

Access, Brand Exposure + COLLABORATION

# 2022 ACVIM FORUM ▶ HYBRID

Austin, Texas | June 23-25, 2022 | Specialty Symposium June 22 | Solutions Center June 23-24

## EXHIBITOR SERVICE KIT



ACVIMForum.org

# Questions on exhibit and sponsorship opportunities?



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**Contract & Payment for Space**

- a) Exhibit space is defined as the actual space rented by the exhibitor and approved by Exhibit Management with adherence to all restrictions as set out in the exhibit rules & regulations, application & contract for exhibit space, exhibit services kit, IAEE Guidelines for Display Rules and Regulations, and in other notices and correspondence from the American College of Veterinary Internal Medicine (ACVIM).
- b) The application & contract for exhibit space, formal written confirmation of space assignment by Exhibit Management, the required deposit amount as specified in the contract, and the full payment of rental charges shall constitute a contract for the right to use the space.

**Space Assignment**

- a) Booth assignments will be based first on Exhibitor & Sponsor Partner Priority Allegiance Points earned, then on the date the application & contract for exhibit space is received, the square footage of booths requested, and the proximity of space to competitors. Island spaces (20' x 20' or larger) will be assigned first. When possible, Exhibit Management will try to accommodate the Exhibitor's booth choices in order of preference. Exhibit Management retains the final decision-making responsibility for all booth assignments. Notwithstanding the above, Exhibit Management reserves the right to make and / or change location assignments at any time as it may in its sole discretion deem necessary.
- b) Exhibitor should note which companies they do not wish to be located near on the application & contract for exhibit space. If this is not completed, the ACVIM will not be responsible for conflict of booth space assignments.

**Payment Terms**

- a) A non-refundable 50% deposit for booth rental is due at the time of exhibitor agreement submission. Final balance is due by January 31, 2022. No refunds will be granted after January 31, 2022. Full payment is due with submission for booths requested on or after February 1, 2022. If payment is not received, exhibit space will be forfeited.

**Cancellation**

- a) All cancellation notices must be sent in writing. Requested cancellations will not receive a refund of the deposit and are subject to a fee of 100% of the total booth cost after January 31, 2022.

**Floor Plan**

- a) All dimensions and locations shown on the official floor plan are believed, but not warranted to be, accurate. Exhibit Management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

**Exhibitor & Sponsor Partner Priority Points**

- a) The ACVIM industry partner priority points program is the participation and loyalty reward system for the ACVIM Forum exhibitors, advertisers and sponsors. These points are used in the scheduling process of the exhibit space selection order for the following year's ACVIM Forum. As an added benefit for investing in sponsorship and advertising

opportunities exhibitors will receive bonus priority points.

**How Partner priority points are earned:**

- 1. Exhibit
  - a) Companies must exhibit at the previous year's event in order to accumulate points.
- 2. Booth Size
  - a) Every exhibitor will receive 1 point for every 100 square feet of booth space.
- 3. Loyalty
  - a) Exhibitors will receive 2 points per year beginning with the first year they exhibited at an ACVIM Forum.
- 4. Bonus Points (advertising and sponsorships)
 

25 points		\$75,000 - \$150,000
20 points		\$50,000 - \$74,999
15 points		\$25,000 - \$49,999
10 points		\$10,000 - \$24,999
5 points		\$3,000 - \$9,999
- 5. Mergers & Acquisitions
  - a) Points will be combined and will default to whichever party has the larger points balance.

**How Partner Priority Points are deducted:**

<b>10 points</b> – Downsizing the size of the original contracted booth
<b>25 points</b> – Cancelling advertisements and sponsorships
<b>30 points</b> – Staying outside of the ACVIM Forum room block
<b>50 points</b> – Booth violations
<b>ALL points</b> – For "no shows"
<b>ALL points</b> – For tear down of booth before official closing hours.

