.00 per hour**

#### **REQUIRED POWER**

(2) dedicated 120V/20AMP circuits per machine

Espresso Machine                   24" L x 19" W x 19" H

Grinder                                 7" L x 11" W x 23" H



*Please contact your General Service Contractor to order electricity*

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# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

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### Frozen Beverage Stations

Our collection of classic and inspired frozen beverages offer many ways to draw traffic to your booth. Each service is sold individually for the duration of the show.

#### Frozen Beverage Service for up to 8 hours • \$2,275.00

Package includes:

- One professionally attired attendant
- 400 beverages served in disposable cups
- High-volume ice blending machine

#### One Time Set-up Fee • \$250.00

#### REQUIRED POWER

(2) Dedicated 120V / 20AMP circuit per machine

Blender 18" L x 12" D x 22" H

*Please contact your General Service Contractor to order electricity*

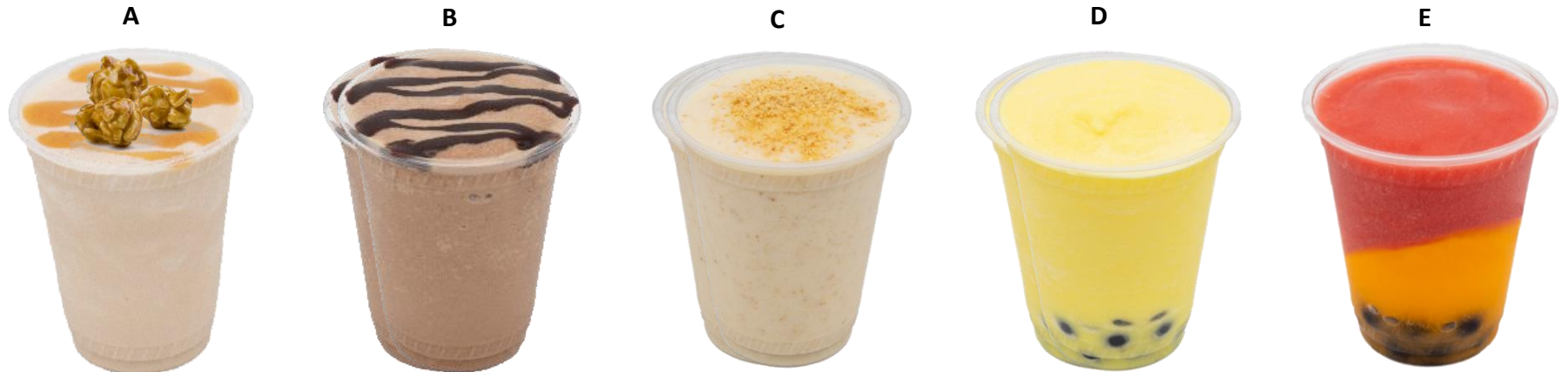
#### Choose 1 service for the duration of the show

- A Garrett's Caramel Corn Frappe**  
Frozen Fun with Chicago's Original Caramel Corn since 1949
- B Frozen Coffee**  
Delicious, Cool and Caffeinated
- C Eli's Cheesecake Shake**  
Popular Cake Shake with Chicago's Iconic Eli's Cheesecake since 1980
- D Frozen Lemonade**  
Tart, Smooth and Creamy
- E Strawberry & Mango Smoothie**  
Choice of Strawberry, Mango or Layered Combination

#### Add Blueberry Boba Pearls To Beverages • \$150.00

#### Additional Beverages • \$565.00 per 100

#### Additional Hours • \$200.00 per hour



\* Shown with Blueberry Boba Pearls (Available for an additional charge)

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# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

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### Fresh Baked Cookie Service

Who can resist the temptation brought on by the aroma of Fresh Oven-Baked Cookies? Offer your guests a special treat with a choice of the following flavors:

Chocolate Chip • Peanut Butter • Oatmeal Raisin  
Sugar • White Chocolate Macadamia

#### Cookie Service for up to 8 hours • \$1,275.00

Package includes:

- One Attendant to bake and serve cookies
- Convection cookie oven rental
- 400 cookies (2 cases/1-2 flavors)

#### Cookie Service for up to 4 hours • \$800.00

Package includes:

- One Attendant to bake and serve cookies
- Convection cookie oven rental
- 200 cookies (1 case/1 flavor)

