



Dear National Conference on Education Exhibitor,

Thank you for choosing to support AASA's National Conference on Education February 17-19, 2022. The conference will take place in Nashville, TN at the Music City Center. We're excited that you are exhibiting with us! Our goal is to offer a valuable conference with dynamic education sessions, community networking, and one-on-one conversations with solution providers such as your organization.

We would like the National Conference on Education's attendees to be fully immersed in the products and services your organization offers and have created an online services manual designed to provide you with all the information necessary for a successful exhibition. In this manual you will find order forms for services offered by the official AASA contractors, an important deadline dates checklist, links to exhibitor registration, and more.

We have found it most efficient if this online services manual is provided to the person directly responsible for your company's participation at the National Conference on Education. Exhibitors using a display house or appointed contractor should forward on pertinent information to that contact. If you will not be onsite in Nashville, please send us the contact information of the person who will be, so that we can ensure your company has all the important information for a successful show.

On behalf of AASA, thank you for your support. If there is anything that we can do to assist you, please contact Kelsey Kwasniak (312.673.5387 or kkwasniak@smithbucklin.com).

We look forward to seeing you in Nashville!

Sincerely,

Jennifer Rooney
AASA
Director, Meetings & Awards

Jacqueline Janus
Exhibits Manager

Kelsey Kwasniak
Exhibits Liaison

Kathy Sveen
VP of Sales



Important Contacts

AASA Conference Exhibit & Advertising Staff:

Kelsey Kwasniak, Exhibits & Advertising Liaison

Phone: 312.673.5387 E-mail: kkwasniak@smithbucklin.com

Jacqueline Janus, Exhibits Manager

Phone: 312.673.4785 E-mail: jjanus@smithbucklin.com

Kathy Sveen, AASA Exhibits & Advertising Sales

Phone: 312.673.5635 E-mail: ksveen@smithbucklin.com

<p><u>Audio Visual</u> Freeman Audio Visual Jake Smith Phone: 847.275.4382 www.freemanco.com jake.smith@freemanco.com</p> <p><u>Catering</u> Centerplate Eileen Adams eileen.adams@nashvillemcc.com</p> <p><u>Conference Advertising</u> NCE Conference Program Kathy Sveen Phone: 312.673.5635 ksveen@smithbucklin.com</p>	<p><u>Exhibitor Internet/Telephone Services</u> Nashville Music City Center Phone: 615.401.1440 orderservices@nashvillemcc.com</p> <p><u>Housing & Registration Services</u> Convention Management Resources, Inc. AASA Support Center Monday - Friday, 9 a.m. - 9 p.m. (Eastern) 866.226.4939 (Toll Free U.S. & Canada) 415.268.2097 (Outside U.S. & Canada) AASASupport@cmrus.com</p> <p><u>Lead Retrieval</u> Convention Management Resources, Inc. 101 Mission Street, Suite 200 San Francisco, CA 94105 Phone: 800.393.4226 https://aasa.cmrushelp.com/</p>	<p><u>Official Service Contractor</u> Freeman 825 Visco Drive Nashville, TN 37210 Phone: 512-982-4186 exhibitorsupport@freeman.com</p> <p><u>On-Site Business Center</u> UPS Store Business Center Music City Center 201 Rep. John Lewis Way South Nashville, TN 37203 (Level 2 near 6th Avenue Entrance) store6425@theupsstore.com</p> <p><u>Parking</u> Parking at the Music City Center: https://www.nashvillemusiccitycenter.com/maps-parking</p>
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AASA's official contractors are here to provide you with services to make your exhibit experience a success. Please ask for "Exhibitor Services" when contacting contracted vendors for AASA's 2022 National Conference on Education.



AASA NCE 2022 Exhibitor Checklist

Housing: Make hotel reservations online at: **ASAP**
<https://hsg.cmrus.com/aasa2022/GP/EXHB/Housing/Info>

Final Booth Payment Due: At this time, all exhibitors must be paid in full with their contract. **ASAP**

Stand Out from the Competition: Place an ad in the *Conference Program*. Contact **November 15, 2022**
 Kathy Sveen at 312.673.5635 or email ksveen@smithbucklin.com for details.

Send Direct Mail to Attendees: Pre-show marketing is essential for your exhibition success. Let attendees know you will be at the AASA conference by renting the pre-registration mailing and email list from www.mgilists.com. Complete the Mailing List Order Form or contact Candy Brecht (cbrecht@mgilists.com). **December 3, 2021-February 11, 2022**

Order Lead Retrieval System: Capture valuable sales leads by renting a scanner that stores contact information of the attendees that visit your booth. See the information and forms included in the Lead Retrieval section. **January 6, 2022**

Ship Your Exhibit/Booth Materials: To ensure that your exhibit and materials will be in your booth during show move-in shipments should be sent in advance to the Freeman warehouse. Materials arriving after February 9, 2022 will be received at the warehouse with an additional after deadline charge. Please use the warehouse mailing address provided in the Shipping & Transportation section. Then use Freeman's Material Handling service to place your materials in your booth beginning Wednesday, February 16, 2022. **January 19, 2022-February 9, 2022**

Apply for Late Move-In or Early Move-Out: Your booth must be fully installed from 7:45am Thursday, February, 17, 2022, through 2:30pm Friday, February 18, 2022. Your booth must also be staffed during all show hours on Thursday and Friday. If you plan to set-up late you must obtain pre-approval from show management. Freeman will not return empty containers/boxes for move-out until after the show closes! Submit requests to Kelsey Kwasniak at kkwasniak@smithbucklin.com **January 14, 2022**

Order Booth Carpet and Furniture: All exhibitors MUST carpet their entire booth area. **January 19, 2022**
 Any booth not carpeted and fully installed by 5:00pm on Wednesday, February 16 will **(For discounted rate)**
 be done so at the exhibiting company's expense. If you require tables, chairs, etc., these



items should be rented through Freeman. Order forms can be found under the **Booth Carpeting and Furnishings Rental** section. Look for details on a special booth package for furnishing your 10 x 10 exhibit.

Notify AASA of Third Parties and Exhibitor Appointed Contractors: If you plan to use contractors other than Freeman you **must** notify AASA by filling out the EAC Form found in the Exhibitor Services Manual and provide proof of insurance. Please email Kelsey Kwasniak at kkwasniak@smithbucklin.com with the completed form. **January 19, 2022**

Order Internet, Phone Lines & Internet Connections: Rent flat screen displays, computers, monitors, a phone line and internet connection for your booth through Music City Center. **January 28, 2022**
See the **Audio Visual** section for information and order forms.

Register Booth Personnel: Save time onsite by registering your booth personnel in advance. Visit Exhibitor Registration onsite at the convention center if you miss the deadline. **February 4, 2022**

Show Site Shipping – Last minute shipments should not arrive to the convention center prior to 7:00am on Wednesday, February 16, 2022. Any shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. See **Shipping & Transportation** section for details and use the show site mailing address. **February 16, 2022**

NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR(S)
DEADLINE DATE: Wednesday, January 19, 2022

**Please fill out this form ONLY if you plan to use labor other than that provided by the official service contractor,
Freeman Exposition Services.**

We have contracted with the following firm to install and/or dismantle our exhibit display at the
AASA 2022 National Conference on Education:

SERVICE COMPANY NAME: _____

PRINCIPLE CONTACT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

It is understood that the above contractor will service and maintain insurance coverage as follows:

- a) Workman's Compensation insurance in the minimum amounts required by the laws of the State of Tennessee.
- b) Comprehensive General Liability insurance with minimum combined single limits of \$1,000,000 for bodily injury and/or property damage in any once occurrence.

Such insurance must be maintained in full force during the period when exhibitor appointed contractor is working on the display at the AASA Conference on Education in Nashville, TN.

The exhibitor appointed contractor must furnish Show Management with an original certificate of insurance attesting to these coverages. The exhibitor appointed contractor will not be allowed to work at the show until Show Management has received this form and an original certificate of insurance.

EXHIBITING COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____ BOOTH NUMBER: _____

AUTHORIZED SIGNATURE: _____

RETURN FORM TO:

Kelsey Kwasniak

AASA Exhibits and Advertising Coordinator

330 N. Wabash Ave. Suite 2000

Chicago, IL 60611

Phone: 312.673.5387

Email: kkwasniak@smithbucklin.com

Guidelines for Display Rules and Regulations

2019 North American Update



Made possible by a generous grant from
FREEMAN®

The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2019 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the **Guidelines** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



International
Association of
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR BOOTH

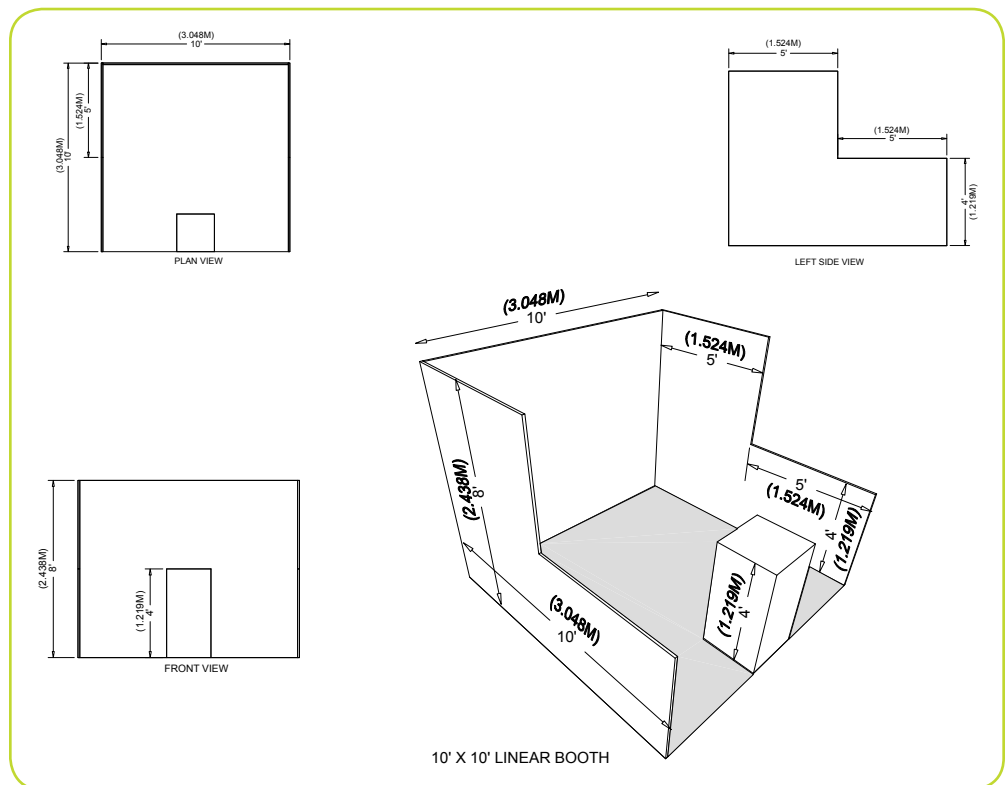
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