**Exhibitor Conduct**

- a) All exhibitors are expected to comply with the rules and ethical standards set out by the AVEA (American Veterinary Exhibitors' Association). ACVIM Exhibit Management reserves the right to close any exhibit conducting business or solicitation in an objectionable manner or that infringes on the rights or privileges of other exhibitors or attendees.
- b) Exhibit Management reserves the right to reject any application, which, in its judgment, does not serve the interests of the ACVIM or will be operated in a way that will detract from other exhibits, the exhibition, or the 2022 ACVIM Forum as a whole. Acceptability includes persons, things, conduct, printed matter in any medium, or anything of a character to which Exhibit Management determines is objectionable to the exhibition.
- c) Exhibit Management reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the 2022 ACVIM Forum. In the event of such restriction or eviction, the exhibitor may be evicted on the spot, forfeiting all moneys paid, and its good standing with the ACVIM.
- d) Exhibit Management is not liable for any damages alleged or claimed as a result of any action taken by the Exhibit Management hereunder.

**Display Space**

- a) The ACVIM adheres to the *Guidelines for Display Rules and Regulations* established by the International Association of Exhibitions and Events (IAEE). No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede free use of the aisles.
- b) The ACVIM follows the "Line-of-Sight" display style

specified by the IAEE. 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.

- c) Booths shall be constructed and arranged in the booth space not more than five feet forward of the back wall of the booth and in this area up to a height to not exceed eight feet from the exhibit floor. All parts of the exhibit in any portion of the booth layout three feet from the back wall shall be placed not to exceed the height of the dividing side rails. Booth activities that cause people to congregate in the aisles are prohibited. Monitors of any size for display of video, films or live demonstrations may be utilized, provided they are placed in the back of the booth to alleviate congestion in the aisles.
  - Apart from the specific display space for which an exhibitor has contracted with Exhibit Management, no part of the Solutions Center and its grounds may be used by any organization other than the Exhibit Management for display purposes of any kind or nature, unless otherwise approved by Exhibit Management.
- d) End Caps and 10' x 20' booth spaces located in an island are subject to special height restrictions. The maximum back wall height allowed is 8ft (2.44m) and the maximum back wall width allowed is 10ft (3.05m) at the center of the back wall 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. Exhibitors who have booth construction with a second story must submit detailed drawings to Exhibit Management for the local Fire Marshall to approve.
- e) Exhibitors are responsible for draping any exposed, unfinished sides of the back of their booth in order to present an overall attractive exhibit. If this is not done by the Exhibitor, the decorator will be instructed by Exhibit Management to drape the exposed area at the exhibitor's expense.
- f) Exhibitors are required to provide carpeting for their booth area at their expense.
- g) The Exhibitor agrees that all exhibit space will be kept neat and orderly at all times, and will be operated in a professional manner and in accordance with Exhibit Management policies and all convention center rules and regulations related to the use of the facility and the exhibit space. Exhibitor must keep the exhibit booth open and staffed at all times during show hours.
- h) The serving of alcoholic beverages and the use of helium balloons by exhibitors in any part of the hall is forbidden, unless otherwise approved by Exhibit Management.
- i) The use of models, performers and other similar persons, and those other than regular full-time members of the exhibiting firm or organization, within the exhibit area for demonstrations, performances, etc. shall be subject to the approval of Exhibit Management.

**Structural Integrity**

- a) 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 Solutions Center when freight doors are open. Refer to local building codes that regulate temporary structures.

- b) 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.
- c) 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.

#### **U.S. Americans with Disabilities Act (ADA)**

- a) 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](http://www.ada.gov).
- b) 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.
- c) 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.

#### **Non-Profit Table Top**

- a) Table top booths are open only to not-for-profit educational groups dedicated to the furthering of veterinary education and excellence. Table top booths include one 8' skirted table, two chairs, one wastebasket and a 7"x44" organization name sign.

#### **Prize Drawing & Giveaways**

- a) Exhibiting companies who desire to engage in prize drawings, giveaways, or other promotional activity within their exhibit space are free to do so. Exhibiting companies may post winners' names in your booth or at the entry to the hall. Prize announcements may not be made over the public address system unless authorized by Exhibit Management.

#### **Food Provided by Exhibitors**

- a) Distribution of food, bottled water and other consumables will not be allowed in booths without the express written consent of the Austin Convention Center Food and Beverage Department, this includes bottled water. There may be additional costs associated with food in your booth and/or

wrapped candy. Please contact Exhibit Management if you have any questions.

#### **Noise Restrictions**

- a) The audio level of any play back equipment, audio or video, must be at a level as to not disturb or be heard by adjacent Exhibitors and their patrons. The Exhibit Management reserves the right to restrict exhibits to a minimum noise level and to suitable methods of operations and display materials.