#### ONE TIME DELIVERY FEE • \$50.00

#### ONE TIME PICK UP FEE • \$50.00

#### ADDITIONAL COOKIES • \$320.00

Per case of 200 cookies

One flavor per case; cases cannot be divided

#### REQUIRED POWER

120V/20AMP dedicated circuit per machine



Cookie Oven Dimensions - 19.25"L x 20"D x 9.75"H

Cookie Oven Cooking Time - 18 minutes per 1-1/2 dozen cookies

Convention service for 4 - 8 hours

- One attendant for up to 8 hours to bake and serve the cookies  
Service includes 400 cookies (2 cases/2 flavors)
- One attendant for up to 4 hours to bake and serve the cookies  
Service includes 200 cookies (1 cases/1 flavors)

One time set up fee \$50.00

One time pick up fee of \$50.00

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# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

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### Sundae Bar

Soft Serve Ice Cream or Non-Fat Frozen Yogurt. Offer your guests a tasty treat in a cone or a cup with a choice of the following flavors:

Chocolate • Vanilla

Topping to include Sprinkles, Sliced Strawberries, Oreo Cookie Crumbles, Chopped Nuts, Whipped Cream, Caramel and Chocolate Sauces



**Sunday Service for up to 8 hours • \$2,150.00**  
*(or until product runs out, whichever comes first)*

Package includes:

- Approximately (380) 4oz servings
- Soft Serve machine rental; table top or standing
- One Attendant to serve
- Cones or Cups and Toppings

**ADDITIONAL SOFT SERVE • \$750.00**

- Approximately (380) 4oz servings

REQUIRED POWER FOR ALL SERVICES

120V/20AMP dedicated circuit per machine

*Please contact your General Service Contractor to order electricity*

### Root Beer Float

Featuring Goose Island Root Beer with Soft Serve Ice Cream

**Float Service for up to 8 hours • \$2,150.00**

Package includes:

- Approximately (300) 10oz servings
- Cups, straws, napkins and spoons
- Soft Serve machine rental; table top or standing
- One Attendant to serve

**ADDITIONAL FLOATS • \$690.00**

- Approximately (100) 10oz servings



### Ice Cream Bar Cart

**DOVE • \$300.00**

Package includes:

- 50 Ice Cream Bars
- Vanilla and Chocolate

**HAAGAN-DAZS • \$400.00**

Package includes:

- 50 Ice Cream Bars
- Milk Chocolate Dipped Vanilla and Milk Chocolate Dipped Vanilla with Almonds



**ONE ATTENDANT TO SERVE • \$375.00 per 4 hour shift minimum**

**ICE CREAM CART RENTAL • \$150.00 per day**

**ONE TIME DELIVERY FEE • \$50.00**

**ONE TIME PICK UP FEE • \$50.00**

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# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

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### Hot Jumbo Pretzel Service

#### **Traditional Pretzel Service • \$225.00**

Package includes:

- 50 Traditional Pretzels
- Mustard Packets

#### **Traditional Pretzel with Cheese Service • \$250.00**

Package includes:

- 50 Traditional Pretzels
- Individual Containers of Nacho Cheese

#### **Specialty Stuffed Pretzel Service • \$350.00**

**\*\*\*MUST BE ORDERED TWO WEEKS IN ADVANCE\*\*\***

Package includes:

- 48 Pretzels
- **Choose 1 Flavor**
  - Grilled Cheese • Pizza • Jalapeno Cheese
  - Spinach & Feta • Sweet Cream Cheese

**ONE ATTENDANT TO SERVE • \$375.00 per 4 hour shift minimum**

**PRETZEL WARMER RENTAL • \$150.00 per day**

**ONE TIME DELIVERY FEE • \$50.00**

**ONE TIME PICK UP FEE • \$50.00**

REQUIRED POWER

110V/15AMP dedicated circuit per machine



### Warm Roasted Nuts

*Limited number of machines available per show*

#### **Roasted Peanut Service for up to 8 hours • \$2,150.00**

Peanuts Roasted with Honey

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve



#### **Roasted Almond Service for up to 8 hours • \$2,350.00**

Almonds roasted with Sambal, Brown Sugar and EVOO

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

#### **Pistachio Service for up to 8 hours • \$2,800.00**

Pistachios roasted with Cinnamon and Chipotle Seasoning

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

**ADDITIONAL PEANUTS • \$160.00 per 80 2oz servings**

**ADDITIONAL ALMONDS • \$225.00 per 40 2oz servings**

**ADDITIONAL PISTACHIOS • \$530.00 per 40 2oz servings**

REQUIRED POWER

120V/20AMP dedicated circuit per machine

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# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

Exhibitor is responsible for ordering tables, electrical power and trash removal from the General Service Contractor.