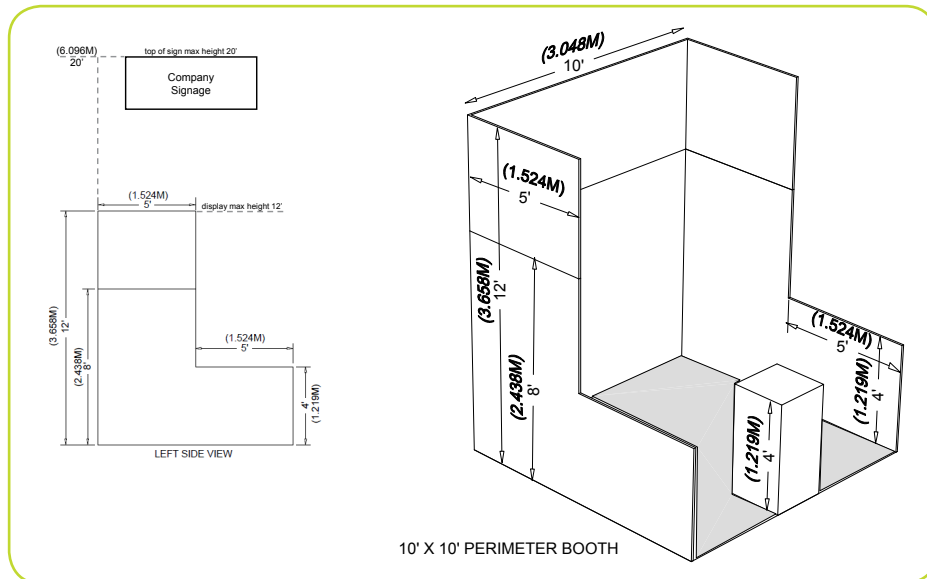


CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

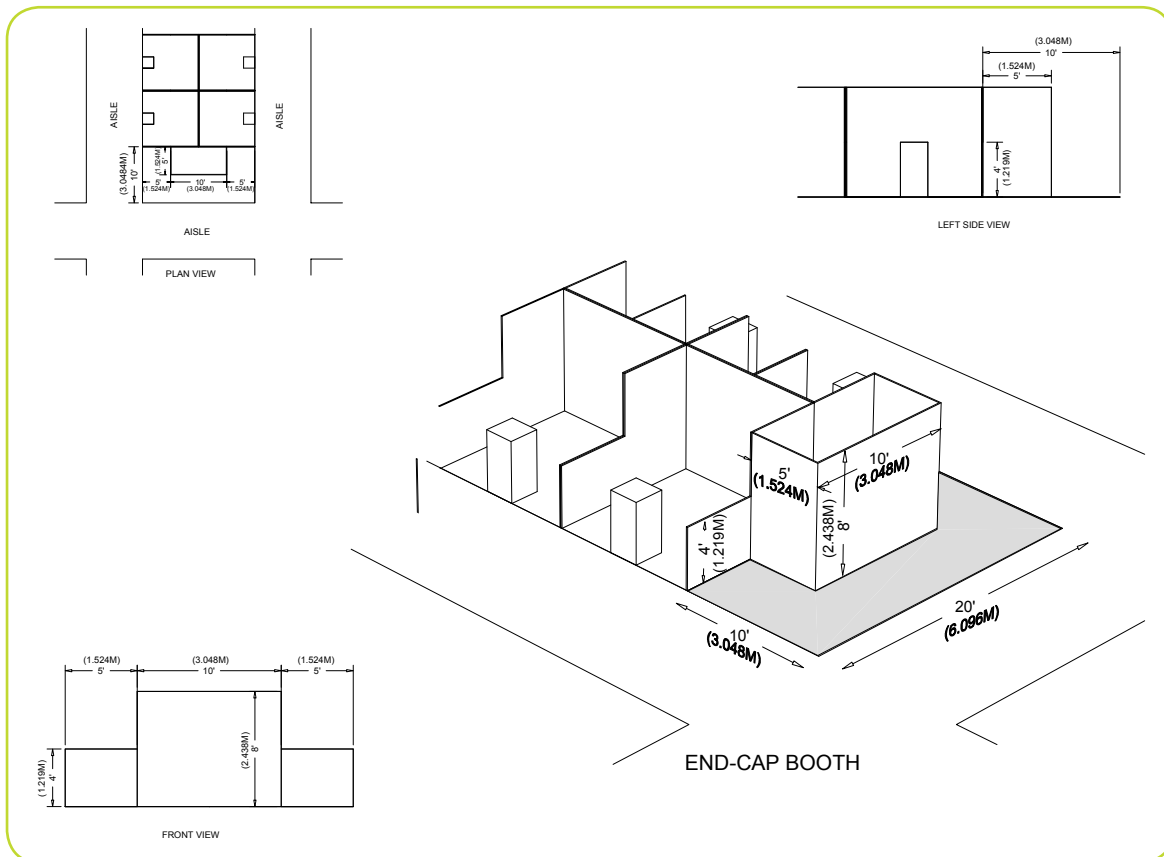


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

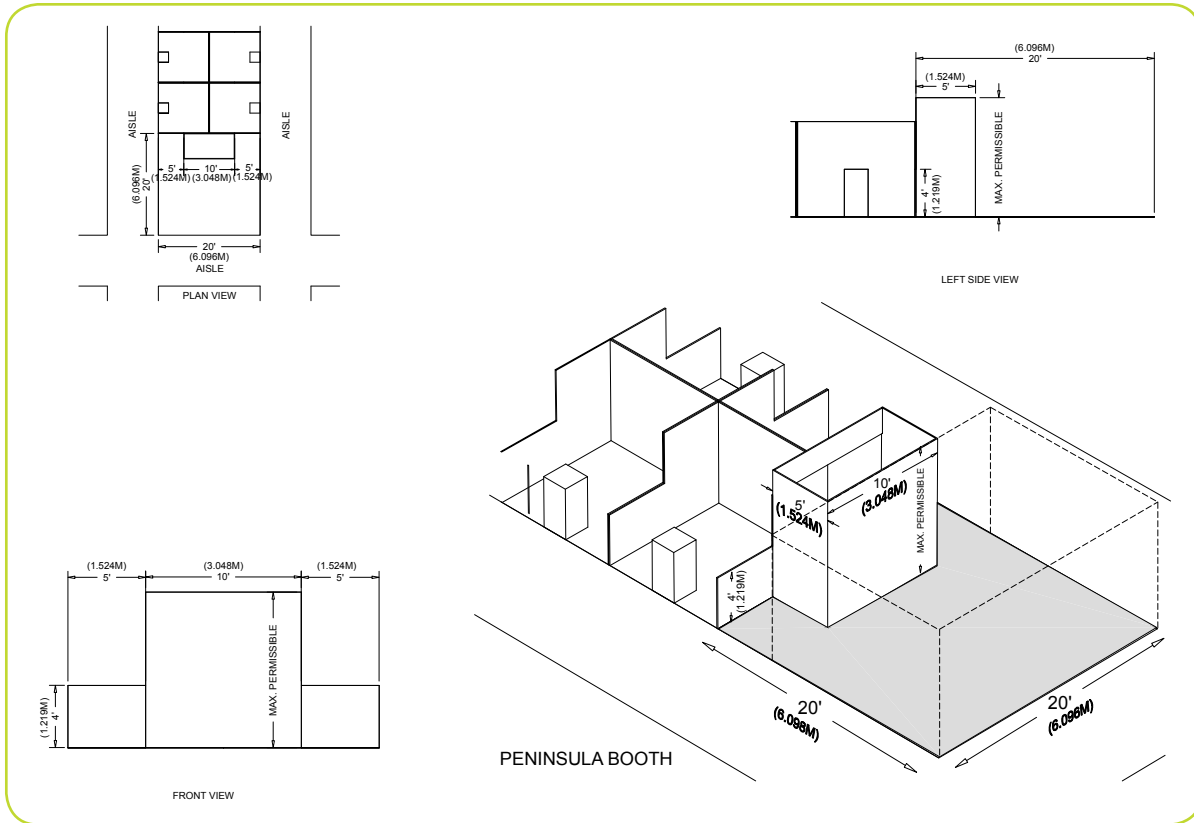


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

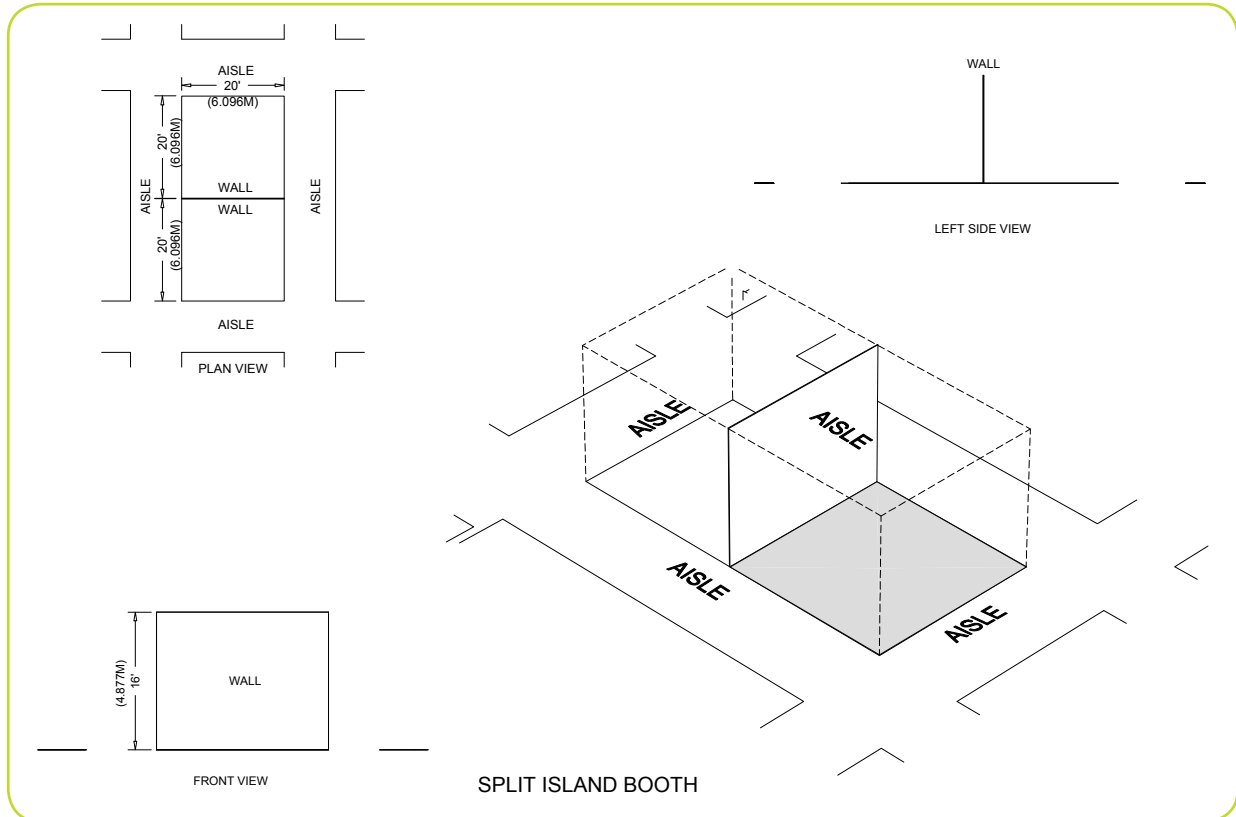


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

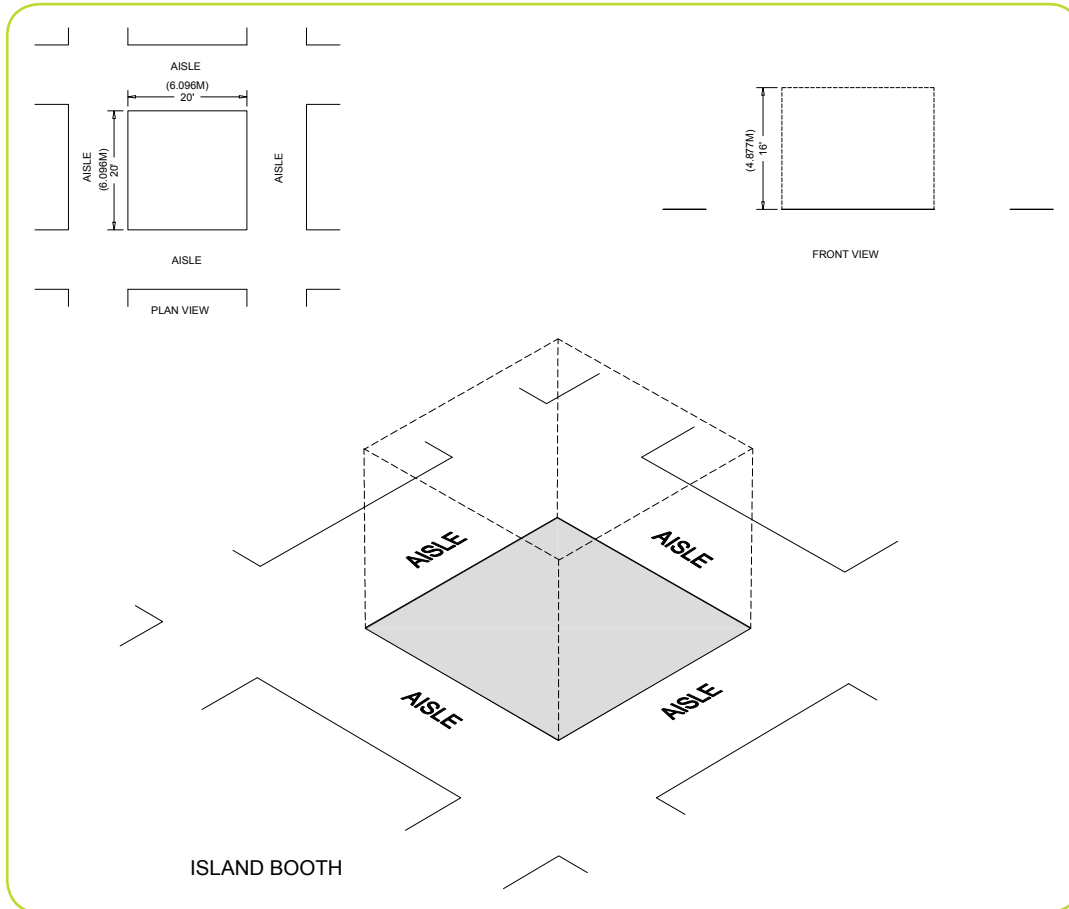


Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

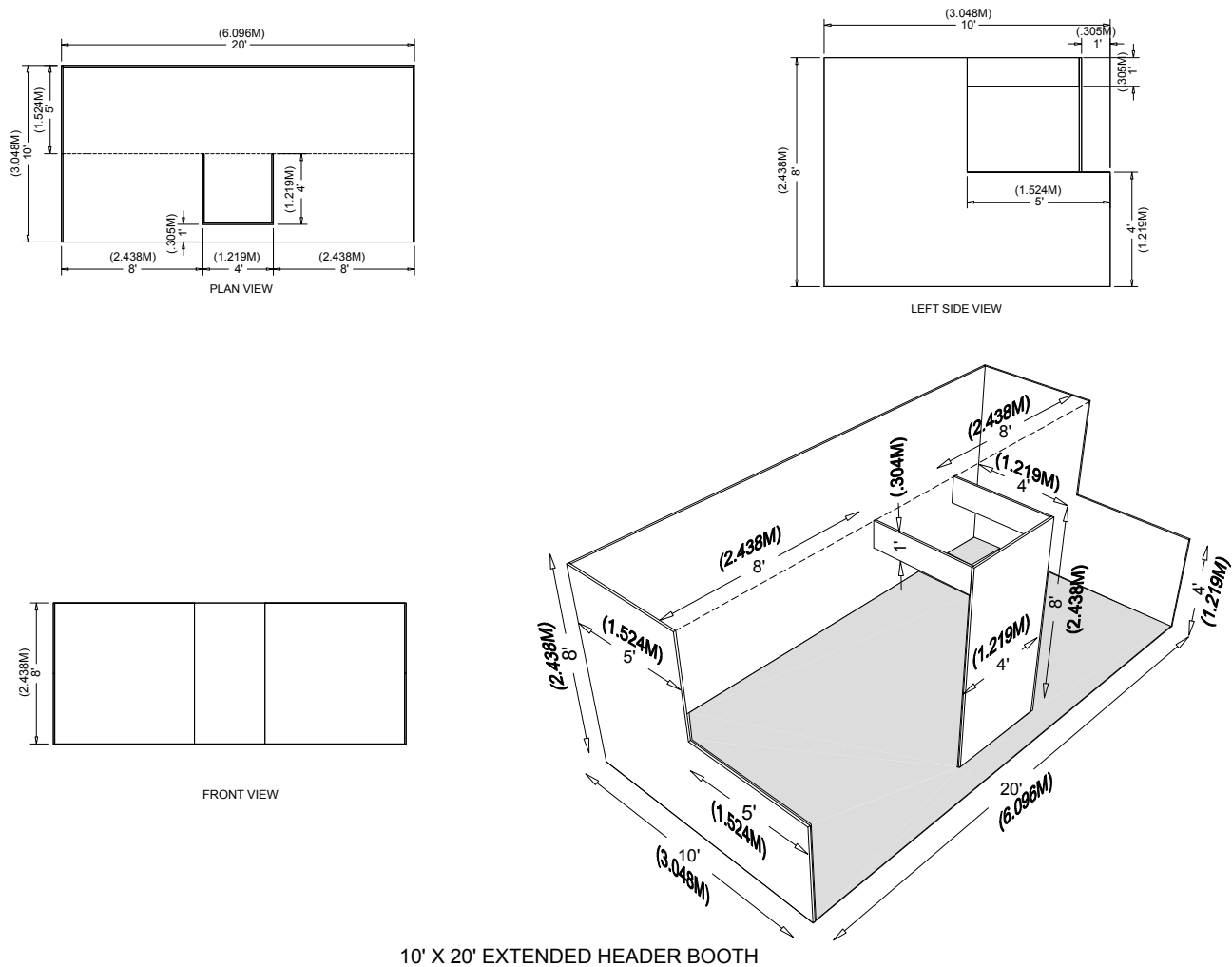


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the [IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space](#).

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

HANGING SIGNS & GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

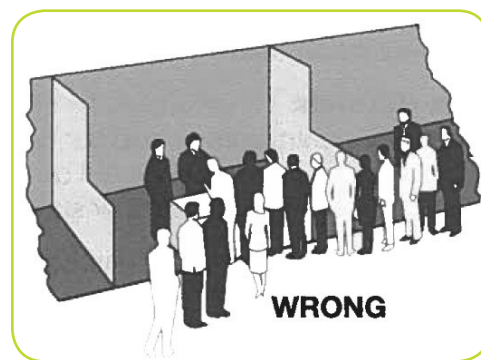
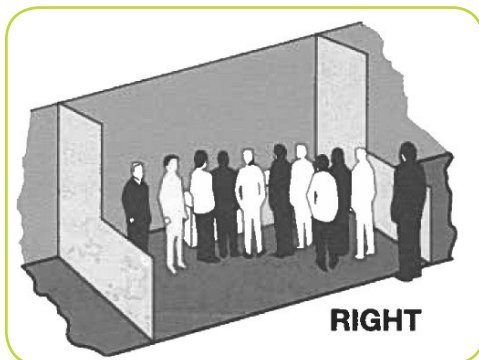
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](http://www.ascap.com), [BMI](http://www.bmi.com) and [SESAC](http://www.sesac.com), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs. (See page 2 for details and a diagram for hanging signs in Perimeter Booths.)

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

GUIDELINES FOR DISPLAY RULES AND REGULATIONS 2019 TASK FORCE

Thomas Corcoran (Task Force Chairperson) – Corcoran Expositions, Inc.

Larry Arnaudet – ESCA

Tom Cindric, Jr., CEM – Informa Exhibitions

Jonathan “Skip” Cox – Freeman

Christine Fletcher, CEM – Encore! Event Management

Heather MacRae – Landscape Ontario Horticultural Trades Association

Kelly Miller, CMP, CEM – International Sign Association

Pamela Kay Pietrok – GES

Jamie Reesby, CEM – Access Intelligence LLC

Linda Lizardi Rubin, CEM – Shepard

Chuck Schwartz, CEM – ConvExx

Dennis Smith – Messe Frankfurt North America

Rachel Thomas, CEM – National Business Aviation Association

Terry VanConant – M3S Management, LLC

Russell Wingard, CEM – Freeman

John D. Zinn, CEM – Industry Consultant

AASA National Conference on Education 2022

Lead Retrieval Order Form

This form is for **check payments only**. To order online, visit <https://lr.cmrus.com/AASA2022>.

Complete and mail this order form and your check to: Convention Management Resources:
CMR, 639 Isbell Road, Suite 330, Reno, NV 89509

Have questions?

Find answers or contact us at
<https://aasa.cmrushelp.com/s/>.

☎ 866.226.4939 (U.S. and Canada)
415.268.2097 (International)

✉ aasasupport@cmrus.com

CMR Lead Retrieval Packages	Advance	Regular	On-site	Quantity	Sales Tax	Total
See page 2 for additional item information and descriptions.	Before or on January 6, 2022	January 7, 2022 to February 3, 2022	On or after February 4, 2022		Additional 9.25%	
CMR Lead Plus Quick and easy badge scanning.	\$375	\$395	\$415			\$
Add-On Bluetooth Printer Each printer connects to one (1) scanner.	\$65	\$75	\$85			\$
CMR Mobile App Use your own smartphone! iOS and Android compatible. <i>Price is per license, one (1) license per device.</i>	First license \$265 Additional license \$210	First license \$295 Additional license \$230	First license \$305 Additional license \$250			\$ \$
Customized Follow-Up Action Codes (Optional) <i>Specify codes on page 3.</i>	\$95	\$115	\$135			\$
Developers Kit: Post-Show Data Merge Use your own badge scanner and receive a full data file post-event.	\$400	\$425	\$450			\$
Developers Kit: Real-Time API Use your own badge scanner and get full attendee data in real time.	\$700	\$725	\$750			\$
Total Amount						\$

Company Information

Exhibiting Company		Booth #	
Address			
City	State	Zip	
Phone	Fax	Email	
Office Contact			
On-site Contact			

Payment Information

Check #

Make check payable to
Convention Management Resources.

When you pick up the equipment on-site, you must also provide your credit card information to be used as a security deposit in the event your equipment is not returned.

Packages and Device Descriptions

CMR Lead Plus

The most advanced wireless, handheld scanning device, built for ease and convenience.



- Includes installation of the CMR Mobile App
- Receive leads in real time at www.retrievemyleads.com
- 21 Standard Action Codes pre-programmed
- Customized Follow-Up Action Codes available
- The CMR Mobile App requires an Internet connection, and the device has its own connection via the device's mobile technology. Leads are stored locally on the device in the event connectivity is interrupted

Receive your leads online as a .csv spreadsheet (during and after the meeting), and on paper, with the addition of the Bluetooth printer shown below.

Bluetooth Printer ADD-ON

This printer can receive and print leads via Bluetooth from the CMR Lead Plus.



- Sold separately from the CMR Lead Plus
- Each printer connects wirelessly to one CMR Lead Plus
- Does not require an electricity source
- Not compatible with the CMR Mobile App when installed on your own mobile device

Receive your leads on paper.

Developers Kit Post-Show Data Merge

Use your own badge scanner and receive a full data file post event.



Use your own device(s) to track attendees that visit your exhibit booth. Post show, provide CMR with your data file and we will return a file with full demographic information including the fields in your scanned data (refer to page (4) for the list of fields). Once your order is placed, you will receive sample badges within 48 hours for testing purposes. Post event, your full data file will be returned to you within 48 hours of receipt.

Receive your leads online as a .csv spreadsheet (after the meeting).

CMR Mobile App

Use your own iOS or Android device with the CMR Mobile App. *Mobile device is not included.*



- Each device requires a separate license. Take advantage of discounted prices for additional licenses
- The CMR Mobile App requires either a cellular/mobile network or a Wi-Fi connection
- Only one login to the mobile app is allowed per license purchased
- Provides leads in real time at www.retrievemyleads.com
- 21 Standard Action Codes pre-programmed
- Customized Follow-Up Action Codes available

This option is not compatible with a printer. Also, licenses are not transferable from one device to another.

Receive your leads online as a .csv spreadsheet (during and after the meeting).

Developers Kit Real-Time API

Use your own badge scanner and get full attendee data in real time.



Use your own device(s) to track attendees that visit your exhibit booth and get attendee data in real time. Refer to page (4) for the list of fields which you will receive via the API. Within 48 hours of your order being placed, you will receive sample badges, API documentation and an API key.

Leads are received and sent in real time into the database specified by the exhibitor.

* Scanning devices and products require mobile connectivity. All packages provide leads via the website at www.retrievemyleads.com.

Follow-Up Action Codes

Create up to 20 of your own Customized Follow-Up Action Codes that you can use instead of the 21 Standard Action Codes provided with your equipment rental. Capture your potential customer's interest in a specific product or service, or indicate the next action step for a specific member of your team by creating Custom Action Codes.

Listed below are the Standard Action Codes that are complimentary with your equipment rental:

- | | | |
|----------------------------|-------------------------------|--------------------------|
| 1. Add to Mailing List | 8. Product Demo Required | 15. Purchase in 30 Days |
| 2. Send Literature | 9. Immediate Contact Required | 16. Purchase in 3 Months |
| 3. Send Samples | 10. Have Salesperson Call | 17. Purchase in 6 Months |
| 4. Send Pricing | 11. Recommends | 18. Immediate Need |
| 5. Technical Info Required | 12. Final Say | 19. Order Placed at Show |
| 6. Detailed Specs Required | 13. Makes Purchase Decision | 20. Current Customer |
| 7. Provide Quote | 14. Partial Interest | 21. HOT LEAD |

Order Customized Codes

Fill in the codes below. Don't forget to send all pages when you return the form. As a reminder, credit card information should not be submitted through the online Support Center or by email.

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____
Company Name _____	Booth # _____
Contact _____	Phone # _____

Each order of 20 codes can be used for multiple Lead Retrieval machines.

Each code can contain up to 40 characters. On the CMR Lead Plus, the first 14 characters of each code are visible on the screen.

Terms and Conditions

The CMR Lead Retrieval products for the AASA National Conference on Education 2022 feature handheld laser scanners or smart phone apps. Optionally, Customized Follow-Up Action Codes are available.

The following fields will be included in the scan data: Attendee Name, Attendee Nickname, Job Title, Organization, Mailing Address, Phone Number, Fax Number, Email Address, Primary Job Function (this information is not required by registrant), and a unique numerical ID for each attendee.

Lead Format

Online: All packages provide leads via the website at www.retrievemyleads.com. View and collect leads as you scan, even while the expo is still open. (Online leads will be in an Microsoft Excel-friendly .csv format.)