#### **Failure to Occupy Space**

- a) In the event an exhibiting company has not arrived two (2) hours prior to the hall opening, Exhibit Management reserves the right to re-assign that space as it sees fit with no obligation of a refund. If exhibit material has been delivered to the booth but has not been assembled, Exhibit Management reserves the right to remove the material and place it in storage. If the exhibitor arrives after the material has been stored and would like the material brought back to the show floor, a drayage fee will be charged. Under no circumstances will the exhibitor be allowed to have materials brought back to the booth during show hours. Failure to occupy exhibit space does not relieve the exhibitor from their obligation to pay the full booth rental fees.

#### **Circularization & Solicitation**

- a) All promotional activity, demonstration and distribution of promotional materials must be confined to the limits of the exhibitor's display area.
- b) No firm or organization not assigned space will be permitted to engage in any activities within the exhibit area.

#### **Subletting of Space**

- a) The exhibitor agrees not to assign, sublet or apportion space or any part thereof allotted to the exhibitor, and not to exhibit, advertise, or offer for sale goods other than manufactured or sold by the exhibitor in the regular course of business, except as permitted by Exhibit Management.

#### **Exhibitor Personnel**

- a) Prior to the exposition opening, each exhibiting firm or organization shall supply Exhibit Management with the name and title of the individual who shall be responsible for the installation, staffing, and removal of said exhibit. Said individual must be authorized to enter into service contracts when necessary, for which the exhibitor shall be responsible.

#### **Exhibitor Badges & Admission to Solutions Center and CE Sessions**

- a) It is the responsibility of exhibitors & sponsors to order badges online via the link provided by Exhibit Management. Orders for badges can be edited online up until June 13, 2022. All exhibit personnel must wear the official exhibitor badge at all times while at the show site.
- b) Each exhibiting company will receive four complimentary badges per 100 square feet of booth space. Additional badges outside your complimentary allotment will be charged at \$250 each. Online exhibit personnel badge orders will open April 4, 2022 and must be completed by Monday, June 13, 2022. Payment for additional badges requested onsite is required prior to printing the badge, no exceptions. Lost or misplaced badges onsite may be replaced for \$50 and will require a photo ID. No name substitutions will be granted once badges have been printed. No distributors or suppliers of an exhibiting company will be allowed admission to the Solutions Center unless an active

exhibitor agrees to register them. In this case, badges will note only the name of that exhibiting firm.

- c) Exhibitors wearing badges may enter the Solutions Center an hour before show opening and remain in the Solutions Center one hour after show closing each day. If further access is required, special permission must be secured from Exhibit Management 30 days prior to the show dates.
- d) All Exhibitor-Appointed Contractor representatives must be badged to be allowed in the Solutions Center; they are not a part of your badge allotment.
- e) Anyone wearing an exhibitor badge will gain complimentary admittance to any scientific session (excluding labs, SIGs or workshops with limited attendance or additional fees). If CE credits are desired, an exhibitor must register as an ACVIM Forum attendee.

#### **Exhibitor Badge Cancellation Policy**

- a) All changes or cancellations must be made via the provided link by self-editing. Changes, cancellations, and additions after June 13, 2022 will be handled onsite at the 2022 ACVIM Forum. Refunds will not be given for exhibitor badge cancellations received on or after June 1, 2022.

#### **Exhibit Installation**

- a) Installation of exhibits must be completed two (2) hours prior to the opening of the hall for inspection by Exhibit Management.
- b) Noisy or unsightly work in any exhibitor's booth area after the published deadlines for move-in is prohibited. Exhibit materials received after the opening of the exposition must be delivered at times other than open exposition hours and must be arranged in advance with Exhibit Management.
- c) Exhibitors will not be permitted to store packing crates and boxes in their booth during the show. If properly marked, such containers will be stored by the drayage service contractor and returned to the booth area for move-out at the close of the show. It is the exhibitor's responsibility to properly mark and identify empty crates and containers.