### Water Cooler

SAVOR...Chicago is not responsible for supplying electricity.

#### Hot and Cold Water Cooler With Touchless Service Capability

FIRST DAY RENTAL • **\$138.00**

Each additional day rental • **\$40.00**

#### Purified Water Jugs

Five gallon, each • **\$40.00**

**Includes 100 flat bottom cups**

#### REQUIRED POWER

110v/15amp dedicated circuit per machine

Please contact your General Service Contractor to order electricity.



### Fresh Popcorn Service

**\*\*\*Exhibitors must order porter service to be in their booth the entire time popcorn is served\*\*\***

#### Popcorn service for up to 8 hours • **\$1,200.00**

Package includes:

- Tabletop Popcorn Machine Rental
- One attendant to pop and serve the Popcorn
- 2 cases of 4oz bags of Popcorn
- White Popcorn bags
- Logo popcorn bags available upon request with an additional fee and 3 week lead time

#### Popcorn service for up to 4 hours • **\$700.00**

- Tabletop Popcorn machine rental
- One attendant to pop and serve the Popcorn
- Approximately (100) 4oz bags of Popcorn (1 case)
- White Popcorn bags
- Logo popcorn bags available upon request with an additional fee and 3 week lead time

**ONE TIME DELIVERY FEE • \$50.00**

**ONE TIME PICK UP FEE • \$50.00**

**ADDITIONAL POPCORN • \$225.00 per case (100) 4oz bags**

#### REQUIRED POWER

120V/20AMP dedicated circuit per machine



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# SAVOR...

## MISTIFY

Mistify and captivate your clients and guests while they visit your Booth! Guests will be wowed by the interactive, liquid nitrogen Dessert and Cocktail Bar. Right before your eyes, at -321 °F, we create the smoothest, most delectable Ice Cream and Frozen Cocktails. Freshly Frozen Creations in a mesmerizing cloud of mist! Below are examples of popular packages, but the possibilities to create a customized experience are endless! Contact your Catering Sales Manager to create the perfect *ice breaker*!

### PREMIUM ICE CREAM, FROZEN COFFEE AND SORBET

#### SERVICE FOR UP TO 4 HOURS • \$4,000.00

Package includes:

- (400) 2oz servings
- 1 trained & licensed Attendant to create and serve
- Elegant LED Bar & Podium  
(Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

#### ONE TIME SET-UP FEE • \$800.00 AND SERVER FEE • \$550.00

##### Choose 2 flavors (duration of show dates)

Strawberry Sorbet • Strawberry-Lime Sorbet  
Pineapple-Coconut Sorbet • Mango-Citrus Sorbet  
Cafe Latte • Mocha Latte

#### ONE TIME SET-UP FEE • \$800.00 AND SERVER FEE • \$375.00

##### 100 ADDITIONAL SERVINGS • \$800.00

##### TOPPINGS BAR • \$1.00 PER SERVING

REQUIRED POWER 120V/20AMP dedicated circuit per machine  
*Please contact your General Service Contractor to order electricity*



### FROZEN COCKTAIL BAR

#### SERVICE FOR UP TO 4 HOURS • \$5,200.00

Package includes:

- (400) 2oz servings
- Trained & licensed Attendant to create and serve
- Elegant LED Bar & Podium  
(Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

#### ONE TIME SET-UP FEE • \$800.00 AND BARTENDER FEE • \$550.00

##### Choose 2 flavors (duration of show dates)

Simply Lime Margarita • Strawberry Margarita • Chocolate Whiskey Ice Cream Cocktail • Peach Bellini • Sinfully Scotch Ice Cream Cocktail  
Frozen Cranberry Cocktail • Amaretto Freeze • Pina Colada • Passion Fruit Colada • White Russian Ice Cream Cocktail

#### ONE TIME SET-UP FEE • \$800.00 AND BARTENDER FEE • \$375.00 100 ADDITIONAL SERVINGS • \$1000.00

REQUIRED POWER 120V/20AMP dedicated circuit per machine  
*Please contact your General Service Contractor to order electricity*

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# SAVOR...

## BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$375.00 for hosted and \$375.00 for cash bars each for up to four hours of service and \$80.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$3.00 per person. There is a minimum of \$1,000.00 per bar. Exhibitor is responsible for ordering tables, electrical power and trash removal from the General Service Contractor.

### CONSUMPTION BARS

Estimated consumption will be determined with your Sales Manager. Actual consumption will be calculated following your function. There is a minimum of \$1000.00 per bar.

### PREMIUM SELECTION<sup>SM</sup>

Premium Cocktails • **\$9.50**

Vodka • Svedka or New Amsterdam  
Gin • New Amsterdam Stratusphere  
Rum • Cruzan  
Tequila • Sauza Hacienda  
Bourbon • Jim Beam  
Scotch • Dewars  
Brandy • F&I  
Beer • Miller Lite, Coors Light,  
Budweiser, Michelob Ultra,  
Heineken, Stella Artois, Modelo

Domestic Beer • **\$7.00**

Import Beer • **\$7.50**

Bottled Water • **\$3.25**

Soft Drinks • **\$3.25**

Juices • **\$4.00**

### SUPER PREMIUM SELECTIONS

Super Premium Cocktails • **\$10.50**

Vodka • Absolut  
Gin • Bombay  
Rum • Captain Morgan  
Tequila • Camarena  
Bourbon • Makers Mark  
Scotch • Johnnie Walker Red  
Canadian Whiskey • Crown Royal  
Domestic Beer • Miller Lite, Coors Light, Budweiser,  
Michelob Ultra  
Import Beer • Heineken, Stella Artois, Modelo  
Craft Beer • Brickstone McCormick Place Everyday Ale,  
Revolution "Anti Hero" IPA, Moody Tongue PILS, Half  
Acre Daisy Cutter APA  
Goose Island Craft  
High Noon Hard Seltzer

Domestic Beer • **\$7.00**

Import Beer • **\$7.50**

Craft Beer • **\$8.00**

### CASH BARS (CREDIT AND DEBIT ONLY)

There is a minimum of \$1,000.00 per bar. Customer is responsible for labor cost in addition to reaching the cash bar minimum.

### CASH BAR PRICING

Credit and Debit only.

Prices may vary depending on alcohol selection.

Pricing listed is inclusive of taxes.

House Cocktails • **\$12.00**

House Wine • **\$9.50**

Domestic Beer • **\$8.00**

Import Beer • **\$8.50**

Craft Beer • **\$9.00**

Bottled Water • **\$3.75**

Soft Drinks • **\$3.75**

Juices • **\$4.50**

SAVOR reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by the current health crisis. Prices do not include 21.50% service charge and applicable sales tax.

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

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### CONSUMPTION BARS

Estimated consumption will be determined with your Sales Manager. Actual consumption will be calculated following your function.

#### BAR PRICING PER DRINK

*Please select tier*

Tier One Wine • **\$9.50**

Tier Two Wine • **\$10.50**

Tier One Bubbles • **\$9.50**

Tier Two Bubbles • **\$10.50**

Bottled Water • **\$3.25**

Soft Drinks • **\$3.25**

Juices • **\$4.00**

#### WINE TIERS FOR CONSUMPTION BARS and PACKAGES

##### TIER ONE

Woodbridge • Chardonnay, Sauvignon Blanc,  
Rose, Cabernet Sauvignon, and Pinot Noir

Canyon Road • Pinot Grigio, Cabernet  
Sauvignon

##### TIER TWO

Clos Du Bois • Chardonnay  
Nobilo • Sauvignon Blanc  
Ruffino Lumina • Pinot Grigio  
Prophecy • Rose  
Robert Mondavi Private Selection • Cabernet  
Sauvignon  
Mark West • Pinot Noir  
Dreaming Tree “The Crush” • Red Blend - \$12

#### BUBBLES TIERS FOR CONSUMPTION BARS and PACKAGES

##### TIER ONE

Wycliff • Brut

##### TIER TWO

Ruffino • Prosecco



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# SAVOR...