Paper: A Bluetooth Mobile Printer can be added to a CMR Lead Plus scanner. Please note that each printer connects to one scanner.

Convention Management Resources (CMR), the Official Event Contractor for Lead Retrieval Services, agrees to provide its CMR Lead services to the Customer for the agreed upon fee listed on this Order Form. The service will include the use of the equipment for the duration of the meeting. CMR will furnish its equipment to the Customer in good working order and the Customer agrees to return the equipment in the same condition.

- 1. Payment** shall be in United States dollars and submitted with this Order Form. CMR will accept authorized company checks drawn on banks located in the United States of America. Payment to CMR will not be refunded for any reason, except as stated in item 3 below. Any returned checks will be subject to a \$30.00 returned check fee and loss of early payment discounts. Credit card payments will only be accepted online at <https://lr.cmrus.com/AASA2022>.
- 2. Replacement cost for lost or damaged equipment:** Customer acknowledges, understands and agrees that the total cost of replacement for CMR's equipment will be as follows: \$2,000.00 for the CMR Lead Plus scanner and \$800.00 for the Bluetooth Printer. Customer agrees to the immediate payment, upon request by CMR for all damages or loss of CMR's equipment, except such as may result from normal operation thereof. In the event that Customer does not immediately pay its obligation to CMR for lost or damaged equipment, Customer agrees to pay CMR a weekly rental fee equal to the service fee listed on the front of this Order Form. This is in addition to the replacement cost of CMR's equipment.
- 3. Cancellations and refunds:** Orders canceled on or before February 3, 2022, will be subject to a \$75.00 administrative fee. Orders canceled on or after February 4, 2022, are non-refundable. *No refunds will be given for equipment that is not picked-up and/or not utilized by booth personnel.*
- 4. CMR shall not be responsible for any special, incidental, or consequential damages** arising from the loss of customer information, for any reason, arising from or relating to CMR's equipment. CMR's liability for damage of any cause whatsoever will be limited to the total rental price for the equipment and services provided by CMR as listed on the front page of this Order Form.
- 5. Return of equipment:** Customer agrees to return all equipment to the Lead Retrieval Service Desk within one (1) hour of the event closing. CMR's equipment must be picked up and returned to the CMR Service Desk in the designated Contractor Service Area. Damaged or non-returned equipment will be charged in accordance with item 2 above. *Equipment not returned to the CMR Service Desk, or left in the exhibit area, is the sole responsibility of the customer.* Should CMR, at its option and with no responsibility to do so, recover abandoned equipment, Customer agrees to pay CMR a \$100.00 abandonment fee. In no way does this absolve Customer from its responsibility to timely return CMR's equipment.
- 6. Governing law:** It is agreed that the governing law pertaining to this contract will be the law of the State of California, with venue exclusively in San Francisco County.

Orders canceled on or before **February 3, 2022**, will be subject to a \$75.00 Administrative Fee.

Orders canceled on or after **February 4, 2022**, will not be refundable.

By signing below, I am stating that I am authorized to place this order and that I agree to all terms and conditions stated on all pages of this order form.

Signature

Date



National Conference on Education™

Produced by the American Association of School Administrators
Pre-Registration Mailing Lists for Exhibitors and Sponsors

Mail Postcards or Brochures

Postal List Option 1: December

- Available December 2021
- Estimated 1,600 opt-in names
- \$575 base price plus \$85 fulfillment

Postal List Option 2: January

- Available Jan. 2022
- Estimated 2,000 opt-in names
- \$725 base price plus \$85 fulfillment

Postal List Option 3: Post-Conference Follow-up

- Available after March 1, 2022
- Estimated 2,200 opt-in names
- \$725 base price plus \$85 fulfillment

Mailers –You must include the following language on your mail piece: "This event is not part of the official AASA National Conference on Education as planned by the Program Committee."

Place orders for postal mailing lists or email messages through Candy Brecht at MGI Lists.

Qualified brokers may call to inquire about discounts on NCE list rentals; published prices are not commissionable rates.

MGI believes the data contained within each list to be correct, but cannot guarantee the outcome of any mailing. In no event will MGI's liability exceed the cost of the list. List rentals are for one time use only.

Email Messages Reinforce Your Message

Email Option 1: December

- Available December 2021
- \$625 base price plus setup costs (see below)

Email Option 2: January

- Available Jan. 1 – Feb. 15, 2022
- \$825 base price plus setup costs (see below)

Email Option 3: Post-Conference Follow-up

- Contact MGI to check availability, quantities, and costs

Required on all email messages:

- Conference email messages must be pre-paid in full
- \$50 per-thousand-names transmission fee
- \$100 per setup (HTML + text = 1 setup)
- Approved message is transmitted for you
- Messages go to opt-in names only
- Base price includes 2 tests; \$100 each additional test
- \$100 rush fee if faster than 3 day turnaround required

Optional email services available:

- \$100 per additional setup of message contents
- \$100 additional if personalized within content
- \$100 additional per split
- \$100 additional to host images for sender
- \$200 additional to run mailer-provided suppression list
- \$25 per tracking report

MGI is CASL compliant: Canadian email records are excluded from the quoted counts and are not available for email messages.



A division of Marketing General Incorporated
625 N. Washington Street, Suite 450, Alexandria VA 22314

703.706.0383

Email CBrecht@MGILists.com

www.MGILists.com

Fax 703.549.0697 Attn Candy Brecht



2022 NCE Postal Mailing List Order Form

☐ **Postal List Option 1: December**

- Available December 2021
- \$575 base price plus \$85 fulfillment cost
- estimated 1,600 names

☐ **Postal List Option 2: January**

- Available January 2022
- \$725 base price plus \$85 fulfillment cost
- estimated 2,000 names

☐ **Postal List Option 3: After NCE**

- Available after March 1, 2022
- \$725 base price plus \$85 fulfillment cost
- estimated 2,200 names

☒ \$85 fulfillment fee required for all conference postal mailing lists.

☐ **Optional:** NCOA certificate available on request, for additional \$125.

- **Lists are fulfilled to you by email in Excel format.**

Provide the email address where we will ship your list _____

- Pre-registration lists are available for purchase by exhibitors or sponsors; others may purchase the post-conference list.
- The number of names available (the counts) changes throughout the registration period and opt-outs are excluded. Your final count and actual cost will be confirmed before your order ships to provide your printing and postage quantity.
- **These are POSTAL lists for one-time direct mail use only; no phone, fax, or email included or permitted.**
- Your sample mail piece is required before your order can be confirmed. If you plan to use the list for reference only, provide a statement to that effect.

What is your scheduled **Mail Date?** _____

Your **Need-By Date?** _____

Billing information:

- ☐ I am a new MGI customer and will prepay by check or credit card (Visa, MasterCard, or AMEX).
- ☐ Send me a credit card payment form. ☐ I will mail a check.
- ☐ I am a regular customer of MGI Lists; bill me.

Your Organization/Company Name _____

Bill to the Attention of: _____

Street Address _____

City/State/Zip _____

Phone _____ Fax _____

Please direct all questions and list orders to Candy Brecht at the MGI List Division of Marketing General Inc.

Prices quoted above are not commissionable; qualified brokers may call to inquire about terms.

MGI believes the data contained within this list to be correct, but cannot guarantee the outcome of any mailing.

In no event will MGI's liability exceed the cost of the list. List rentals are for one time use only.



A division of Marketing General Incorporated
625 N. Washington Street, Suite 450, Alexandria VA 22314

703.706.0383

Email CBrecht@MGILists.com

www.MGILists.com

Fax 703.549.0697 Attn Candy Brecht

2022 NCE Email Message Order Form for Exhibitors and Sponsors



Complete & return this form to MGI and email the HTML and text versions of your proposed email message.

Also check MGI's Guidelines for HTML Design.

1 Select the general timing for delivery of your email message.

☐ **Email Option 1**

Available December 2021
\$625 base price plus setup costs
Estimated 1,300 names

☐ **Email Option 2**

Available Jan 1 – Feb 15, 2022
\$825 base price plus setup costs
Estimated 1,500 names

☐ **Email Option 3**

Contact MGI to check availability,
quantities, and costs

Transmission costs for email messages:

☐ \$100 testing fee after 2 tests

☐ \$100 host sender's images (optional)

☒ \$100 for each setup (required)

☐ \$200 suppression list (optional)

☐ \$100 per split (optional)

☒ \$50/M transmission fee (required)

☐ \$100 personalization (optional)

☐ \$25 per tracking report (optional)

MGI is CASL compliant: Canadian email records are excluded from the quoted counts and are not available for email messages.

2 Billing information. Conference email messages must be prepaid before the message is deployed.

☐ Send me a credit card payment form for MasterCard, Visa, or American Express.

☐ I will mail a check.

Organization/Company Name _____

Bill to the Attention of: _____

Street Address _____

City/State/Zip _____

Phone _____ Fax _____

3 REQUIRED Information on every email Message:

a. Whose name is displayed as the SENDER of your message? Your email will be: **FROM:** _____

The active email for bounces will be noreply@mgilists.net

b. What is your SUBJECT line? (Recommended length 35 characters or shorter.)

SUBJECT LINE: _____

c. Remember to include your organization's **complete physical address** on the outbound email message, and "This event is not part of the official AASA National Conference on Education as planned by the Program Committee."

4 TEST MESSAGE. MGI and you—as the sender—will receive and *must approve* a test message before the email message is cleared to transmit. Specify one or more email addresses to receive and approve the test message (*Tests go out immediately prior to your selected delivery date. If you will be traveling then, tell us who can approve the test if you are not available.*)

CBrecht@MGILists.com _____ @ _____

Note: all final email messages are automatically seeded to monitor usage.

5 YOUR DESIRED EMAIL DELIVERY DATE: _____



A division of Marketing General Incorporated
625 N. Washington Street, Suite 450, Alexandria VA 22314

703.706.0383

Email CBrecht@MGILists.com

www.MGILists.com

Fax 703.549.0697 Attn Candy Brecht



A DIVISION OF MARKETING GENERAL INCORPORATED

We offer some basic guidelines to help improve the deliverability of your message to an email list managed by MGI.

Guidelines Group 1, to help your message avoid being marked as SPAM.

- Avoid using exclamation points (!), dollar signs (\$), and ALL CAPS in the subject line.
- Keep your subject line brief and to the point.
- Avoid using exclamation points (!) and dollar signs (\$) in the email body.
 - Limited usage is okay; avoid repeated usage.
- Avoid SPAM trigger words in the subject line or email content.
 - Examples of these are “free,” “guarantee,” “guaranteed,” “dear,” “50%,” “100%,” “click,” “click here.”
- Use an equal balance of images and text.
- Use alt tags (alternative text tags) on all images.
 - These tags will display if the recipient has disabled images.
 - This will increase the ratio of text-to-images and help SPAM filters determine the email content.
- **Avoid putting text inside images.**
 - Email clients cannot read text embedded within images, so when an email has little other text it is typically marked as SPAM.

Guidelines Group 2, to help your message deliver successfully across many email clients in popular use (including Microsoft, Gmail, Hotmail).

- Use standard HTML. Do not use Javascript.
- Use alt tags (alternative text tags) on *all* images. These tags will display if the recipient has disabled images.
- Avoid setting image width or height.
 - Most email programs will only display images in their true size.
 - It is best to include the image height and width settings to keep the email spaced properly when images are disabled.
- Avoid using background images.
 - Most email programs will ignore background images.
 - If you do use background images, be sure to set a default background color.
- Use nested tables for the email layout.
 - CSS is a style sheet language used for defining the formatting of a document. Most cascading style sheets (or CSS) styling will not render correctly.
 - Avoid left and right margin settings. Those settings will be ignored by many email programs.

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 blue and white back drape and 3' high blue side dividers. Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

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

EXHIBIT HALL CARPET

The exhibit area is not carpeted. The aisles will be carpeted in tuxedo. Show Management requires all exhibitors provide flooring for their booth. Per Show Management, all exhibitors are required to have flooring by 3:00 PM on Wednesday, February 16, 2022. If carpet has not been ordered by then and you have not been in contact with Show Management, carpet will be forced at the exhibitor's expense.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by January 19, 2022.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

SHOW SCHEDULE**EXHIBITOR MOVE-IN**

Wednesday February 16, 2022 8:00 AM - 5:00 PM

EXHIBIT HOURS

Thursday February 17, 2022 7:45 AM - 4:00 PM

Friday February 18, 2022 11:00 AM - 2:30 PM

EXHIBITOR MOVE-OUT

Friday February 18, 2022 2:30 PM - 6:00 PM

We will return empty containers by February 18, 2022 at 4:00 PM.

EXHIBITOR SERVICE HOURS

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, February 18, 2022 at 6:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, February 18, 2022 at 5:00 PM.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Support Department at (888) 508-5054 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

(888) 508-5054

ExhibitorSupport@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by January 19, 2022. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show.

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

AASA NATIONAL CONFERENCE ON EDUCATION 2022

C/O FREEMAN

825 VISCO DR

NASHVILLE, TN 37210

Freeman will accept crated, boxed or skidded materials beginning Wednesday, January 19, 2022, at the above address. Material arriving after February 09, 2022 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
AASA NATIONAL CONFERENCE ON EDUCATION 2022
C/O FREEMAN
MUSIC CITY CENTER
700 KOREAN VETERANS BLVD
NASHVILLE, TN 37203

Freeman will receive shipments at the exhibit facility beginning Wednesday, February 16, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

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

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by January 19, 2022.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

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

Interested in going green and saving money?

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



1 *booth structure*

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 *carpet*

Option 1 Rent

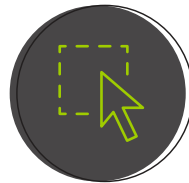
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

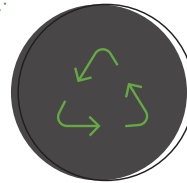
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



3 *shipping*



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



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



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

4 *graphics*

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 *printing*



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



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



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

6

ON SITE

save energy



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



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



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



MOVE OUT

train your team

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



8

shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

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



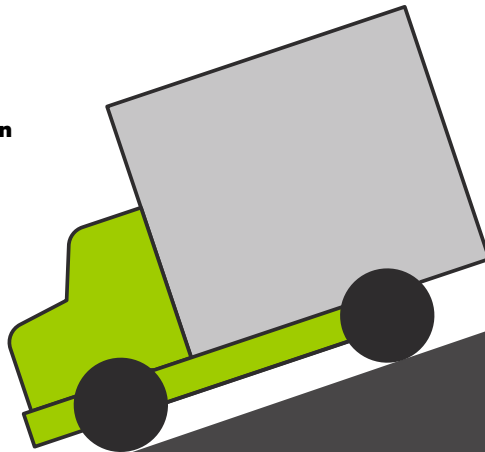
leftover materials

Remember to label.

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

Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor
staging materials

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

Flooring: 100 square feet of
flooring. Excludes carpet.

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

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or
shipping boxes

Glass: Green, brown, clear

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

Metal: Aluminum cans/
steel banding

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

Wood: Non-laminate wood

FREEMAN

FREEMAN.COM

PAYMENT INFORMATION

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

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

1. Submit your payment information

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

<https://www.freemanpay.com/490061>

2. Submit your order

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

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

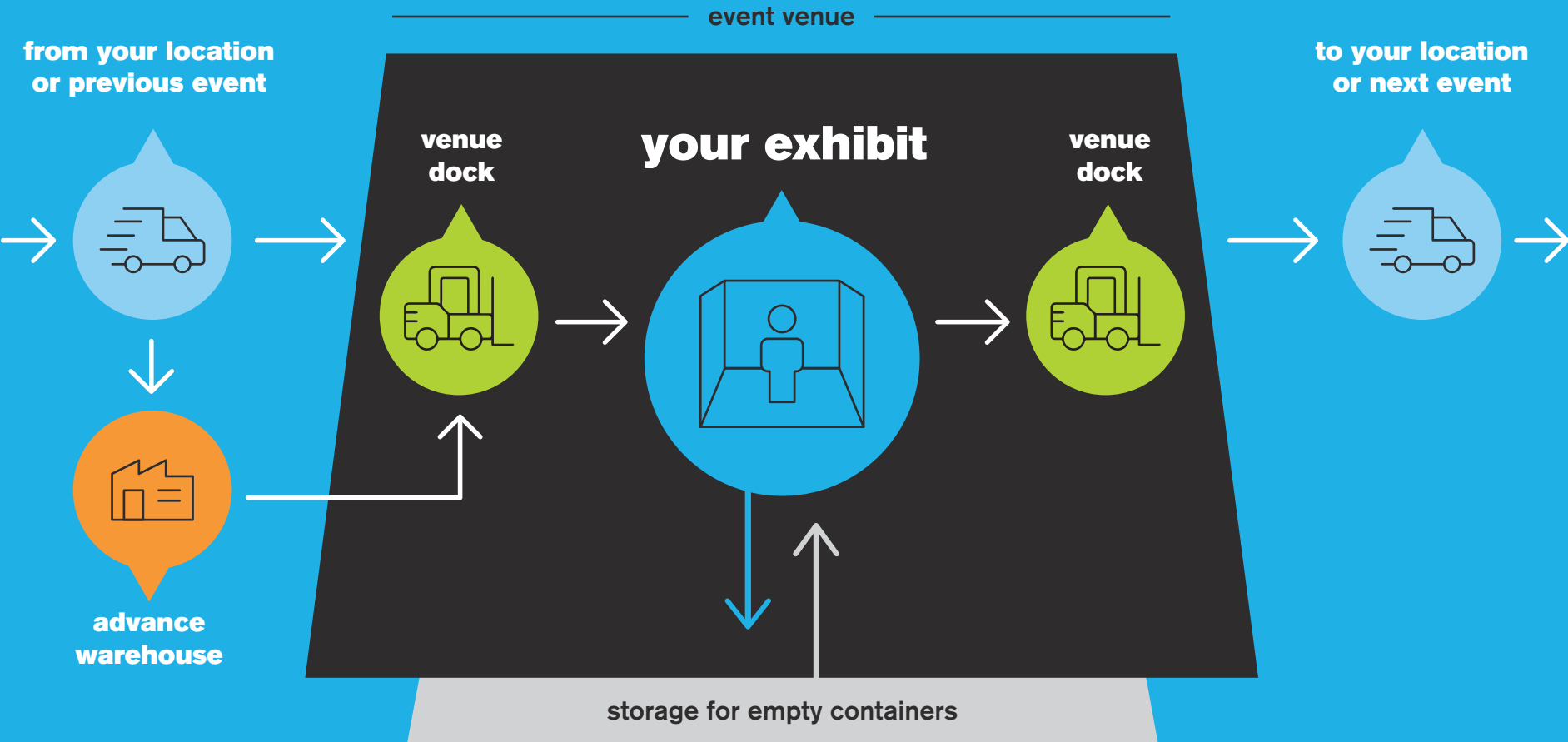
before event

during the event

after event

from your location
or previous event

to your location
or next event



advance warehouse

where exhibit materials are
stored before an event

shipping

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

material handling

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



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

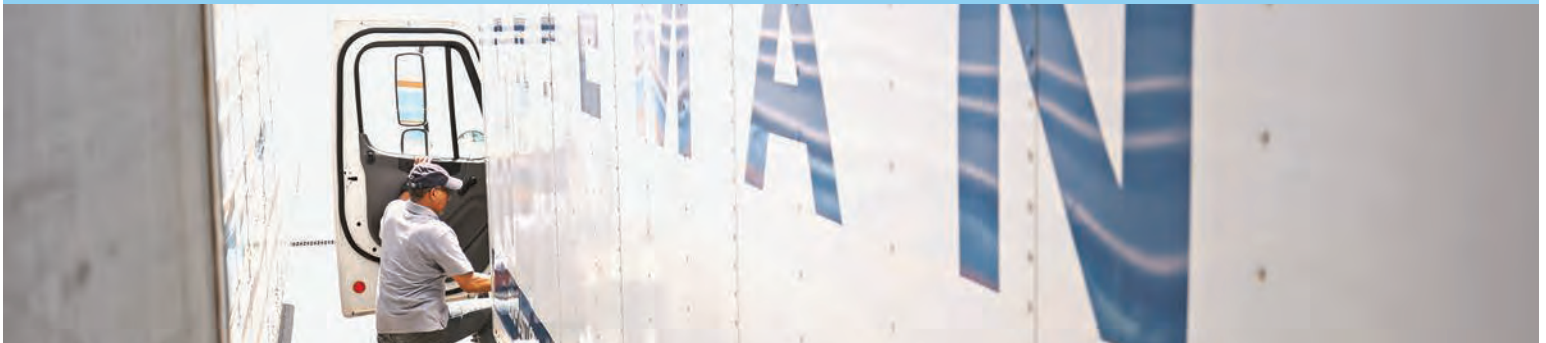
The Freeman Exhibit Transportation promise:

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

Benefits:

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

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



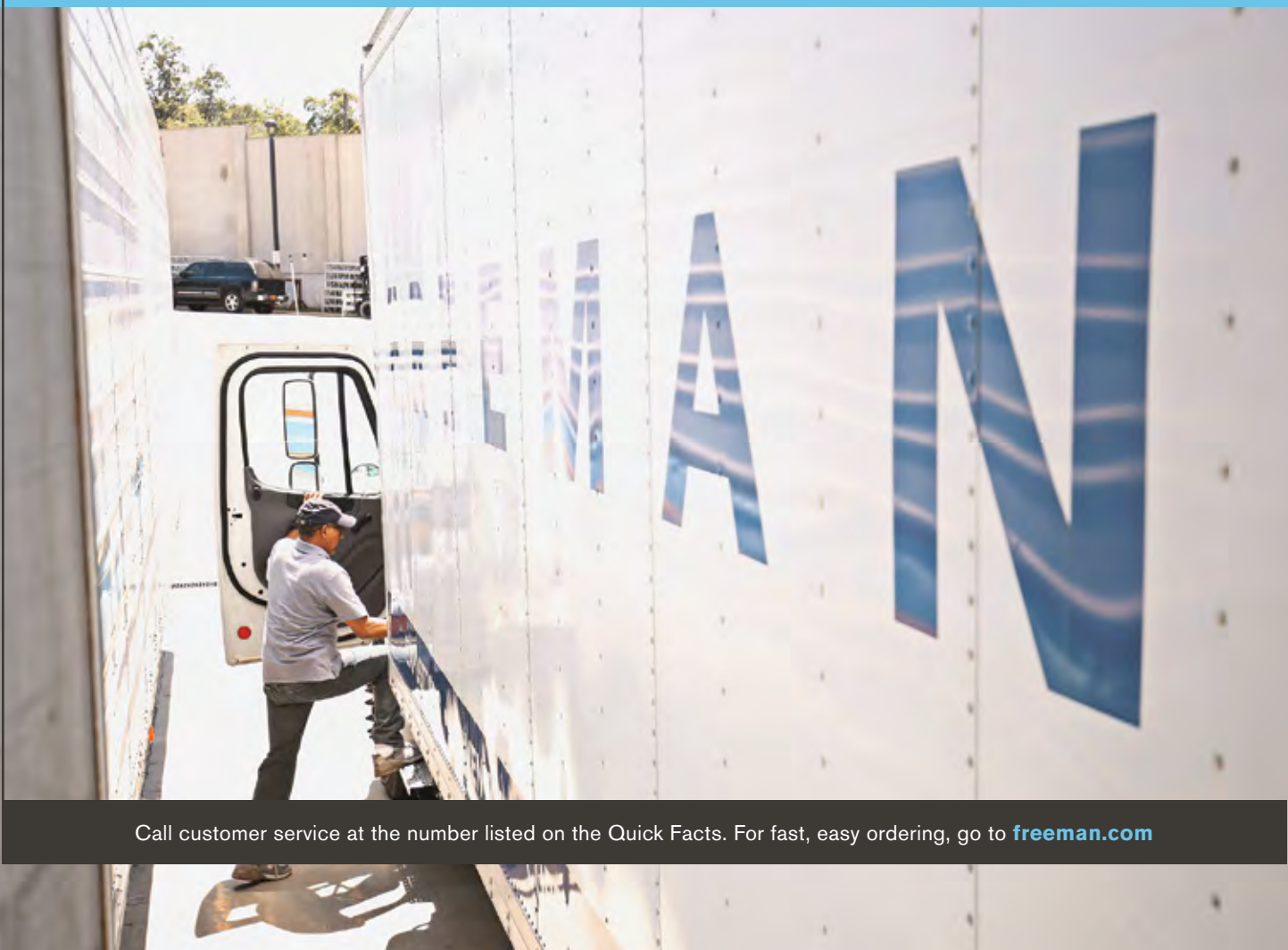
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

.....

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

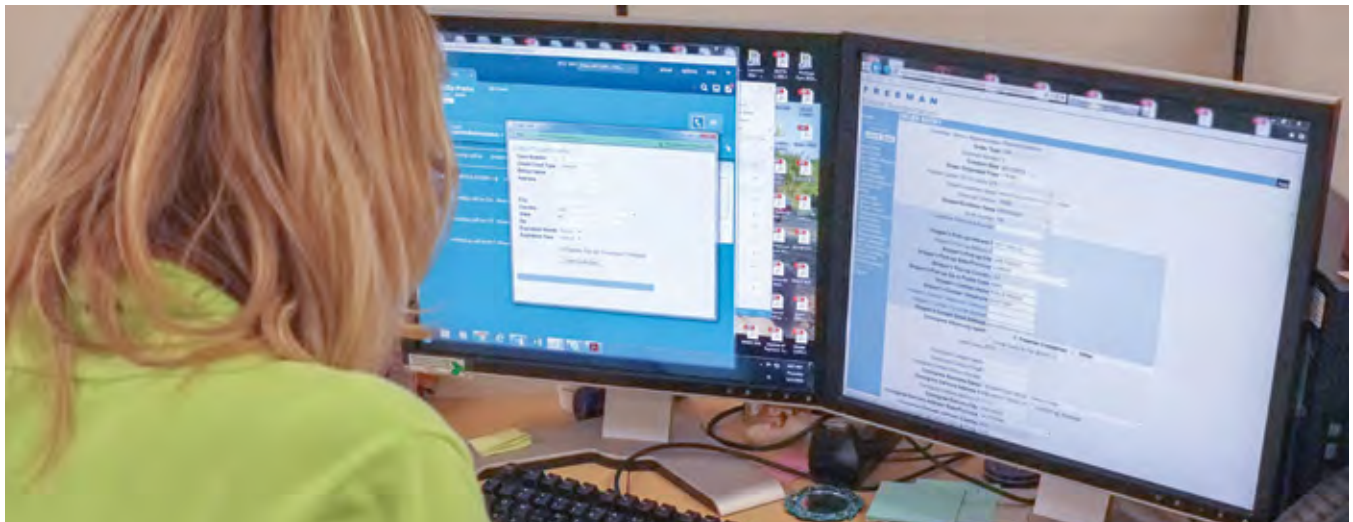
Questions?

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

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

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

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



FREEMAN

(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

exhibit transportation

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

AASA NATIONAL CONFERENCE ON EDUCATION 2022

C/O: FREEMAN

825 VISCO DR

NASHVILLE, TN 37210

MUST BE DELIVERED BY FEBRUARY 09, 2022

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

FREEMAN / Exhibiting Company Name / Booth #

AASA NATIONAL CONFERENCE ON EDUCATION 2022

C/O: FREEMAN

MUSIC CITY CENTER

700 KOREAN VETERANS BLVD

NASHVILLE, TN 37203

CANNOT BE DELIVERED BEFORE FEBRUARY 16, 2022

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (490061) _____

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 either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

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..... \$ 1.27 per pound

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

Material Handling - After Deadline FEBRUARY 17-19, 2022 \$.. 1.59 per pound

Rate applies to shipments arriving at the warehouse after **February 09, 2022**.

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

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

IMPORTANT SHIPPING INFORMATION

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

Warehouse:

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **January 19, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #**
AASA NATIONAL CONFERENCE ON EDUCATION 2022
C/O Freeman
825 VISCO DR
NASHVILLE, TN 37210

- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:

- Show site receiving begins on **February 16, 2022**.
- Show Site address: **Exhibiting Company Name / Booth #**
AASA NATIONAL CONFERENCE ON EDUCATION 2022
MUSIC CITY CENTER
C/O Freeman
700 KOREAN VETERANS BLVD
NASHVILLE, TN 37203

Outbound:

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

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 exhibitors, 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.

Vehicles are defined 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 * \$197.60 per unit (round trip)

Vehicles..... \$197.60 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.

Music City Center Marshalling Yard

825 Visco Drive, Nashville, TN 37210

Privately Owned Vehicle & Company Vehicle Route

To Marshalling Yard from MCC

- Head southwest (left) on Korean Veterans Blvd
- Turn right onto Hermitage Ave / 1st Ave
- Turn left onto Driftwood St
- Take 1st right onto Nestor St which turns into Visco Dr
- Marshalling Yard will be across the railroad tracks on the right

To MCC from Marshalling Yard

- Head west (left) onto Nestor St
- Turn left onto Driftwood St
- Take 1st right onto Hermitage Ave
- Turn left onto Korean Veterans Blvd
- MCC will be on the right just past 6th Ave

Tractor / Trailer Route

To Marshalling Yard from MCC

- Head southwest (left) on Korean Veterans Blvd
- Turn right onto 4th Ave South
- Turn left onto Lafayette St
- Turn left onto Fairfield Ave
- Turn left onto Hermitage Ave
- Turn right onto Driftwood St
- Take 1st right onto Nestor St
- Marshalling Yard will be across the railroad tracks on the right

To MCC from Marshalling Yard

- Head west (left) onto Visco Dr
- Turn left onto Driftwood St
- Take 1st left onto Hermitage Ave
- Turn right at 1st light onto Fairfield Ave
- Turn right at 1st light onto Murfreesboro Rd
- Turn right onto 6th Ave
- Turn left onto Korean Veterans Blvd
- MCC will be on the right

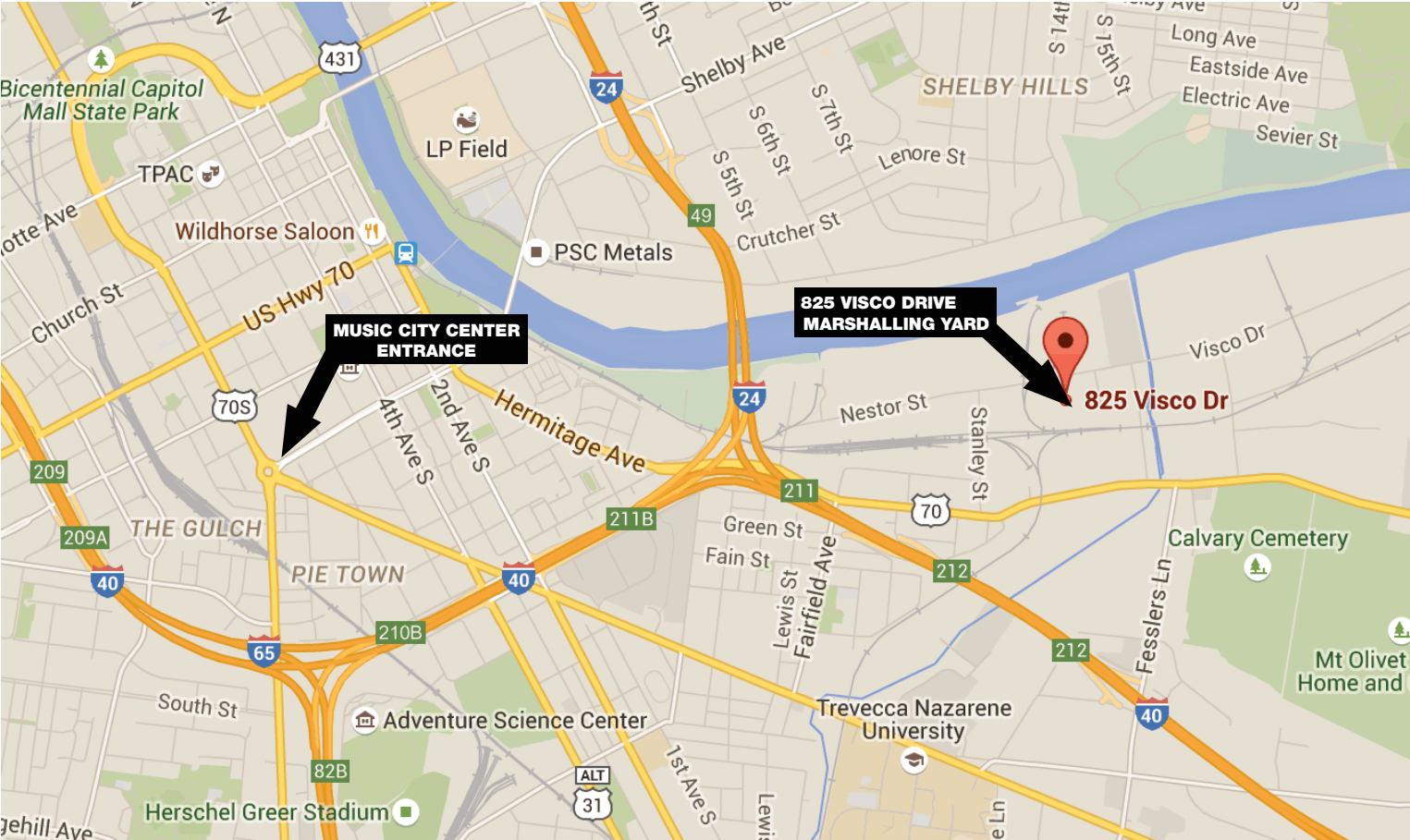
Interstate Routes (If you are using GPS, Stanley St is NOT a tractor / trailer route)

To Marshalling Yard from **40 West / 24 West / 65 North / 65 South**

- Take 40 East to Exit 212 / Fesslers Lane and keep left
- Turn left onto Lebanon Pike
- Turn right at 1st light back onto Fesslers Lane
- Turn left onto Visco Dr
- Marshalling Yard will be on the left

To Marshalling Yard from **24 East / 40 East**

- Take Exit 212 / Decatur St
- Turn left onto Hermitage Ave
- Turn right onto Driftwood St
 - If you go under the interstate, you have gone too far
- Turn right onto Nestor St which becomes Visco Dr
- Marshalling Yard will be across the railroad tracks on the right



FREEMAN

(888) 508-5054 Fax: (469) 621-5615
ExhibitorSupport@freeman.com

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 19, 2022

DEADLINE DATE IS: FEBRUARY 09, 2022

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
825 VISCO DR**

NASHVILLE, TN 37210

WAREHOUSE

(490061)

***AASA NATIONAL CONFERENCE ON
EDUCATION 2022***

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 19, 2022

DEADLINE DATE IS: FEBRUARY 09, 2022

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
825 VISCO DR**

NASHVILLE, TN 37210

WAREHOUSE

(490061)

***AASA NATIONAL CONFERENCE ON
EDUCATION 2022***

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE FEBRUARY 16, 2022

TO:

EXHIBITOR NAME

C/O: FREEMAN

MUSIC CITY CENTER

700 KOREAN VETERANS BLVD

NASHVILLE, TN 37203

SHOW SITE

(490061)

AASA NATIONAL CONFERENCE ON

EVENT: *EDUCATION 2022*

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE FEBRUARY 16, 2022

TO:

EXHIBITOR NAME

C/O: FREEMAN

MUSIC CITY CENTER

700 KOREAN VETERANS BLVD

NASHVILLE, TN 37203

SHOW SITE

(490061)

AASA NATIONAL CONFERENCE ON

EVENT: *EDUCATION 2022*

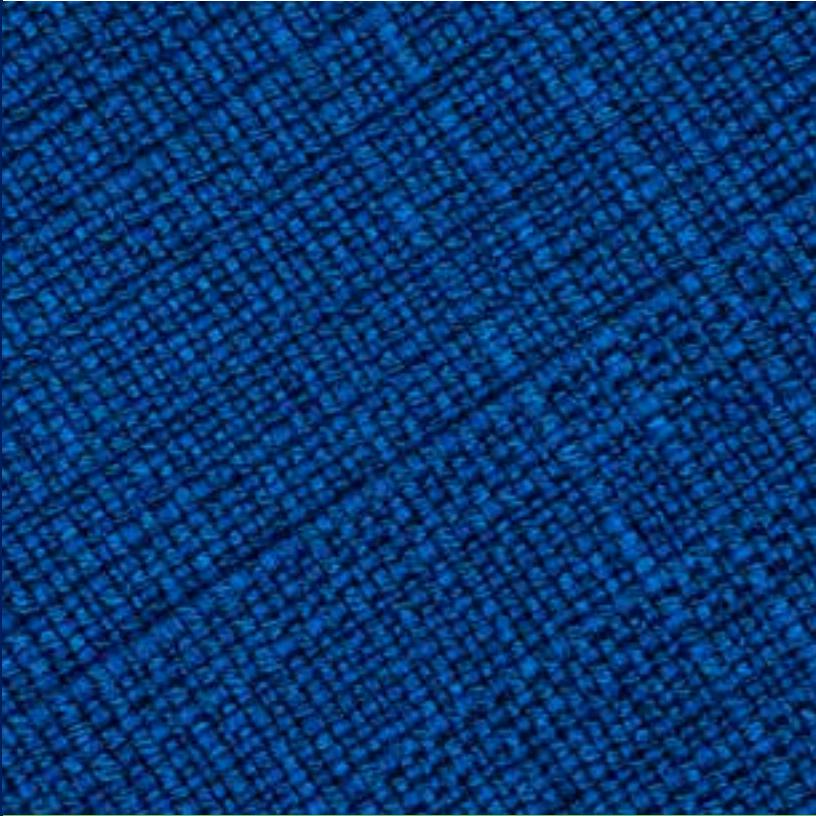
BOOTH NO: _____ NO. _____ OF _____ PCS

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IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Exhibitor support

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

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



Furnishings Brochure



Comfortable and Safe Networking

Meaningful engagement doesn't have to be complicated.