#### **Exhibit Dismantling**

- a) Once the exhibit area has opened, exhibit materials may not be removed from the exhibit area until the official exposition move-out has begun. Any exhibitor who attempts to tear down before the official closing time automatically forfeits all Exhibitor & Sponsor Partner Priority Allegiance Points accrued. Failure to observe this rule may jeopardize the exhibiting company's ability to reserve exhibit space at future ACVIM Forums. Requests to tear down before the official closing time MUST be approved by Exhibit Management.
- b) All exhibit materials must be completely removed from the exhibit area by the established times as designated in the online service manual. It is the responsibility of the exhibitor to have materials packed, identified and cleared for shipment, or to make arrangement for such.
- c) Exhibit Management reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store and clear from the premises any display materials, goods, property or merchandise of any exhibitor who has failed to comply with the above requirements, or to order such work to be done, at the sole expense of the exhibiting company.

#### **Exhibit Services & Exhibitor Appointed Contractors**

- a) The ACVIM has selected Freeman as the official service contractor to provide labor and equipment at

prevailing rates and terms. The ACVIM does not assume any liability related to the performance or nonperformance by firms contracted.

- b) All participating exhibitors and contractors must abide by union jurisdictions in force at the time of the exposition. Arrangements for labor should be made with Freeman in advance whenever possible. Official labor forms are included in the online Exhibitor Service Manual.
- c) Exhibitor-Appointed Contractors may not solicit business in the Solutions Center at any time. The exhibiting company is responsible for the actions of their appointed non-official contractor and all Rules and Regulations apply.
- d) Exhibitors requiring the services of independent contractors must provide notice to Exhibit Management no later than May 27, 2022. No exceptions will be made that will interfere with the orderly function or security of the exposition, or with obligations or commitments of the ACVIM.
- e) Exhibit Management reserves the right to remove any contractor or their employees who do not comply with these Rules and Regulations. Any objectionable practices by exhibitors or suppliers should be reported to Exhibit Management immediately.
- f) Exhibitor-Appointed Contractors, all agents or representatives who are performing services, other than the exhibitor's own employees, must provide Exhibit Management with a Certificate of Insurance. The Certificate of Insurance must include comprehensive general liability, business automobile liability and property damage for at least \$1,000,000 and workman's compensation insurance as required by the local law.

#### Lead Retrieval Services

- a) The ACVIM has selected Showcare as the official lead retrieval contractor for the 2022 ACVIM Forum. The vendor will provide services and equipment at prevailing rates and terms. The ACVIM does not assume any liability related to the performance or nonperformance by this appointed contractor.

#### Audio Visual Services

- a) The ACVIM has selected Cogent Global Solutions as the official audio visual contractor for the 2022 ACVIM Forum. The vendor will provide services and equipment at prevailing rates and terms. The ACVIM does not assume any liability related to the performance or nonperformance by this appointed contractor.

#### Music Licensing

- a) Any exhibitor using live or recorded music via any medium in the exhibit space MUST have a license for such use by ASCAP and BMI. A copy of such license must be provided to Exhibit Management 30 days prior to show dates.

#### Biological Products & Live Animals in Exhibit Booth

- a) Biological products exhibited require a USDA license. Information contained in the exhibit and in literature distributed must conform to the approved labeling guidelines.
- b) The ACVIM has discontinued the use of live animals in workshop and laboratories at the ACVIM Forum. No procedures are allowed in the Solutions Center on a live animal. If a live animal will be brought into the exhibit booth as a mascot, approval for the presence of such animal in an exhibit booth must be requested of, and approved by, the Exhibit Management by May 27, 2022. Please complete the Owner Agreement / Liability for Live Animals in the Solutions Center form found at

[www.ACIVMForum.org](http://www.ACIVMForum.org) or in the Exhibitor Service Manual. You must include the following information: type of animal, weight, age, and breed along with your booth number, name of exhibiting company and the reason the animal will be in your booth.