## WINE BY THE BOTTLE

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### REDS

#### *Pinot Noir*

Mark West • **\$50.00**

J Vineyards • **\$75.00**

Meiomi • **\$85.00**

#### *Red Blend*

Locations CA • **\$75.00**

Unshackled • **\$90.00**

#### *Cabernet*

Robert Mondavi Private Selection • **\$50.00**

Franciscan • **\$75.00**

Simi Sonoma County • **\$95.00**

### WHITES

#### *Chardonnay*

Clos Du Bois • **\$50.00**

Edna Valley • **\$65.00**

Simi Sonoma County • **\$75.00**

#### *Sauvignon Blanc*

Whitehaven • **\$75.00**

Kim Crawford • **\$75.00**

#### *Pinot Grigio*

Maso Canali • **\$65.00**

Santa Margherita • **\$90.00**

#### *Rose*

Fleur De Mer • **\$75.00**

Meiomi • **\$75.00**

#### *Bubbles*

Wycliff, Brut • **\$35.00**

Ruffino, Prosecco • **\$50.00**

Mumm, Brut • **\$75.00**

J Vineyards, Brut • **\$90.00**

### HOUSE VARIETALS • \$36.00

*Woodbridge • Chardonnay, Sauvignon Blanc, Rose, Pinot Noir, Cabernet Sauvignon*

*Canyon Road • Pinot Grigio, Cabernet Sauvignon*



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### OUR VERY OWN . . .

We are extremely excited about our collaboration with Brickstone Brewery.

Cascade Hops grown in the SAVOR...Chicago Rooftop Garden at McCormick Place is blended into the Beer. The result is our very own McCormick Place Everyday Pale Ale.

Quantities are limited!

Please work with your Catering Sales Manager for availability.

### BEER CASES

#### DOMESTIC • \$168.00

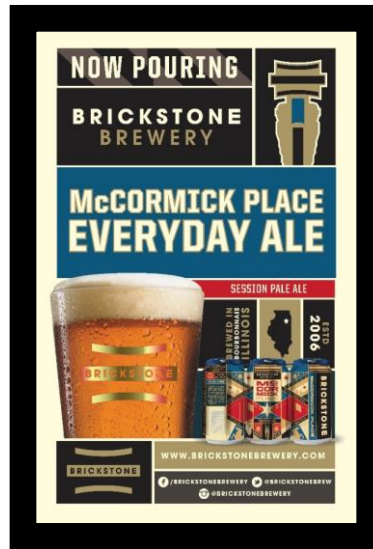
Miller Lite, Coors Light, Budweiser, Michelob Ultra

#### IMPORTED • \$180.00

Heineken, Stella Artois, Modelo

#### CRAFT • \$192.00

Brickstone McCormick Place Everyday Ale  
Revolution "Anti Hero" IPA  
Moody Tongue PILS  
Half Acre Daisy Cutter APA  
Goose Island Craft  
High Noon Hard Seltzer



#### McCORMICK PLACE EVERYDAY ALE KEG • \$595.00

### BEER KEGS

#### DOMESTIC • \$495.00

Miller Lite, Coors Light, Budweiser, Michelob Ultra

#### IMPORTED • \$595.00

Heineken, Stella Artois, Modelo

#### CRAFT • \$595.00

Brickstone McCormick Place Everyday Ale  
Revolution "Anti Hero" IPA  
Moody Tongue PILS  
Half Acre Daisy Cutter APA  
Goose Island Craft

### REQUIRED POWER

120V/15AMP dedicated circuit per Kegeator

Power and trash removal is required from the General Service Contractor.

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# SAVOR...

## BAR ENHANCEMENTS

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### ENHANCED CRAFT COCKTAILS

Pricing is per drink with a minimum order of 50.

#### MIMOSAS • \$10.50

- Traditional
- Peach
- Mango
- Prickly Pear
- Passionfruit

#### BLOODY MARY BAR • \$10.50

- Vodka– Gin–Tequila
- Bloody Mary Mix
- Spicy Bloody Mar Mix
- Additional garnishes



#### MARGARITAS • \$12.50

- Original
- Strawberry
- Honey Ginger
- Peach
- Guava Passionfruit

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# SAVOR...