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

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

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



Bowery Swivel Chairs & Sedona C-Tables

Accent Chairs | pg 16
Side Tables | pg 28
Dividers | pg 57
Greenery | pg 48

Top Design Tips

for Tradeshow Booths.



Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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


Shown here with Banana Barstools



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

Shown here with Baja Chairs and Sydney Power Cocktail Table

Power Up In Style.

Denotes Powered Products 

Powered Seating

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



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

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



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



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



Powered Tables

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



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



POWERED
DETAIL



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




POWERED
DETAIL




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

Take Charge.

Denotes Powered Products 

Powered Tables


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

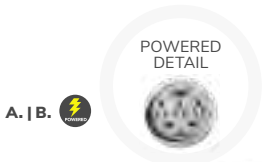
SYDNEY 
Sydney Powered Cocktail Tables
48"L 26"D 18"H (brushed steel)
E) 82073 (white)
F) 82076 (black)



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

Powered Pedestals

Denotes AC and USB charging outlets 



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

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

Powered Tech Desk




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

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

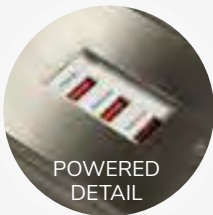
C) 84080 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

Take Charge.

Denotes Powered Products 

Powered Tech Tablet Chair

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



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




B.

A. 



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

Powered Poducts

Denotes AC and USB charging outlets 

Wireless Charging Table



POWERED
DETAIL

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



Village Charging Hub



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



POWERED
DETAIL

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

Soft Seating

Create Engaging Booth Environments

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

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

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



Valencia Sofa & Chair 10'x10' Booth

A.



B.



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

Soft Seating Collections

A.



B.



C.



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

A.



B.



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

A.



B.




C.



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

Soft Seating

Denotes Powered Products 

Create Engaging Booth Environments



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

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

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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

Soft Seating Collections

Available in Power 



A.

B.

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



A.

B.

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



B.

A.

C.

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

Accent Chairs

Create Space

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



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



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



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



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

Meeting & Stage Chairs



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



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

Accent Chairs

Accent Chair Styles



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



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



Accent Tables | pg 26



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



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



C.



A.



B.



D.



E.



F.

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

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

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

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

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

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

Group Seating

Lounges

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

ZENITH

A) 810851 Chair

(white, chrome)

18.25"L 22"D 32"H

B) 820241 Madison Hydraulic Café Table

(chrome base, gray acajou top)

30"RND 29"H



LAGUNA

C) 810861 Chair

(maple, chrome)

18"L 19"D 34"H

D) 8201223 Round Café Table

(white laminate top, chrome hydraulic base)

30" RND 29"H



MALBA

20"L 20"D 32"H

A) 810131 Chair

(gray)

B) 810130 Chair

(green)



A.

MARINA

17.5"L 19.5"D 35"H

A) 810164

(white vinyl)

B) 810160

(black vinyl)

C) 810161

(brown fabric)

D) 810162

(ocean blue fabric)

E) 810163

(red fabric)



B.

C.

D.

E.



Styles & Shapes

A.

B.

C.



D.

E.

F.



- A) 810846 Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H
- B) 810841 Rustique Chair w/arms

(gunmetal)

20"L 18"D 31"H
- C) 81093 Lucent Chair

(frosted, acrylic)

19.5"L 19.75"D 32.5"H
- D) 71089 Diamond Side Chair

(black)

21"W X 23"L X 32"H
- E) 71090 Diamond Arm Chair

(black)

20"W X 21"L X 33"H
- F) 810837 Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H
- G) 81083 Blade Chair

(sky blue)

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

(red)

20.5"L 19"D 30.5"H

G.

H.



Mix & Match

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

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

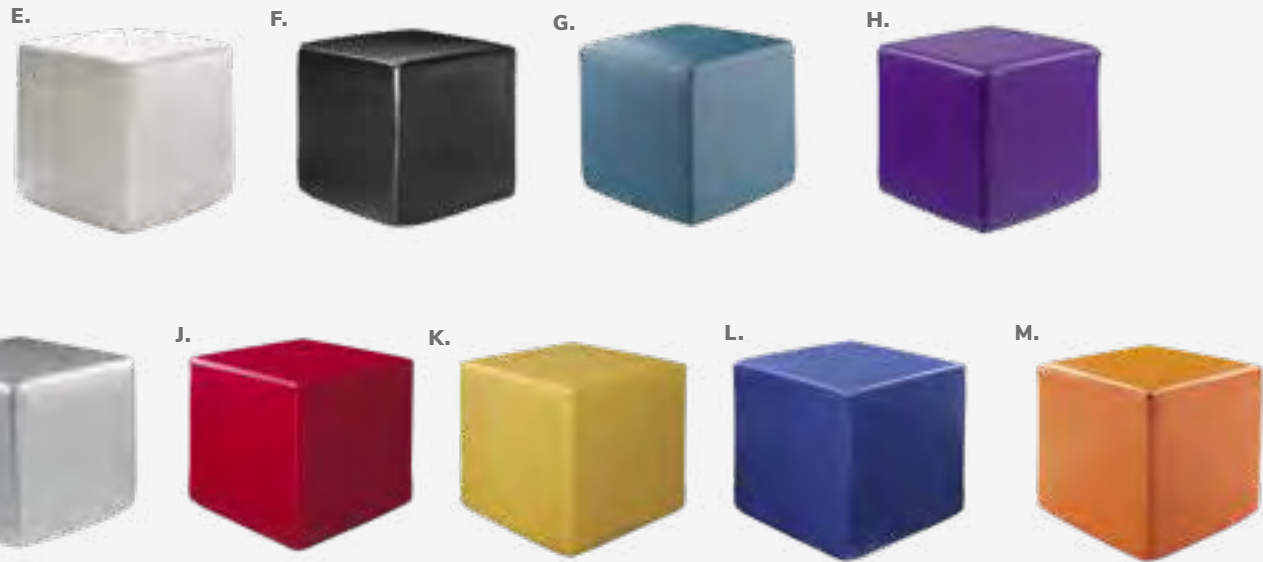


Ottomans

Vibe Cube

18"L 18"D 18"H

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



Beverly Bench Ottomans



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

Styles & Shapes



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



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

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

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



Marche Swivel Ottomans



Marche Swivel Ottomans

17" RND 18"H

- A) 815150 (white vinyl)
- B) 815154 (red fabric)
- C) 81539 (Ivory Faux Sheep Fur)
- D) 815158 (pear yellow fabric)
- E) 815156 (plum fabric)
- F) 815159 (blue fabric)
- G) 815151 (gray fabric)
- H) 815155 (rose quartz fabric)
- I) 815152 (linen fabric)
- J) 815153 (raspberry fabric)
- K) 815157 (meadow green fabric)
- L) 815160 (orange fabric)
- M) 81543 (black vinyl)
- N) 81540 (forest green vinyl)
- O) 81541 (teal velvet)
- P) 81542 (distressed brown vinyl)

Accent Tables

Tables and Meeting Rooms

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



MESA

- A) 820135 End Table**
20.5"RND 21.25"H (wood top, bronze)

B) 820132 Cocktail Table
32.25"RND 17.25"H (wood top, bronze)
- C) 820134 End Table**
24"RND 21.25"H (glass top, bronze)

D) 820131 Cocktail Table
36"RND 17.25"H (glass top, bronze)
- E) 820133 End Table**
20.5"RND 21.25"H (black top, bronze)

F) 820130 Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Styles & Shapes



ALONDRA

- Cocktail Table**
47"L 24"D 16"H
A) 820250 (glass, chrome)
B) 820251 (wood, chrome)
- End Table**
20"L 20"D 20"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

GEO

- Cocktail Table**
50"L 22"D 16"H
A) 82034 (glass, chrome)
B) 82027 (wood, black)
- End Table**
26"L 26"D 20"H
C) 82035 (glass, chrome)
D) 82028 (wood, black)

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

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




SEDONA SIDE TABLE

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



Styles & Shapes



Available in Power 

SYDNEY

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

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

REGIS

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

SILVERADO

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

WIRELESS

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

AURA

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

Café Tables



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



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

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



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



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

Customize and Create

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



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

Café Tables

Standard Black Base
30" RND 29"H

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

36" RND 29"H
8201243 (black)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

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

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

Mix & Match

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



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

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

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

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



Bar Tables

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



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



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



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



Customize and Create

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



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

Bar Tables Standard Black Base 30" RND 42"H

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

36" RND 42"H
8201241 (black)

Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

Style & Design

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



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

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

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

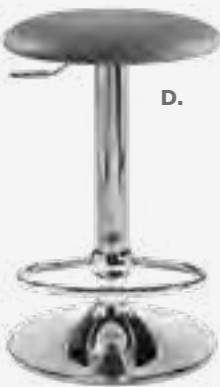
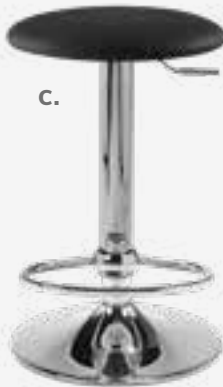
F) 810840 Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H



Barstools

LIFT Barstools

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



Marina Barstools



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

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

All frames brushed metal.

Barstools

Mix & Match

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

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

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

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

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

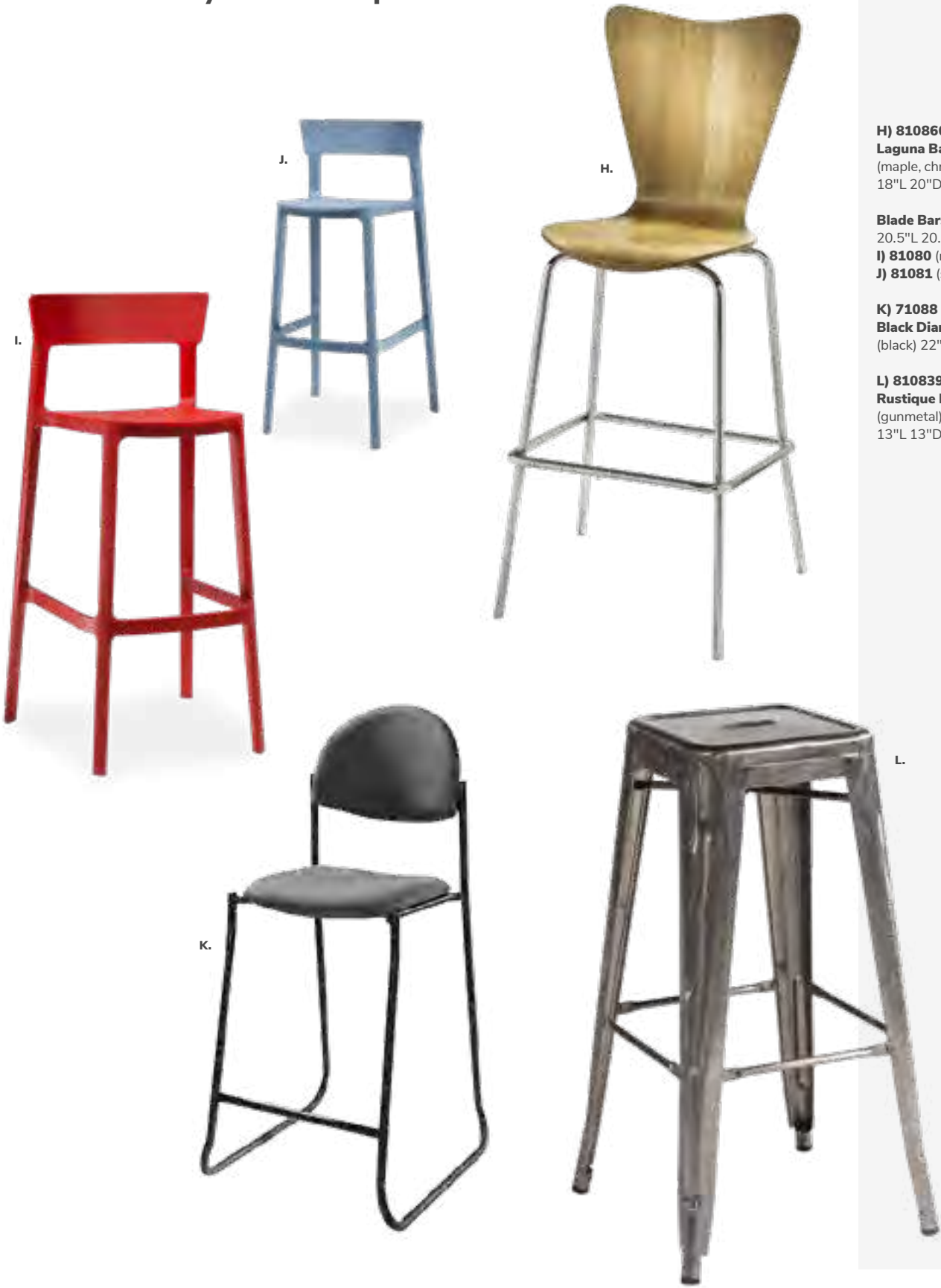
G) 81092
Lucent Barstool
(frosted, acrylic)
22"L 22.5"D 45.5"H

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

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



Barstools Styles & Shapes



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

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

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

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

Conference Tables

42" Round Conference Table

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



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

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



Geo Tables



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

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

Work Space



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

Conference Tables

Madison

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

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

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

A.



B.



C.



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

Black Rectangular Conference Table

A.



B.



C.



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

Black Rectangular Conference Table
(black top, silver)

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

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

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

Executive Seating

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



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

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



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



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



Communal and Powered Tables

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

Table Top Options

BLACK

WHITE

MAPLE

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

Denotes AC and USB charging outlets



POWERED
DETAIL

Bar Tables



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

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

Café Tables



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

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

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

Office Essentials



A.
DESK BACK

B.

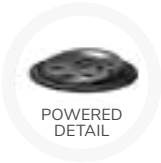


DESK FRONT

MADISON

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

Tech Powered Desk



A. ⚡



C.

B. ⚡



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

Denotes AC and USB charging outlets ⚡

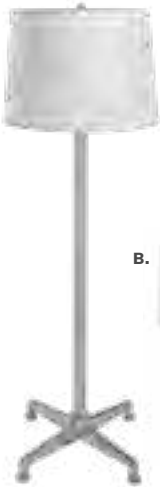
- A) 84083 Tech Desk, Powered, w/ 3 Drawer File Cabinet
(black metal, laminate) 60"L 30"D 30"H

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

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

Lighting & Shelving

A.



B.



C.



D.



ACCENT LAMPS

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

SHELVING

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

Show Essentials

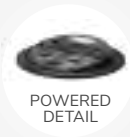
Denotes AC and USB charging outlets



Midtown Powered Counter

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

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



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



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

Midtown Bar

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

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

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



(lit-blue)



(lit-red)



(lit-green)



(lit-white)

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

Product Display Counter



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

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

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

Show Essentials

Greenery and Dividers

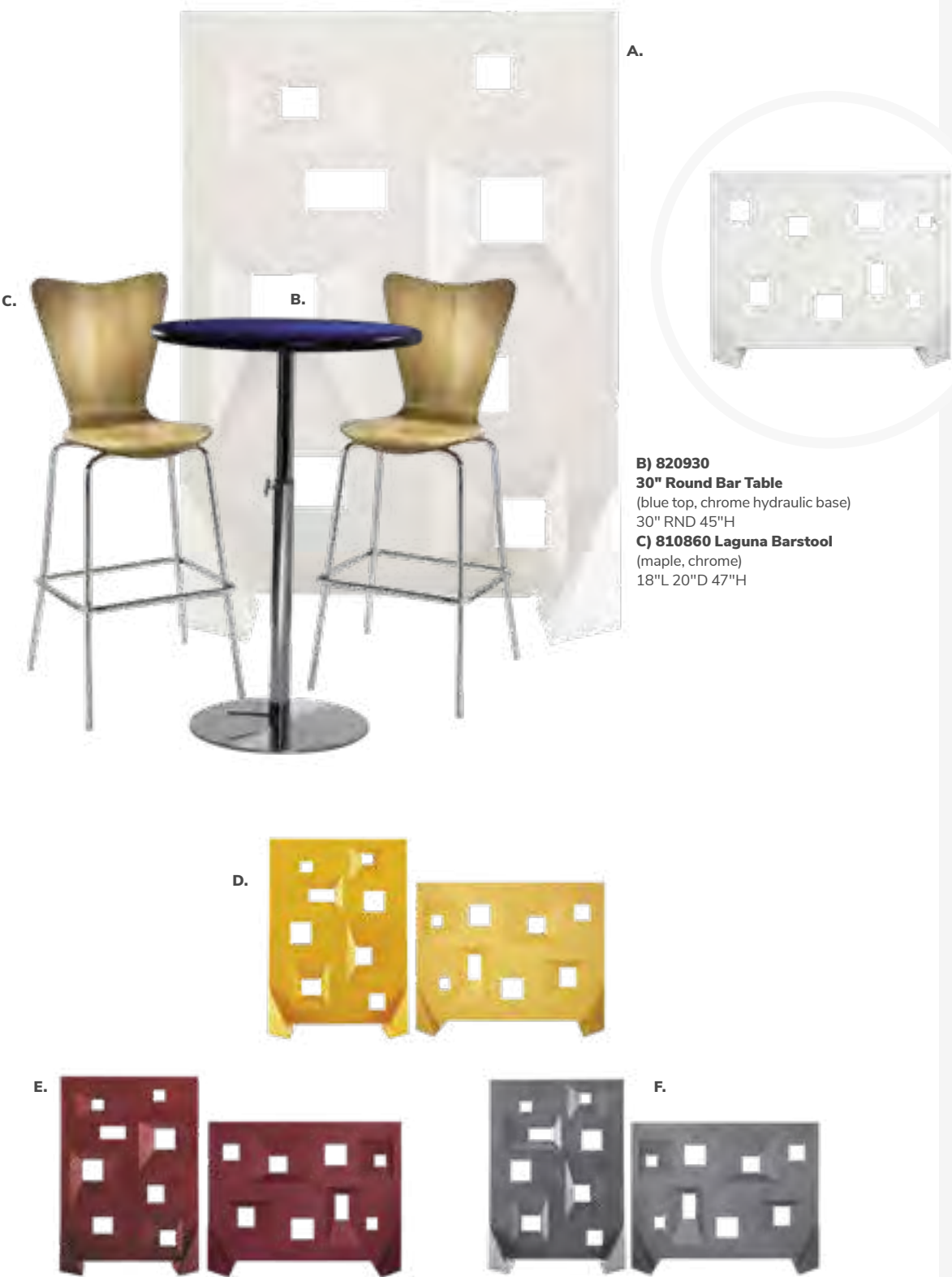
Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

HEDGE

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



Miramar Dividers



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

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

Miramar Dividers
(molded plastic)
D) 85043 (harvest yellow)
E) 85042 (burgundy)
F) 85041 (gray)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