#### Liability & Indemnity

- a) Exhibitors will assume all responsibility for their property and personnel and indemnify, defend, and hold harmless the ACVIM and the Austin Convention Center from and against any and all claims, losses, judgments, and expenses of litigation arising out of any property loss or damage, or personal injury, or death caused by or arising out of acts or omissions of the exhibitor or its employees, subcontractors, or agents in connection with the 2022 ACVIM Forum, and use of leased space. The ACVIM will furnish reasonable protection by uniformed security guards during the hours the Solutions Center is closed, but the furnishing of such services shall not be construed to be any assumption of obligation nor duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor. For added protection, however, we suggest that each exhibitor obtain insurance on booth material and equipment.
- b) The exhibitor agrees to protect and keep the ACVIM forever harmless from any damage or charge imposed for any violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Austin Convention Center and the ACVIM regarding the exhibit premises. Further, the exhibitor hereby agrees to protect, defend, indemnify and save the Austin Convention Center, its owners and operator, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Austin Convention Center and its employees and agents.
- c) The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, Comprehensive General Liability Insurance, insuring and specifically referring to the Contractual liability set forth above, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage, naming the Austin Convention Center and the ACVIM as additional named insured. The ACVIM and the Austin Convention Center will take reasonable precautions against damage or loss by fire, water, storm, theft, strikes, other emergencies, or other causes over which the ACVIM and the Austin Convention Center have no control, but do not guarantee or insure the exhibitor against loss by reason thereof. Under government order of emergency, or other fair reason beyond its control, the ACVIM reserves the right to cancel the exhibition with no liability to the exhibitor.
- d) The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract worker's compensation and occupational disease insurance in full compliance with all federal and state laws and covering all of exhibitor's employees engaged in the performance of any work

for exhibitor.

#### Flammable & Toxic Materials

- a) 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.
  - Electrical wiring must conform with all local and state government requirements and to the National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, Exhibit Management reserves the right to cancel all such part of this exhibit as may be irregular. All installations are subject to approval with all local fire regulations. No combustible materials shall be stored in or around the exhibit booths. Helium tanks and helium balloons are not permitted in the Solutions Center. Any part of a display that does not comply with all rules, or which presents a fire or safety hazard, may be ordered removed with no liability on the part of the ACVIM.
- b) 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.

#### Vehicles

- a) 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.
- b) 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, 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.

#### **Health & Safety**

- a) The ACVIM considers the health and safety of all those onsite at the 2022 ACVIM Forum our highest priority, including our attendees, exhibitors, sponsors and ACVIM staff. With your shared commitment and with the right processes in place, we are confident we can achieve a safe and viable return to meeting in person. The ACVIM pledges to follow the guidelines set forth by the Centers for Disease Control and Prevention, the World Health Organization, as well as state and local health organizations regarding this pandemic. The ACVIM is also working with the Austin Convention Center (ACC) to ensure the safety of all attendees. [Read through their COVID-19 guidelines](#) to learn how the Austin Convention Center is providing the safest environment

possible to participants entering the ACC. As the event nears, more detailed information about safety protocols and any updates from the facility will be communicated with exhibitors.

Although we are optimistic that we will be able to host this course in person, all courses are subject to change and/or cancellation. The ACVIM will keep all registered exhibitors informed should any such change and/or cancellation need to occur.

- b) The exhibitor agrees to comply with local, city and state laws, ordinances and regulations and the regulations of the facility covering fire, safety, health and all other matters. Firearms may not be used as part of an exhibit nor as a giveaway. Exhibitor will not display or bring into the exhibit any animal, bird, fish, or other non-human creature without the written permission of the Exhibit Management.

#### **Repair of Damages**

- a) The exhibitor must surrender rented space in the same condition it was at commencement of

occupation. The exhibitor or its agents shall not injure or deface any part of the building where the exposition is held, the booths or the equipment or furniture of the booth, or any property of other exhibitors or the ACVIM. When such damage appears, the exhibitor shall be liable to the owners

#### **Security**

- a) The ACVIM shall provide security service throughout the hours of set-up, show hours, non-show hours and during the move-out period. This security is to prevent unauthorized entry into the Solutions Center. It is not intended to protect individual exhibitor's space contents. The ACVIM will not be responsible for the loss of any material for any cause or for injury to persons and urges the exhibitor to exercise normal precautions to prevent loss due to theft or any other cause.

#### **Severability**

- a) Any provision of this agreement that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.

### **ACVIM Exhibit and Sponsorship Contacts**

Leah Gayheart  
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Mollie Boettcher  
*Senior Specialist, Industry Relations*  
[Mollie@ACVIM.org](mailto:Mollie@ACVIM.org)

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## HEALTH AND SAFETY

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

## BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray back drape and 3' high gray side drape. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

## EXHIBIT HALL CARPET

Booth floor covering is mandatory for all exhibitors. Exhibitors may provide their own or rent from Freeman.

## DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **May 25, 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's FAQ page](#).