## **WITH OUR GUESTS IN MIND**

From our commitment to purchase locally, to our use of antibiotic-free poultry and meats, to the socially and environmentally responsible coffee we serve, even the way we clean and sanitize our dishes, SAVOR... Chicago's ongoing commitment to environmental stewardship is at the heart of everything we do. We set the standard for excellence in sustainability in convention centers.

Our commitment to purchasing locally currently includes making 30% of our purchases from local producers and suppliers as well as growing more than 6,000 pounds of produce in our 2.5 acre Rooftop Garden. We are proud of our pledge to do our part to reduce the overuse of antibiotics by using chicken, pork and beef in our menu that is raised without the routine use of antibiotics. With each meal we serve we are encouraging ranchers and farmers to move away from overemployment of medicine in raising farm animals. Finally, SAVOR... Chicago made McCormick Place the first convention center in the country to make the switch to e-water for sanitizing,

SAVOR...Chicago has been recognized for its sustainability leadership and innovation including Green Seal\* certification, International APEX certification in sustainability for the entire McCormick Place campus, certification by the Green Meetings Industry Council, an Illinois Governor's Award for sustainability and recognition from the Environmental Protection Agency (EPA) for leadership, education and outreach, including winning the EPA's National Food Recovery Challenge.

## **ILLINOIS GOVERNOR'S SUSTAINABILITY AWARD**

The Illinois Governor's Sustainability Award recognizes the organization that demonstrates a commitment to economy, society and the environment through outstanding and innovative sustainability practices. In recognizing SAVOR...Chicago, the Governor commended SAVOR's green practices, "Your organization's commendable green practices serve as a model of environmental stewardship for residents, businesses and institutions throughout our state. Implementing energy efficiency upgrades, fuel savings, pollution and waste reductions, and other sustainability improvements requires vision, strong leadership, and the dedication of individuals throughout an organization."

## **GREEN SEAL CERTIFICATION**

In 2013, through association with the University of Chicago's Green Restaurant Research Team and the Green Chicago Restaurant Coalition, SAVOR...Chicago was the first convention center to receive Green Seal certification for environmentally responsible food purchasing, operations and management.

SAVOR...Chicago meets Green Seal™ Standard GS-55 based on purchase of sustainably-sourced food, waste minimization, use of verified environmentally-preferable products, and conservation of energy and water. [GreenSeal.org](http://GreenSeal.org)

## **APEX/ASTM INTERNATIONAL FOOD AND BEVERAGE SUSTAINABILITY STANDARD**

Spearheaded by the U.S. Environmental Protection Agency and their relationship with the Green Meeting Industry Council, these standards were developed in collaboration between APEX (the Convention Industry Council's Accepted Practices Exchange) and ASTM, an ANSI certified international standard development organization. These standards were developed with the goal of creating more sustainable meetings and events. These measurable standards hold both suppliers and planners accountable for implementation and are complimentary to other meeting industry recognized standards. The eight categories of the standards include staff management and environmental policy, communication, waste management, energy, air quality, water, procurement and community partners.

## **ENVIRONMENTAL PROTECTION AGENCY (EPA) RECOGNITION**

2015 EPA Recognition of Outstanding Waste Reduction Efforts  
2013 National Winner of EPA Food Recovery Challenge

2013 EPA Honorable Mention for Education and Outreach  
2013 EPA Honorable Mention for Leadership



Receive 10% discount if  
ordered by: **September 9**

Enter Code : **WEFTEC23**

## PHOTO & VIDEO PRODUCT AND PRICE SHEET

To place order & view samples scan QR code  
or visit [www.Shop.OscarAndAssociates.com](http://www.Shop.OscarAndAssociates.com)



### Pre-Show Photography We come to you

#### Basic - \$1,619

- 4-hour photo shoot (includes set-up and breakdown)
- Multiple set-ups and backgrounds
- Proof site with all images for review and selection
- INCLUDES ready to use edited image of each set-up
- Additional retouched images start @ \$81 per image and go as low as \$28 per image
- Buyout of RAW digital images - \$550

#### Pro – \$2,267

- 6-hour photo shoot (includes set-up and breakdown)
- Multiple set-ups and backgrounds
- Proof site with all images for review and selection
- INCLUDES ready to use edited image of each set-up
- Additional retouched images start @ \$70 per image and go as low as \$28 per image
- Buyout of RAW digital images - \$810