Show Essentials

Product Kiosk & Display

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

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

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



Stanchions & Signage

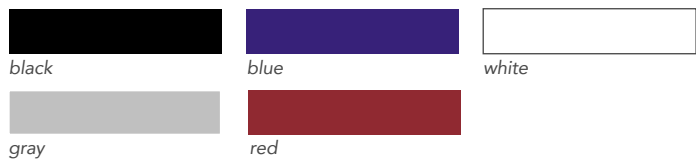
A) 220121
Chrome Stanchion
w/ 8' Retractable Belt
(black, belt) 42"H

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



Draped or Undraped Tables & Counters

Table Drape Colors



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



Sizing Chart*

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

Show Essentials

Storage



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



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

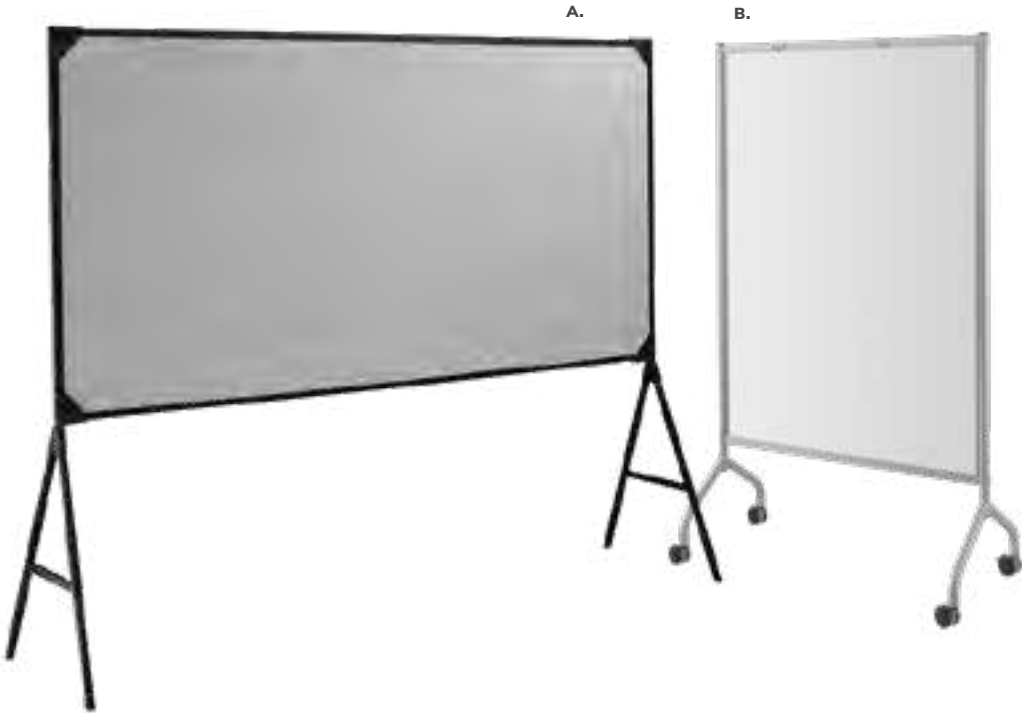


8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H



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

Office Accessories



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

B) 84050
Mobile White Board
(white laminate, white)
48"L 24"D 30"H



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

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

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

F) 220106
Corrugated
Wastebasket
(black)

Strategic planning with health & safety in mind

Health & Safety are the top priorities as we consider new designs and ways to connect. When those are clearly emphasized on the show floor, attendees will feel more confident re-engaging.

Together, let's imagine what this new experience will look like - based on both what is possible and realistic. Some recommendations may be new to you. Some, not. To get you started, our top five recommendations include

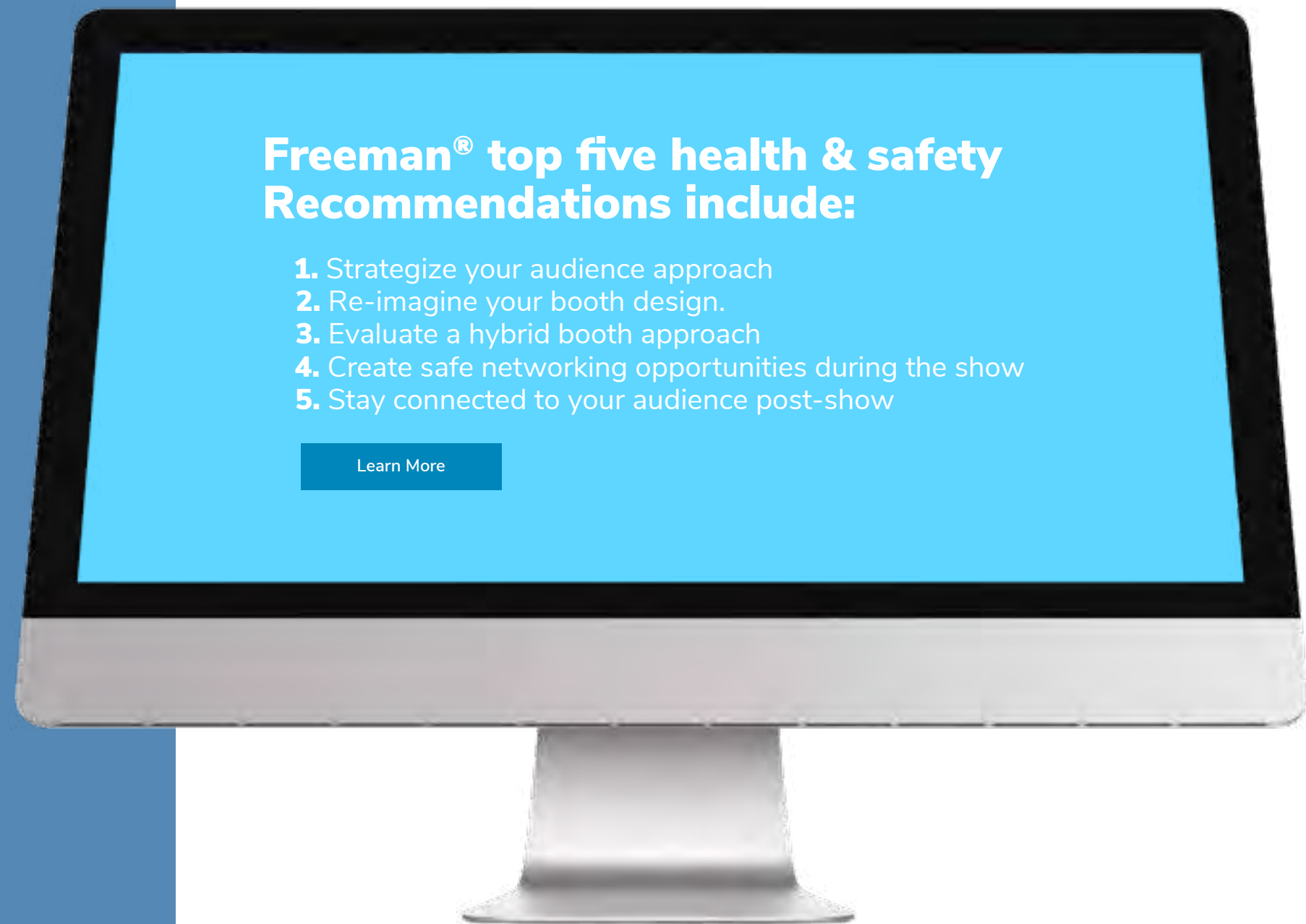
In all cases, we've put considerable thought into them.

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

Freeman® top five health & safety Recommendations include:

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

[Learn More](#)



Health & Safety

Safety Dividers

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

Personalize here

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

Also available in opaque and personalization available.

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



85055 Freestanding Wall Plus
(silver, clear) 40"L 9"D 72"H

Also available in opaque and personalization available.

- 85056 Panel Single-Sided Graphic
- 85057 Panel Single-Sided Graphic
- 85058 Panel Double-Sided Graphic



85054 Freestanding Corner
(silver, clear) 39"L 39"D 72"H

Also available in opaque and personalization available.



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

Also available in opaque and personalization available.

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

Also available in opaque and personalization available.



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

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

Please Note:

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

Health & Safety

Greenery and Dividers

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

20'x20' Midtown, Greenery Booth

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



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

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



85050 Clear Divider Bar Counter
(silver, clear) 48-70"L 12"W 31.5"H

Also available in opaque and personalization available.

85080 Divider with Header Graphic
85083 Divider with Front Panel Graphic
85081 Divider with Side Panel Graphic
85082 Divider with Header and Side Panel Graphic
85084 Divider with Front and Side Graphics



Personalize here



A.

B.

C.



Miramar Dividers
(molded plastic)
A) 85043 (white)
Also available in the following colors.
See page 47.
85043 (harvest yellow)
85042 (burgundy)
85041 (gray)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

B) 8201233
Hydraulic Cafe Table
(orange top, chrome)
30" RND 29"H

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

Please Note:

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

Health & Safety

Stanchions & Booth Design



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

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

Stanchions & Booth Design

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



10'x10' - Atherton Conversation Booth

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



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



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

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

Health & Safety

Safety & Directional Signage

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



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



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

Safety & Directional Signage

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



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

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

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

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

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

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

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

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

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

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

Health & Safety

Sanitization Product & Services

Hand Sanitizing Stations

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



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

Also available in opaque and personalization available.

1510100 Clear Barrier with graphic

[Personalize here](#)

Please Note:

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

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ExhibitorSupport@freeman.com**ONLINE PRICE
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DEADLINE DATE
JANUARY 19, 2022**NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
_____	810119	Chair.....	436.00	479.60	610.40	_____
_____	830120	Loveseat.....	586.00	644.60	820.40	_____
_____	830119	Sofa.....	650.00	715.00	910.00	_____
Munich Group - Gray Fabric						
_____	810151	Armless Chair.....	466.00	512.60	652.40	_____
Baja Group - White Vinyl						
_____	81050	Chair.....	500.00	550.00	700.00	_____
_____	83020	Loveseat.....	550.00	605.00	770.00	_____
_____	83019	Sofa.....	768.00	844.80	1,075.20	_____
Valencia - Velvet						
_____	810180	Chair - Spice Orange.....	338.00	371.80	473.20	_____
_____	83045	Sofa - Coffee Brown.....	508.00	558.80	711.20	_____
Key Largo Group - Black Fabric						
_____	830950	Loveseat.....	454.00	499.40	635.60	_____
_____	830951	Sofa.....	502.00	552.20	702.80	_____
_____	810950	Chair.....	358.00	393.80	501.20	_____
Allegro Group - Blue Fabric						
_____	81019	Chair.....	450.00	495.00	630.00	_____
_____	83015	Sofa.....	718.00	789.80	1,005.20	_____
Fairfax Group - White Vinyl						
_____	810949	Chair.....	302.00	332.20	422.80	_____
_____	830949	Sofa.....	482.00	530.20	674.80	_____
Palm Beach - White Vinyl						
_____	83040	Sofa.....	580.00	638.00	812.00	_____
Sterling Group - Gray Fabric						
_____	81037	Chair.....	820.00	902.00	1,148.00	_____
_____	8309	Sofa.....	1,224.00	1,346.40	1,713.60	_____

CASUAL SEATING

Ottomans						
_____	815122	Endless Square - White Vinyl.....	280.00	308.00	392.00	_____
_____	815123	Endless Square - Black Vinyl.....	280.00	308.00	392.00	_____
_____	815953	Endless Curve - White Vinyl.....	374.00	411.40	523.60	_____
_____	815952	Endless Curve - Black Vinyl.....	374.00	411.40	523.60	_____
_____	81518	Vibe Cube - Blue Vinyl.....	128.00	140.80	179.20	_____
_____	81519	Vibe Cube - Red Vinyl.....	128.00	140.80	179.20	_____
_____	81525	Vibe Cube - Orange Vinyl.....	128.00	140.80	179.20	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	128.00	140.80	179.20	_____
_____	81530	Vibe Cube - Black Vinyl.....	112.00	123.20	156.80	_____
_____	81531	Vibe Cube - White Vinyl.....	112.00	123.20	156.80	_____
_____	81532	Vibe Cube - Steel Blue Vinyl.....	128.00	140.80	179.20	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
	81533	Vibe Cube - Silver Vinyl.....	128.00	140.80	179.20	
	81534	Vibe Cube - Purple Vinyl.....	128.00	140.80	179.20	
	81535	Vibe Cube -Citrus Green Vinyl.....	130.00	143.00	182.00	
	81536	Vibe Cube - Taupe Vinyl.....	130.00	143.00	182.00	
	81537	Vibe Cube - Spice Orange Vinyl.....	130.00	143.00	182.00	
	81538	Vibe Cube - Desert Rose Vinyl.....	130.00	143.00	182.00	
	815151	Marche Swivel - Gray Fabric.....	198.00	217.80	277.20	
	815154	Marche Swivel - Red Fabric.....	198.00	217.80	277.20	
	815159	Marche Swivel - Blue Fabric.....	198.00	217.80	277.20	
	815152	Marche Swivel - Linen Fabric.....	198.00	217.80	277.20	
	815157	Marche Swivel - Meadow Green Fabric.....	198.00	217.80	277.20	
	815158	Marche Swivel - Pear Yellow Fabric.....	198.00	217.80	277.20	
	815156	Marche Swivel - Plum Fabric.....	198.00	217.80	277.20	
	815153	Marche Swivel - Raspberry Fabric.....	198.00	217.80	277.20	
	815155	Marche Swivel - Rose Quartz Fabric.....	198.00	217.80	277.20	
	815150	Marche Swivel - White Vinyl.....	198.00	217.80	277.20	
	815160	Marche Swivel - Orange Fabric.....	208.00	228.80	291.20	
	81540	Marche Swivel - Forest Green Vinyl.....	202.00	222.20	282.80	
	81541	Marche Swivel - Teal Velvet.....	202.00	222.20	282.80	
	81542	Marche Swivel - Distressed Brown Vinyl.....	202.00	222.20	282.80	
	81543	Marche Swivel - Black Vinyl.....	202.00	222.20	282.80	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	202.00	222.20	282.80	
Beverly Bench Ottomans						
	81550	Black Vinyl.....	396.00	435.60	554.40	
	81551	Brown Fabric.....	396.00	435.60	554.40	
	81552	Gray Fabric.....	396.00	435.60	554.40	
	81553	Linen Fabric.....	396.00	435.60	554.40	
	81554	Ocean Blue Fabric.....	396.00	435.60	554.40	
	81555	Red Fabric.....	396.00	435.60	554.40	
	81556	White Vinyl.....	396.00	435.60	554.40	
Beverly Small Bench Ottomans						
	81560	Black Vinyl.....	382.00	420.20	534.80	
	81561	Blue Fabric.....	382.00	420.20	534.80	
	81562	Brown Fabric.....	382.00	420.20	534.80	
	81563	Green Fabric.....	382.00	420.20	534.80	
	81565	Linen Fabric.....	382.00	420.20	534.80	
	81568	Red Fabric.....	382.00	420.20	534.80	
	81569	White Vinyl.....	382.00	420.20	534.80	
	81566	Lavender Fabric.....	382.00	420.20	534.80	
	81567	Orange Fabric.....	382.00	420.20	534.80	
	81564	Gray Fabric.....	382.00	420.20	534.80	
	81570	Yellow Fabric.....	382.00	420.20	534.80	
Accent Chairs						
	71089	Black Diamond Side Chair.....	114.50	125.95	160.30	
	71090	Black Diamond Arm Chair.....	133.60	146.95	187.05	
	810861	Laguna Chair - Maple/Chrome.....	122.00	134.20	170.80	
	210108	Limerick® Chair by Herman Miller.....	63.85	70.25	89.40	

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Accent Chairs (continued)						
	810816	Madrid Chair - White Vinyl/Chrome.....	710.00	781.00	994.00	
	810948	Meeting Chair - White Vinyl.....	248.00	272.80	347.20	
	810164	Marina Chair - White Vinyl.....	134.00	147.40	187.60	
	810160	Marina Chair - Black Vinyl.....	134.00	147.40	187.60	
	810161	Marina Chair - Brown Fabric.....	134.00	147.40	187.60	
	810162	Marina Chair - Ocean Blue Fabric.....	134.00	147.40	187.60	
	810163	Marina Chair - Red Fabric.....	134.00	147.40	187.60	
	810131	Malba Chair - Gray Molded Plastic.....	88.00	96.80	123.20	
	810130	Malba Chair - Green Molded Plastic.....	86.00	94.60	120.40	
	810846	Christopher Chair - White Vinyl/Chrome.....	106.00	116.60	148.40	
	810851	Zenith Chair - White/Chrome.....	138.00	151.80	193.20	
	810841	Rustique Chair - Gunmetal.....	110.00	121.00	154.00	
	810837	Razor Armless Chair - White High Density Plastic.....	52.00	57.20	72.80	
	810875	Swanson Swivel Chair - White Vinyl.....	238.00	261.80	333.20	
	81083	Blade Chair - Sky Blue.....	74.00	81.40	103.60	
	81082	Blade Chair - Red.....	74.00	81.40	103.60	
	81093	Lucent Chair - Frosted Acrylic.....	186.00	204.60	260.40	
	810145	Wentworth Chair - Brown Vinyl.....	238.00	261.80	333.20	
	81024	Atherton Chair - Brown Leather.....	732.00	805.20	1,024.80	
	81034	Bowery Chair - Yellow Fabric.....	508.00	558.80	711.20	
	81035	Century Chair - Gray Velvet.....	492.00	541.20	688.80	
	81036	Lena Chair - Green Leather.....	620.00	682.00	868.00	
	81031	Montreal Chair - Blue Fabric.....	570.00	627.00	798.00	
	81032	Pasadena Chair - White Plastic.....	314.00	345.40	439.60	
	81038	Tech Chair - Gray Vinyl.....	378.00	415.80	529.20	
	81039	Tech Tablet Chair - Gray Vinyl.....	378.00	415.80	529.20	
Executive Seating						
	71046	Gray Gaslift Chair With Arms.....	N/A	N/A	N/A	
	71045	Gray Gaslift Chair Without Arms.....	181.50	199.65	254.10	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	280.00	308.00	392.00	
	810175	Genesis Chair - Black.....	366.00	402.60	512.40	
	810844	Pro Executive High Back Chair - White Vinyl.....	248.00	272.80	347.20	
	810946	Pro Executive High Back Chair - Black Vinyl.....	248.00	272.80	347.20	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	308.00	338.80	431.20	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	308.00	338.80	431.20	
	810947	Pro Executive Guest Chair - Black Vinyl.....	322.00	354.20	450.80	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	424.00	466.40	593.60	
Barstools						
	71088	Black Diamond Stool.....	166.35	183.00	232.90	
	71048	Gray Gaslift Stool with Arms.....	N/A	N/A	N/A	
	71047	Gray Gaslift Stool without Arms.....	240.85	264.95	337.20	
	810860	Laguna Barstool - Maple/Chrome.....	154.00	169.40	215.60	
	210109	Limerick® Stool by Herman Miller.....	106.80	117.50	149.50	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	144.00	158.40	201.60	
	810873	Lift Barstool - Red Vinyl/Chrome.....	144.00	158.40	201.60	
	810871	Lift Barstool - Black Vinyl/Chrome.....	144.00	158.40	201.60	
	810870	Lift Barstool - White Vinyl/Chrome.....	144.00	158.40	201.60	
	810103	Banana Barstool - White Vinyl/Chrome.....	168.00	184.80	235.20	