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

Tuesday	June 21, 2022	12:00 PM - 5:00 PM <i>Island Booths Only</i>
Wednesday	June 22, 2022	7:00 AM - 7:00 PM

### SOLUTIONS CENTER HOURS

Thursday	June 23, 2022	9:00 AM - 7:00 PM
Thursday	June 23, 2022	6:00 PM - 7:00 PM <i>Wine &amp; Cheese Happy Hour</i>
Friday	June 24, 2022	10:00 AM - 4:30 PM

### EXHIBITOR MOVE-OUT

Friday	June 24, 2022	4:30 PM - 10:00 PM
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## DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Friday, June 24, 2022 at 10:00 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, June 24, 2022 at 8:00 PM**. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

## EXHIBITOR SERVICE HOURS

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

## POST SHOW PAPERWORK AND LABELS

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

## EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

## SERVICE CONTRACTOR CONTACTS / INFORMATION:

### FREEMAN

[Contact Us](#)

### FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183  
International Shipping Services or fax (469) 621-5810 or  
Exhibit.Transportation@freeman.com

### FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **May 25, 2022**. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

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

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

### SHIPPING INFORMATION

#### Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**2022 ACVIM FORUM**  
**C/O AWD / Freeman**  
**15505 Long Vista, Ste 210**  
**Austin, TX 78728**

Freeman will accept crated, boxed or skidded material beginning **Monday, May 23, 2022** at the above address. Material arriving after **June 13, 2022** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00 AM - 3:00 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 #  
**2022 ACVIM FORUM**  
**C/O Freeman**  
**Austin Convention Center**  
**500 E Cesar Chavez St,**  
**Austin, TX 78701-4121**

Freeman will receive shipments at the exhibit facility beginning **Tuesday, June 21, 2022**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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



**PURCHASE TERMS**

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

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. 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 SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Exhibitor Support at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **May 25, 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, and machinery and equipment that are in use.

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

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

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

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

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

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

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

## Interested in going green and saving money?

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



# 1 BEFORE THE SHOW

## booth structure

### Option 1 Multiple Use

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

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

### Option 2 One-time Use

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

# 2 carpet

### Option 1 Rent

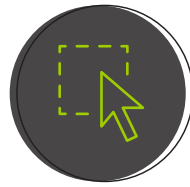
**Rent rather than buy carpet** to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

### Option 2 Color

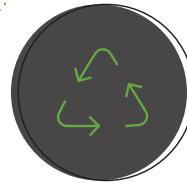
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



# 3 shipping



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



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



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

# 4 graphics

### Option 1 Multiple Use

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

### Option 2 One-time Use

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

# 5 printing



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



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



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

# 6

## ON SITE

### save energy



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



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



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

# 8

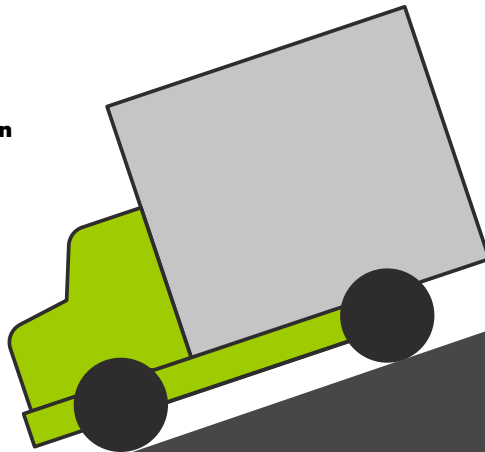
### shipping out

#### Pack in, pack out.

Leave no traces on show site.

#### Join a caravan.

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



# 9

### leftover materials

#### Remember to label.

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

#### Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



#### 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

## Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.
2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.
4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.
5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
  - a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
  - b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.
  - c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.
6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.
7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.
9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.
12. The following items may not be used without prior written approval of the Fire Marshal's Office:
  - a) Display or storage of LPG (liquid propane gas)
  - b) Flammable or combustible liquids
  - c) Flammable gas
  - d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
  - e) Welding or cutting equipment for show set-up or for demonstration purposes
  - f) Gas-fired appliances for demonstration purposes
  - g) Salamander stoves
  - h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
  - i) Any cooking or heat-producing devices
13. The following are related to the display of automotive vehicles and equipment:
  - a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
  - b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
  - c) Ignition keys are to be removed and placed in a central location on site.
  - d) The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
  - e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
  - f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.
14. The following related to food shows:
  - a) Deep fat fryers are not allowed in the facility.
  - b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.
15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.