#### Premium - \$2,807

- 8-hour photo shoot (includes set-up and breakdown)
- Multiple set-ups and backgrounds
- Proof site with all images for review and selection
- INCLUDES ready to use edited image of each set-up
- Additional retouched images start @ \$55 per image and go as low as \$25 per image
- Buyout of RAW digital images - \$1080

#### Add-Ons:

- 25-foot tri-pod to capture oversize products. - \$550 plus shipping (if necessary)
- 360-degree spins of products - \$550 includes motorized turntable for products up to 30 lbs.
-

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**Pre-Show Videography**  
**We come to you**



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**Basic - \$1,727**

- 1-60-90 second video
- Edit using existing video and photo assets
- Stock music
- Minimal 2D graphics
- 1 round of revisions

**Pro - \$2,483**

- 1-60-90 second video
- 4-hour video shoot with small lighting and audio kit (includes set-up and breakdown)
- Audio capture
- Stock music
- 2D graphics
- 2 rounds of revisions

**Premium - \$4,750**

- 1-60-120 second video
- 8-hour video shoot with small lighting and audio kit (includes set-up & breakdown)
- Audio capture
- Stock music
- 2D graphics
- 2 rounds of editorial revisions

**Add-Ons**

- Drone videography and photography, \$475 per hr. – 4 consecutive hr. minimum
- Dedicated audio person to capture interviews and testimonials, \$275 per hr. – 4 consecutive hr. minimum
- Voice Over - \$600.00 (script to be provided)
- Hard drive of RAW footage & images \$500 plus shipping



WEFTEC 2023  
September 30 – October 4  
McCormick Place



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**Enter Code : **WEFTEC23****

**Photography on show site**

To place order & view samples scan QR code  
or visit [www.Shop.OscarAndAssociates.com](http://www.Shop.OscarAndAssociates.com)



Single View	\$215 (includes image retouching & unlimited usage rights)
Pro Pak A: 6 views	\$1,224 up to 5 added views, \$85 each
Pro Pak B: 15 views	\$2,419 up to 10 added views, \$85 each
Events and Awards	\$375 per hour
Add-Ons to Above:	
25-foot tripod	\$550 (plus shipping if required)
8x10 prints	\$45 each
Headshot Café	4 consecutive hour minimum includes 1 hour for set-up and breakdown. Email delivery 1-day \$375 per hour 2-3 days \$350 per hour 4+ days \$325 per hour. Web Gallery 1-day \$315 per hour 2-3 days \$285 per hour 4+ days \$250 per hour.
Add-Ons	
Hair & Make-Up	\$275 per hour with 4 consecutive hour minimum
Photobooth	Starts at \$1,500 for 3 consecutive hours. Call for info and quote.
Product Photography	1 Photo: \$49.99 2-9 Photos: \$47.99 10-19 Photos: \$44.99 20-29 Photos: \$42.99 30-50 Photos: \$39.99 50+ Photos: <b>Request a Quote</b> Add On Jewelry, watches & reflective products plus \$19 each Products over 2' – 5' high – plus \$19 each Products 5' plus high – plus \$59 each

Prices subject to change without notice.

Receive 10% discount if  
ordered by: **September 9**

Enter Code : **WEFTEC23**

**Videography on show site**

To place order & view samples scan QR code  
or visit [www.Shop.OscarAndAssociates.com](http://www.Shop.OscarAndAssociates.com)



2-hour video shoot	\$1,590 (includes small light kit & one microphone)
4-hour video shoot	\$2,125 (includes small light kit & one microphone)
8-hour video shoot	\$3,250 (includes small light kit & one microphone)
<u>Add-Ons to above</u>	
Voice Over	\$600
Post Show Editing	\$2,100 (includes 2 rounds of revisions)
On-site Editing	\$950 in addition to post show editing
Dedicated audio person	\$249 per hour with 4 consecutive hour minimum
2-hour video shoot w/post show edit	\$2,900
<u>Add-On to above</u>	
Voice Over	\$600
On site editing	\$950
Buy Out of RAW footage	\$450
Time-Lapse of Booth Build	Starts at \$2,000 – call for information and booking
30-minute Video at Booth	\$700 – captured during photo session OR when crew is available. Does not include audio and can't be booked by itself.
<u>Add-On to above</u>	
Post Show Editing	\$2,100
On-site Editing	\$950 in addition to post show editing