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Barstools (continued)						
	810104	Banana Barstool - Black Vinyl/Chrome.....	168.00	184.80	235.20	
	810850	Zenith Barstool - White/Chrome.....	138.00	151.80	193.20	
	810840	Zoey Barstool - White Vinyl/Chrome.....	270.00	297.00	378.00	
	810848	Christopher Barstool - White Vinyl/Chrome.....	184.00	202.40	257.60	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	300.00	330.00	420.00	
	810839	Rustique Barstool - Gunmetal.....	110.00	121.00	154.00	
	81080	Blade Barstool - Red.....	148.00	162.80	207.20	
	81081	Blade Barstool - Sky Blue.....	148.00	162.80	207.20	
	81092	Lucent Barstool - Frosted Acrylic.....	198.00	217.80	277.20	
	810135	Task Stool - Black Fabric.....	164.00	180.40	229.60	
	81026	Marina Barstool - Ocean Blue.....	264.00	290.40	369.60	
	81027	Marina Barstool - Black Vinyl.....	264.00	290.40	369.60	
	81028	Marina Barstool - Brown Fabric.....	264.00	290.40	369.60	
	81029	Marina Barstool - Red Fabric.....	264.00	290.40	369.60	
	81030	Marina Barstool - White Vinyl.....	264.00	290.40	369.60	

Draped Tables & Counters

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

	124330	Draped Table 3'L x 30"H.....	99.30	109.25	139.00	
	124430	Draped Table 4'L x 30"H.....	112.35	123.60	157.30	
	124630	Draped Table 6'L x 30"H.....	138.50	152.35	193.90	
	124830	Draped Table 8'L x 30"H.....	162.45	178.70	227.45	
	12404630	4th Side Drape 6'L x 30"H.....	52.80	58.10	73.90	
	12404830	4th Side Drape 8'L x 30"H.....	52.80	58.10	73.90	
	124342	Draped Counter 3'L x 42"H.....	147.10	161.80	205.95	
	124442	Draped Counter 4'L x 42"H.....	167.95	184.75	235.15	
	124642	Draped Counter 6'L x 42"H.....	184.65	203.10	258.50	
	124842	Draped Counter 8'L x 42"H.....	203.50	223.85	284.90	
	12404642	4th Side Drape 6'L x 42"H.....	52.80	58.10	73.90	
	12404842	4th Side Drape 8'L x 42"H.....	52.80	58.10	73.90	

Undraped Tables & Counters

	125330	Undraped Table 3'L x 30"H.....	36.85	40.55	51.60	
	125430	Undraped Table 4'L x 30"H.....	44.65	49.10	62.50	
	125630	Undraped Table 6'L x 30"H.....	52.80	58.10	73.90	
	125830	Undraped Table 8'L x 30"H.....	61.65	67.80	86.30	
	125342	Undraped Counter 3'L x 42"H.....	80.95	89.05	113.35	
	125442	Undraped Counter 4'L x 42"H.....	89.60	98.55	125.45	
	125642	Undraped Counter 6'L x 42"H.....	98.75	108.65	138.25	
	125842	Undraped Counter 8'L x 42"H.....	109.10	120.00	152.75	

Table Top Risers - Risers are 8" wide

	1504100	Black 4'L x 7"H Corrugated Riser.....	30.15	33.15	42.20	
	1504101	White 4'L x 7"H Corrugated Riser.....	30.15	33.15	42.20	
	1506100	Black 6'L x 7"H Corrugated Riser.....	35.30	38.85	49.40	
	1506101	White 6'L x 7"H Corrugated Riser.....	35.30	38.85	49.40	
	1508100	Black 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	
	1508101	White 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	

furnishings

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Table Top Risers - Risers are 8" wide (continued)						
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	205.20	225.70	287.30	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	205.20	225.70	287.30	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	136.55	150.20	191.15	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	205.20	225.70	287.30	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	205.20	225.70	287.30	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	185.35	203.90	259.50	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	185.35	203.90	259.50	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	185.35	203.90	259.50	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	185.35	203.90	259.50	_____
Pedestal Tables						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	308.00	338.80	431.20	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	320.00	352.00	448.00	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	342.00	376.20	478.80	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	352.00	387.20	492.80	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	350.00	385.00	490.00	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	348.00	382.80	487.20	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	350.00	385.00	490.00	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	366.00	402.60	512.40	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	274.00	301.40	383.60	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	274.00	301.40	383.60	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	216.00	237.60	302.40	_____
_____	820264	Madison Bar Table - Gray Acajou.....	236.00	259.60	330.40	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	230.00	253.00	322.00	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	246.00	270.60	344.40	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	354.00	389.40	495.60	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	354.00	389.40	495.60	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	274.00	301.40	383.60	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	274.00	301.40	383.60	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	274.00	301.40	383.60	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	218.00	239.80	305.20	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	334.00	367.40	467.60	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	232.00	255.20	324.80	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	274.00	301.40	383.60	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	196.00	215.60	274.40	_____
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	334.00	367.40	467.60	_____

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Pedestal Tables (continued)						
	820943	30" Cafe Table w/ Black Base - Wood.....	212.00	233.20	296.80	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	360.00	396.00	504.00	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	360.00	396.00	504.00	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	360.00	396.00	504.00	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	360.00	396.00	504.00	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	360.00	396.00	504.00	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	252.00	277.20	352.80	
	820916	30" Bar Table w/ Black Base - Black.....	252.00	277.20	352.80	
	820917	30" Bar Table w/ Black Base - Green.....	252.00	277.20	352.80	
	820918	30" Bar Table w/ Black Base - Orange.....	252.00	277.20	352.80	
	820919	30" Bar Table w/ Black Base - Yellow.....	252.00	277.20	352.80	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	360.00	396.00	504.00	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	360.00	396.00	504.00	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	360.00	396.00	504.00	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	360.00	396.00	504.00	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	360.00	396.00	504.00	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	234.00	257.40	327.60	
	8201236	30" Cafe Table w/ Black Base - Black.....	234.00	257.40	327.60	
	8201237	30" Cafe Table w/ Black Base - Green.....	234.00	257.40	327.60	
	8201238	30" Cafe Table w/ Black Base - Orange.....	234.00	257.40	327.60	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	234.00	257.40	327.60	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	374.00	411.40	523.60	
	8201241	36" Bar Table w/ Black Base - Black.....	256.00	281.60	358.40	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	356.00	391.60	498.40	
	8201243	36" Cafe Table w/ Black Base - Black.....	274.00	301.40	383.60	
Accent Tables						
	82015	Silverado End Table - Tempered Glass/Painted Steel.....	230.00	253.00	322.00	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	244.00	268.40	341.60	
	820252	Alondra End Table - Glass/Chrome.....	200.00	220.00	280.00	
	820250	Alondra Cocktail Table - Glass/Chrome.....	278.00	305.80	389.20	
	820253	Alondra End Table - Wood/Chrome.....	200.00	220.00	280.00	
	820251	Alondra Cocktail Table - Wood/Chrome.....	278.00	305.80	389.20	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	82028	Geo End Table - Wood/Black Steel.....	236.00	259.60	330.40	
	82027	Geo Cocktail Table - Wood/Black Steel.....	242.00	266.20	338.80	
	82035	Geo End Table - Glass/Chrome.....	176.00	193.60	246.40	
	82034	Geo Cocktail Table - Glass/Chrome.....	194.00	213.40	271.60	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	214.00	235.40	299.60	
	82055	Sydney End Table - White Laminate/Brushed Steel..	214.00	235.40	299.60	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	258.00	283.80	361.20	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	258.00	283.80	361.20	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	214.00	235.40	299.60	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	214.00	235.40	299.60	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	258.00	283.80	361.20	

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Tables (continued)						
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	285.00	313.50	399.00	
	82075	Regis End Table - Brushed Metal.....	210.00	231.00	294.00	
	82074	Regis Bench Table - Brushed Metal.....	296.00	325.60	414.40	
	820844	Aura Round Table - White Metal.....	118.00	129.80	165.20	
	82043	Geo Square-Round Table - Glass/Black Steel.....	276.00	303.60	386.40	
	82044	Geo Square-Round Table - Glass/Chrome.....	276.00	303.60	386.40	
	8201226	Rustique Square Metal Bar Table - Gray.....	272.00	299.20	380.80	
	820130	Mesa Cocktail Table - Black/Bronze.....	264.00	290.40	369.60	
	820131	Mesa Cocktail Table - Glass/Bronze.....	264.00	290.40	369.60	
	820132	Mesa Cocktail Table - Wood/Bronze.....	264.00	290.40	369.60	
	820133	Mesa End Table - Black/Bronze.....	236.00	259.60	330.40	
	820134	Mesa End Table - Glass/Bronze.....	236.00	259.60	330.40	
	820135	Mesa End Table - Wood/Bronze.....	236.00	259.60	330.40	
	820310	Sedona Side Table - Black/Bronze.....	196.00	215.60	274.40	
	820311	Sedona Side Table - Wood/Bronze.....	196.00	215.60	274.40	
	820312	Sedona Side Table - White/Bronze.....	196.00	215.60	274.40	
	820320	Taos Side Table - Black/Bronze.....	196.00	215.60	274.40	
	820321	Taos Side Table Wood/Bronze.....	196.00	215.60	274.40	
	820322	Taos Side Table - White/Bronze.....	196.00	215.60	274.40	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	388.00	426.80	543.20	
	82051	Geo Conference Table - Glass/Chrome.....	346.00	380.60	484.40	
	820260	Madison Conference Table - Gray Acajou.....	370.00	407.00	518.00	
	820708	42" Round Conference Table - White Laminate.....	364.00	400.40	509.60	
	820261	Madison 5' Conference Table - Gray Acajou.....	448.00	492.80	627.20	
	820262	Madison 8' Conference Table - Gray Acajou.....	894.00	983.40	1,251.60	
	820263	Madison 10' Conference Table - Gray Acajou.....	894.00	983.40	1,251.60	
	820951	Ventura Bar Table - Maple w/ Grommets.....	636.00	699.60	890.40	
	820952	Ventura Communal Bar Table - Black.....	656.00	721.60	918.40	
	820953	Ventura Bar Table - White w/ Grommets.....	636.00	699.60	890.40	
	820954	Ventura Communal Bar Table - Maple.....	636.00	699.60	890.40	
	820956	Ventura Communal Bar Table - White.....	636.00	699.60	890.40	
	820963	Ventura Communal Cafe Table - Maple.....	454.00	499.40	635.60	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	636.00	699.60	890.40	
	820961	Ventura Cafe Table - White w/ Grommets.....	636.00	699.60	890.40	
	820966	Ventura Communal Cafe Table - White.....	454.00	499.40	635.60	
	820962	Ventura Communal Cafe Table - Black.....	454.00	499.40	635.60	
	8201244	42" Round Conference Table - Black Laminate.....	372.00	409.20	520.80	
	8201	10' Table - Black Laminate.....	808.00	888.80	1,131.20	
	8203	5' Table - Black Laminate.....	416.00	457.60	582.40	
	8205	8' Table - Black Laminate.....	608.00	668.80	851.20	
Office						
	84075	Madison Desk - Gray Acajou.....	526.00	578.60	736.40	
	84078	Madison Bookcase - Gray Acajou.....	374.00	411.40	523.60	

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

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Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Computer Desks/Tables						
	820706	Work Desk - White Laminate.....	314.00	345.40	439.60	
POWERED						
Powered Seating						
	810120	Naples Chair, Powered - Black Vinyl.....	620.00	682.00	868.00	
	830122	Naples Loveseat, Powered - Black Vinyl.....	832.00	915.20	1,164.80	
	830121	Naples Sofa, Powered - Black Vinyl.....	958.00	1,053.80	1,341.20	
Powered Tables						
	820950	Ventura Communal Bar Table, Powered - Black.....	812.00	893.20	1,136.80	
	820955	Ventura Communal Bar Table, Powered - White.....	738.00	811.80	1,033.20	
	820964	Ventura Communal Cafe Table, Powered - Black.....	564.00	620.40	789.60	
	820965	Ventura Communal Cafe Table, Powered - White.....	564.00	620.40	789.60	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	544.00	598.40	761.60	
	84084	Tech Desk, Powered - Black Metal.....	478.00	525.80	669.20	
	82076	Sydney Cocktail Table, Powered - Black.....	370.00	407.00	518.00	
	82073	Sydney Cocktail Table, Powered - White.....	370.00	407.00	518.00	
	8202	10' Table, Powered - Black Laminate.....	1,010.00	1,111.00	1,414.00	
	8204	5' Table, Powered - Black Laminate.....	522.00	574.20	730.80	
	8206	8' Table, Powered - Black Laminate.....	1,010.00	1,111.00	1,414.00	
Powered Pedestals						
	85060	Powered Locking Pedestal 36" H, Black.....	452.00	497.20	632.80	
	85061	Powered Locking Pedestal 36" H, White.....	452.00	497.20	632.80	
	85062	Powered Locking Pedestal 42" H, Black.....	540.00	594.00	756.00	
	85063	Powered Locking Pedestal 42" H, White.....	540.00	594.00	756.00	
	820710	Wireless Charging Table, Powered.....	450.00	495.00	630.00	
Midtown Counters & Bars						
	850103	Midtown Powered Counter Unlighted - Pewter.....	1,440.00	1,584.00	2,016.00	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,676.00	1,843.60	2,346.40	
	850101	Midtown Bar Unlighted - Pewter.....	1,290.00	1,419.00	1,806.00	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,532.00	1,685.20	2,144.80	
DISPLAY & ACCESSORIES						
Product Storage						
	84080	3 Door File Cabinet on Castors - Black	166.00	182.60	232.40	
	85020	Posh Shelving w/ Chrome Frame - White.....	494.00	543.40	691.60	
Refrigerator						
	8503001	Refrigerator - White.....	704.00	774.40	985.60	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	140.00	154.00	196.00	
	850708	Mason Floor Lamp - White/Brushed Silver.....	210.00	231.00	294.00	
Display						
	75030	Display Cube - Black - 12" Small.....	230.00	253.00	322.00	
	75031	Display Cube - Black - 18" Medium.....	248.90	273.80	348.45	
	75032	Display Cube - Black - 24" Large.....	286.15	314.75	400.60	
	72056	Display Counter - Black.....	369.30	406.25	517.00	
	75079	Orion Computer Kiosk - Black.....	N/A	N/A	N/A	

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Boxwood Hedges						
_____	85030	7' Boxwood Hedge.....	640.00	704.00	896.00	_____
_____	85035	4' Boxwood Hedge.....	350.00	385.00	490.00	_____
Accessories						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	82.80	91.10	115.90	_____
_____	220118	Chrome Sign Holder.....	96.95	106.65	135.75	_____
_____	750135	Round Literature Rack.....	211.40	232.55	295.95	_____
_____	750136	Flat Literature Rack.....	165.90	182.50	232.25	_____
_____	220109	Chrome Coat Tree.....	52.80	58.10	73.90	_____
_____	220134	Aluminum Easel.....	55.10	60.60	77.15	_____
_____	220110	Chrome Bag Rack.....	92.85	102.15	130.00	_____
_____	10201484	Floor Standing Bulletin Board.....	215.95	237.55	302.35	_____
_____	220106	Corrugated Wastebasket.....	11.40	12.55	15.95	_____
_____	8502	Village Charging Hub.....	254.00	279.40	355.60	_____

Special Drape

☐ Black ☐ Blue ☐ White ☐ Gray ☐ Red

_____	12103	Special Drape 3'H (per ft.).....	12.50	13.75	17.50	_____
_____	12108	Special Drape 8'H (per ft.).....	18.90	20.80	26.45	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total		9.75% Tax Total Cost

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

FREEMAN

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**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JANUARY 19, 2022**

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

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E-MAIL ADDRESS: _____

Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.

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 *.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.
- All carpet, padding and plastic covering contain recycled content and are recyclable.
- Prestige, Custom Cut Classic Carpet, Turf and Vinyl are subject to a 100% Cancellation Charge.

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	\$ 225.00	\$ 247.50	\$ 315.00	_____
_____	10' x 20' Classic Carpet	\$ 450.00	\$ 495.00	\$ 630.00	_____
_____	10' x 30' Classic Carpet	\$ 675.00	\$ 742.50	\$ 945.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 135.00	\$ 148.50	\$ 189.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 270.00	\$ 297.00	\$ 378.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 405.00	\$ 445.50	\$ 567.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 270.00	\$ 297.00	\$ 378.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 540.00	\$ 594.00	\$ 756.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 810.00	\$ 891.00	\$ 1,134.00	_____
_____	Plastic Covering (price per sqft).....	\$.55	\$.60	\$.75	_____

Custom Cut Classic Carpet

- Order Custom Cut Classic Carpeting by the sqft if your size is not listed above.
- Pricing includes 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
		\$ 3.85	\$ 4.25	\$ 5.40	_____

Vinyl*

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

10 ft Expo Event Vinyl, choose your flooring color:

☐ Ash ☐ Birch ☐ Maple ☐ Smoke ☐ Walnut

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 6.10	\$ 6.70	\$ 8.55	_____

12 ft Event Flex Vinyl, choose your flooring color:

☐ Aspen ☐ Barnwood ☐ Blackwood II ☐ Brazil Walnut ☐ Concrete ☐ Dark Maple ☐ Gray ☐ Light Maple ☐ Onyx
☐ Rustic Cherry ☐ Shadow ☐ Shiny Black ☐ Shiny White ☐ Silverwood 2 ☐ Snow ☐ Whitewood

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 7.65	\$ 8.40	\$ 10.70	_____

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME:

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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
☐ Silver Cloud ☐ Smoke ☐ Sword ☐ White

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

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 4.75	\$ 5.25	\$ 6.65	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 4.30	\$ 4.75	\$ 6.00	_____

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
100 - 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 5.55	\$ 6.10	\$ 7.75	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 5.00	\$ 5.50	\$ 7.00	_____

Carpet Padding

- Pricing includes delivery, material handling, installation and removal.
- Order Carpet Padding by the sqft if your size is not listed on Page 1.

Carpet Padding- Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 1.35	\$ 1.50	\$ 1.90	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 1.20	\$ 1.30	\$ 1.70	_____

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

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 2.70	\$ 2.95	\$ 3.80	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft			\$ 2.40	\$ 2.65	\$ 3.35	_____

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

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____ sqft			\$ 3.65	\$ 4.00	\$ 5.10	_____

Turf*

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

Riviera Turf, choose your color:

- ☐ Black ☐ Ivy Green

Riviera Turf - Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____ sqft			\$ 4.25	\$ 4.70	\$ 5.95	_____

Parkside Turf, choose your color:

- ☐ Green

Parkside Turf - Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____ sqft			\$ 9.20	\$ 10.10	\$ 12.90	_____

_____	+	_____	=	_____
Sub-Total		9.75% Tax		Total Cost

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NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

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E-MAIL ADDRESS : _____

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

CLEANING SERVICES

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

VACUUMING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time50	.70	_____
_____	610200	Booth Vacuuming - 2 Days	1.00	1.40	_____

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

SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time55	.75	_____
_____	630200	Shampoo Carpet - 2 Days	1.10	1.55	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sqft.	94.10	131.75	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	124.35	174.10	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	148.25	207.55	_____
_____	6203500	Exhibit Area / Over 2,500 sqft.....	Call for Quote		

TOTAL COST

Sub-Total	+	9.75 %Tax	=	Total Cost
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cleaning

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



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**DISCOUNT PRICE
DEADLINE DATE
JANUARY 19, 2022**

graphics

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

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E-MAIL ADDRESS: _____

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GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft
\$ 27.45 per sqft discount price
sqft x or = \$ _____
\$ 41.20 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"	69.65	104.50 =	_____
7" x 22"	71.95	107.95 =	_____
7" x 44"	77.45	116.20 =	_____
9" x 44"	87.65	131.50 =	_____
11" x 14"	89.20	133.80 =	_____
14" x 22"	101.00	151.50 =	_____
14" x 44"	128.25	192.40 =	_____
22" x 28"	133.00	199.50 =	_____
28" x 44"	203.40	305.10 =	_____
20" x 60"	219.15	328.75 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

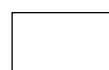
* Please feel free to attach additional sign copy on separate page.



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	9.75 % Tax	=	Total Cost
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CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

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

UNION JURISDICTIONS NASHVILLE, TN

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

EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center.

MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

SAFETY:

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

F R E E M A N

LET US DO THE HEAVY LIFTING

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



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

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



FREEMAN

(888) 508-5054 Fax: (469) 621-5615

ExhibitorSupport@freeman.com

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 5:00 PM Monday through Friday.....	\$105.25	\$147.50
Overtime: 6:00 AM to 8:00 AM and 5:00 PM to 12:00 AM Monday through Friday, 8:00 AM to 5:00 PM Saturday and Sunday	\$158.00	\$221.25
Double Time: 12:00 AM to 6:00 AM Monday through Friday, 5:00 PM to 8:00 AM Saturday and Sunday, and recognized holidays	\$210.50	\$294.75

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

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
9.75% Tax = \$ (N/A)						
Total Installation = \$ _____						

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
9.75% Tax = \$ (N/A)						
Total Dismantle = \$ _____						

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

- ☐ **Freeman Exhibit Transportation:**
- No need to schedule your outbound shipment.
 - Charges will appear on your Freeman invoice.
 - Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
- ☐ **Other Carrier:**
- Carrier Name: _____
 - Carrier Phone: _____
 - Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

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

Freight Charges:

- ☐ Same as ship to
- Bill To: _____
- _____
- _____

Select Shipment Options (if applicable)

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

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- ☐ Re-route via Freeman's choice
- ☐ Deliver back to the warehouse at exhibitor's expense

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

FREEMAN

(888) 508-5054 Fax: (469) 621-5615

ExhibitorSupport@freeman.com

NAME OF SHOW: **AASA NATIONAL CONFERENCE ON EDUCATION 2022 / FEBRUARY 17-19, 2022**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 5:00 PM Monday through Friday

Overtime: 6:00 AM to 8:00 AM and 5:00 PM to 12:00 AM Monday through Friday, 8:00 AM to 5:00 PM Saturday and Sunday

Double Time: 12:00 AM to 6:00 AM Monday through Friday, 5:00 PM to 8:00 AM Saturday and Sunday, and recognized holidays

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

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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$181.50	\$254.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$234.25	\$328.00
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$286.75	\$401.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$261.00	\$365.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$313.75	\$439.25
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$366.25	\$512.75
304040	Forklift w/operator - 4-Stage - ST.....	\$205.25	\$287.50
304041	Forklift w/operator - 4-Stage - OT.....	\$258.00	\$361.25
304042	Forklift w/operator - 4-Stage - DT.....	\$310.50	\$434.75
RIGGING LABOR			
3020100	Rigger - ST.....	\$105.25	\$147.50
3020101	Rigger - OT.....	\$158.00	\$221.25
3020102	Rigger - DT.....	\$210.50	\$294.75
EQUIPMENT			
3090600	Forklift Cage.....	\$57.00	\$80.00
3090700	Forklift Boom.....	\$68.50	\$96.00
3090800	Pallet Jack.....	\$57.00	\$80.00

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: _____

Sub-Total \$ _____

9.75%% Tax \$ **(N/A)** _____

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: _____

Sub-Total \$ _____

9.75%% Tax \$ **(N/A)** _____

Total Dismantle \$ _____



Music City Center
Booth Catering Order Form

Eileen.Adams@nashvillemcc.com

Name of Event:	Event Date:	Booth/Room:
Company Name:	Contact Name:	
Address:	City, State, Zip:	
E-mail:	Phone:	Fax:

<i>Early Morning & Break Items</i>	Qty	Cost	# Days	Total	Delivery Date(s)	Delivery Time	Removal Time
Blueberry Muffins, Cream Cheese Danish and Plain Bagels(dz) Circle One		45.00					
Whole Seasonal Fresh Fruit (dz)		22.00					
Broadsnack Mix (per pound)		17.00					
Fresh Baked Brownies or Cookies (dozen) Circle One		42.00					
Tortilla Chips & Salsa or Potato Chips & French Onion Dip (Per Person)Circle One		5.00					
Full Size Assorted Candy Bars (dz)		48.00					
Assorted Individual Bags of Chips and Snacks (each)		3.00					
Fresh Crudite & Pita Chips with Red Pepper Hummus (Serves 10 People)		85.00					
Domestic Cheese Display with Assorted Crackers (Serves 10 People)		105.00					
Sliced Seasonal Fresh Fruit (Serves 10 People)		85.00					

<i>Boxed Meal Selections</i>	Qty	Cost	# Days	Total	Delivery Date(s)	Delivery Time	Removal Time
Bagel with Cream Cheese, Boiled Egg, Cheddar Cheese, and Fruit Cup, Choice of Bottled Juice or Water		25.00					
Scrambled Eggs, Sausage and Cheese Biscuit, Mini Danish, and Fruit Cup, Choice of Bottled Juice or Water		27.00					
Turkey and Swiss Cheese on a Whole Wheat Kaiser Roll, Chips, Cookie and Choice of Soda or Water		27.00					
Roast Beef and Provolone Cheese on a Ciabatta Square, Chips, Cookie and Choice of Soda or Water		27.00					
Portobello Mushrooms on a Whole-Grain Roll with Grilled Squash, Roasted Red Peppers and Boursin Cheese Spread, Chips, Cookie and Choice of Soda or Water		32.00					
Caesar Salad with Romaine Hearts, Parmesan Cheese, Croutons, Roma Tomato and Caesar Dressing, Chips, Cookie and Choice of Soda or Water		28.00					

<i>Beverages</i>	Qty	Cost	# Days	Total	Delivery Date(s)	Delivery Time	Removal Time
Regular or Decaf Coffee (gal) Circle One		72.00					
Herbal Tea Bags, with lemon & honey (gallon)		72.00					
Assorted Bottled Fruit Juice (each)		4.75					
Dasani Bottled Water (each)		3.85					
Assorted Coca Cola Soft Drinks (each)		3.75					
Host House Cocktails **(per drink)		9.00					
Host House Wine ** (per drink)		9.00					
Host Imported Beer * (each)		7.25					
Host Domestic Beer* (each)		6.25					
Domestic Beer by the 1/2 Keg* (Budweiser, Bud Light, or Miller Lite)		525.00					
Import/Craft Beer by the 1/2 Keg* Serves Approximately 124 Servings (Heineken, Sam Adams Boston Lager or Yazoo Pale Ale-Nashville)		575.00					
Bartender (4 hour minimum)		175.00					

*Bartender is Required @ \$175 minimum of 4 hours. additional hours are \$40 per hour per bartender, **Cocktails & Wine are subject to an additional 15% beverage tax.

Show management must approve all beverage on show floors

<i>Other Options</i>	Qty	Cost	# Days	Total	Delivery Date(s)	Delivery Time	Removal Time
Ice Cubes (10 lb bag)		5.00					
Keurig Machine, Water , and 1 dozen variety of (12) K-Cups		175.00					
1 Dozen Variety of (12) K-Cups		48.00					
Popcorn Machine*		175.00					
Freshly Popped Popcorn (pre bag), Butter, or Ranch Salt, (Circle One) 200 bag minimum		2.75					
Cookie Oven* (Cookies Purchased Separately - See Above)		175.00					
Booth Attendent (4 hour minimim)*		175.00					
Water Cooler with 5 Gallon Water Bottle		85.00					
Additional 5 Gallon Bottle of Water		40.00					

*Booth Attendent is Required @ \$175.00 minimim of 4 hours

Client Initials:

All orders must be received 10 days prior to event day. Please add 23% Catering Service Fee, 9.25% Sales Tax and .50% Zone Fee. ALL ORDERS RECEIVED WITHIN 10 days of event day WILL BE SUBJECT TO A 25% ADDITIONAL CHARGE.		Sub-Total:	
		Service Fee (23%)	
Payment Authorization & Fees: Your signature on this form authorizes Centerplate at the Music City Center to charge the credit card provided for payment of services ordered on this form. Centerplate at the Music City Center accepts Visa, MasterCard, Discover & American Express. These payments may be made via mail or phone.		Sales Tax 9.25%	
		Zone Fee .50%	
		Total:	
Please Make Company Checks, Cashier Checks or US Bank Money Orders payable to: Centerplate Credit Card: <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Discover Billing Zip Code: _____ Credit Card Number: _____ Exp. Date: _____ CVC# _____ (Print) Card Name: _____ Signature: _____ Date: _____ Mall To: Catering Sales, Music City Center 201 Rep. John Lewis Way South, Nashville, TN 37203			

Terms and Conditions	
<p>Please review the terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:</p> <p>At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute Craveable Experiences and Raveable Results for our clients and our guests. If you do not see exactly what you are looking for above, please reach out to your catering sales manager for additional menu items.</p> <p>Centerplate at the Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility. Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through Centerplate at the Music City Center.</p> <p>PAYMENTS: Payment in full and signed contract must be rendered prior to food service being provided.</p> <p>CANCELLATION: If cancellation occurred within 10 days of event 100% of the ordered items will be charged.</p> <p>The Music City Center Food and Beverage Department does not provide serving tables or electrical for Booth Delivery Service. Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center Catering Sales Manager.</p> <p>25% Additional Charge will be added to all orders received within 10 days of the event date. 23% Catering Service Fee, 9.25% Sales Tax and .50% Zone Fee will be added to all orders. Prices are subject to change without notice.</p> <p>Payment Authorization & Fees: Your signature on this form authorizes Centerplate at the Music City Center to charge the credit card provided for payment of services ordered on this form. The Music City Center accepts a company check (payable to Centerplate) or Visa, MasterCard, American Express, and Discover as credit card payment options via mail or phone.</p> <p style="text-align: right;">Date: _____ Client Initials: _____</p> <p>Updated: June 2021 Music City Center, 201 Rep. John Lewis Way South - Nashville, TN 37203</p>	

Food & Beverage Sampling Form



The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services within the Music City Center.

- The catering department of the Music City Center reserves the right to provide all cash and contracted service designated for onsite consumption.
- Sample products must be **(1) manufactured or sold by the booth vendor, (2) must conform to our approved sample size and (3) be sampled within the booth area only.**
- Sample sizes of approved product may be no larger than 2 ounce/volume of food or 2 fluid ounces of beverage.
- Sampling of any alcoholic beverage is strictly controlled by the Music City Center in accordance with Local & State Government Law. Approval of such sampling requires specific, special time and attention to accomplish and is not guaranteed.
- All sample requests must be received 30 days in advance of the event date. Approval is not guaranteed until we have received this request, confirmed compliance with the above criteria and signed off on the item(s) indicated.

Event / Show	Sampling Company	Booth #	Dates Sampling

Item	Portion Size / Quantity	Method of Dispensing Sample

Selling of Food & Beverage:

- No food or beverage deemed consumable on premise may be sold.
- Determination of a products in house consumability is at the sole discretion of the Music City Center's General Manager of Food & Beverage. Consideration of any food or beverage item must occur through submission on this form for approval or denial. We strongly suggest that no costs are incurred in the purchase of such products prior to receiving approval.

Waiver of Liability:

The above company and its representatives releases the Music City Center from any and all liability arising from the production, distribution and consumption of any of the food or beverage products that they prepare and serve to their staff or the public in conjunction with this event. The above company further agrees to be responsible for any and all legal fees resulting from any legal actions that result from said food and beverage product brought in, their preparation, service, consumption & disposition.

I have read and understand the above: Signature: _____

Printed Name: _____ Date Submitted: _____

Approved: _____ General Manager, Food & Beverage	_____ Date
--	------------

Return to:
Updated 6/2017

Eileen Adams, Catering Sales Manager ~ Direct 615.401.1365
Email: eileen.adams@nashvillemcc.com or Fax to 615.401.1482



Technology Services

Order online at

<https://www.nashvillemcc.com/exhibitors>

***Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____ Booth/Room: _____
Company Name: _____	Ordered By: _____
Address: _____	Phone: _____ Fax: _____
City, State, Zip: _____	E-mail: _____

WIFI ACCESS

The Music City Center now offers free WIFI in all spaces. Connect your device to "MCC WIFI" and follow the on screen instructions.

INTERNET PACKAGES		QTY	*Advance Rate	Floor Order	Amount
WIRED PLATINUM INTERNET PACKAGE Connection speeds from 3-10 Mbps or more. Required for Audio/Visual HD Streaming/Interactive Presentation/Demonstration/ Accessing Remote Resources/Web Casting WIRELESS ROUTERS/SWITCHES ALLOWED	Dedicated Internet Service (3Mbps)		\$ 3,025.00	\$ 4,235.00	
	Dedicated Internet Service (6Mbps)		\$ 4,950.00	\$ 6,930.00	
	Dedicated Internet Service (10Mbps)		\$ 6,750.00	\$ 9,450.00	
	Additional Devices for Platinum Service		\$ 140.00	\$ 200.00	
Please call for Dedicated Internet Service above 10 Mbps					

WIRED BRONZE INTERNET PACKAGE NO WIRED OR WIRELESS ROUTERS ALLOWED	Shared bandwidth up to 1.5 Mbps Recommended usage: Light Web Surfing/Email		\$ 675.00	\$ 900.00	
WIRED GOLD INTERNET PACKAGE NO WIRED OR WIRELESS ROUTERS ALLOWED	Shared bandwidth up to 10 Mbps Required for Cyber Café (wired) /Social Media Feeds/Multimedia Downloads/Uploads)		\$ 900.00	\$ 1,170.00	
	Additional Devices for Gold Service		\$ 140.00	\$ 200.00	

ADDITIONAL SERVICES					
Fiber Optic Cable Dry Pair			\$ 800.00	\$ 800.00	
VLAN Setup and Configuration			\$ 2,500.00	\$ 2,500.00	
Tech Support/Labor (per hour)			\$ 70.00	\$ 75.00	
Misc. Services			\$	\$	

Internet Services & Labor Total:

TELEPHONE SERVICES		QTY	*Advance Rate	Floor Order	Amount
VOIP Telephone Service			\$ 285.00	\$ 375.00	
Polycom Conference Speakerphone			\$ 335.00	\$ 450.00	
Misc. Services			\$	\$	

Telephone & Equipment Sub-Total:

Misc. Equipment Rental	(DOES NOT INCLUDE POWER)	QTY	*Advance Rate	Floor Order	Amount
Personal Printer B&W			\$ 125.00	\$ 150.00	
Cable TV Box			\$ 250.00	\$ 350.00	

COMMENTS:	Sales Tax (9.25%) + CBID Fee (0.5%) Charged on Equipment & Services ONLY	9.75%			
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Telephone & Equipment Total:

Installed by: _____ Date: _____	Total Due
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Your signature on this form serves as acceptance of the Terms and Conditions listed on page 2.

Name: _____ Date: _____

Signature _____

2021

Service Placement

For special placement, please fax a drawing and add 1 hr labor.

Island Booth

(standard placement is middle of booth)

Standard Booth

(standard placement is back of booth)

Make check payable to:

Music City Center

Mail to:

Exhibitor Services
201 Rep. John Lewis Way, South
Nashville, TN 37203

Terms and Conditions

Phone 615-401-1440

Fax 615-401-1439

email: orderservices@nashvillemcc.com

*** PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .

- 1. PROCESSING THE SERVICE ORDER FORM** requires: A. Payment in US dollars for ALL services ordered. B. All information completed on the Service Order form (missing information will delay processing). C. Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room, fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2. EQUIPMENT PROCEDURES:** Customer is responsible for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. Customer is responsible for all lost, stolen or damaged equipment.
- 3. UNLESS OTHERWISE DIRECTED,** Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4. PAYMENTS AND REFUNDS:** A. Payment in full is required before service can be connected. B. Credit card payments should be made through <https://www.nashvillemcc.com/exhibitors> prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet cancelled will apply when request for cancellation is made less than ten (10) days prior to the event start date. (***Specially ordered services must be paid for in full, including all installation fees. Once the order is placed by MCC, no refunds will be given.**) D. Services installed but not used will not be refunded. E. Customer service issues must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. F. Internet speeds are not guaranteed. G. Power must be ordered separately. Price does NOT include power.
- 5. ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6. VOIP TELEPHONE:** A. Service will be delivered over a standard ethernet cable (RJ45). B. All lines will be restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. C. Charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. D. Local and long distance telephone service providers for voice services will be MCC's selected provider(s). E. Power must be ordered separately if needed. Price does NOT include power.
- 7. MCC INTERNET/DATA SERVICES:** A. Service will be delivered over a standard RJ45 jack. B. Wired service is 10/100/1000Mbps over a 20Gb fiber-optic backbone. C. Due to the nature of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. D. The choice of the Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. E. MCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. F. Internet speeds are not guaranteed. G. Power must be ordered separately. Price does NOT include power.
- 8. MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** A. MCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. B. AT NO TIME will a client power up any wireless device not provided by MCC without prior authorization. C. At no time, while connected to the MCC network will the client use/run their own DHCP server. D. Customer must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) E. Any customer device that is determined to be causing interference with the normal operation of the MCC network must, at MCC's request, be immediately disabled or disconnected from the network. F. Customer must provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100/1000 Mbps with an RJ45 connection.
- 10. INTERNET USER/CUSTOMER RESPONSIBILITY:** A. Internet user has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. B. Customer is responsible for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11. OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Music City Center.
- 12. MCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and MCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, its representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other cons or carried over services installed.
- 13. COMMUNICATION SERVICES** are to be ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 14. ONLY MCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 15. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication.
- 16. PRICES** are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.

The Music City Center serves as its own, exclusive Telecommunications and Internet Service Provider.