## 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/512028>

### 2. Submit your order

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

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

*before event*

*during the event*

*after event*

from your location  
or previous event

to your location  
or next event

event venue

venue  
dock

**your exhibit**

venue  
dock

**advance  
warehouse**

storage for empty containers



*advance warehouse*

where exhibit materials are stored before an event



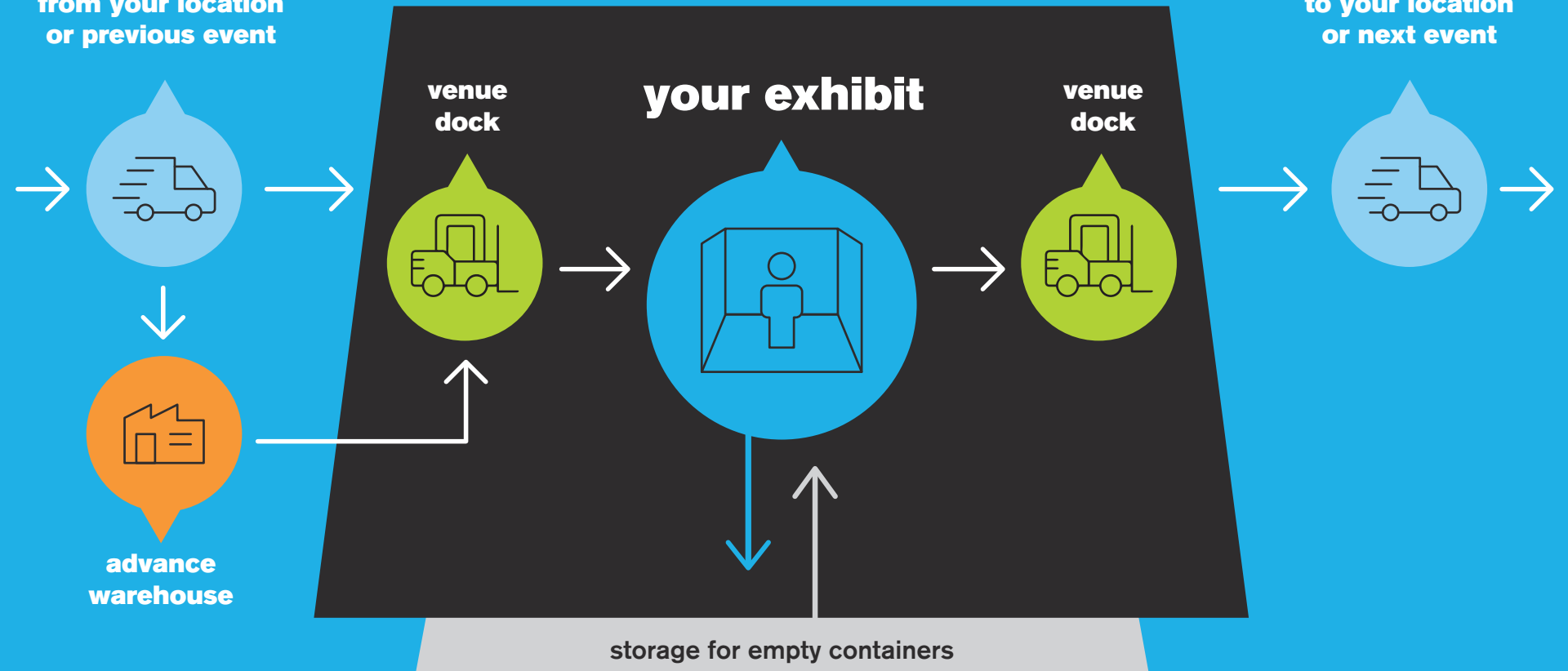
*shipping*

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

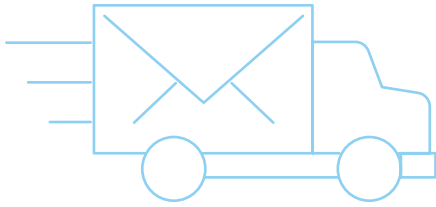


*material handling*

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







# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

## The Freeman Exhibit Transportation promise:

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

## Benefits:

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

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



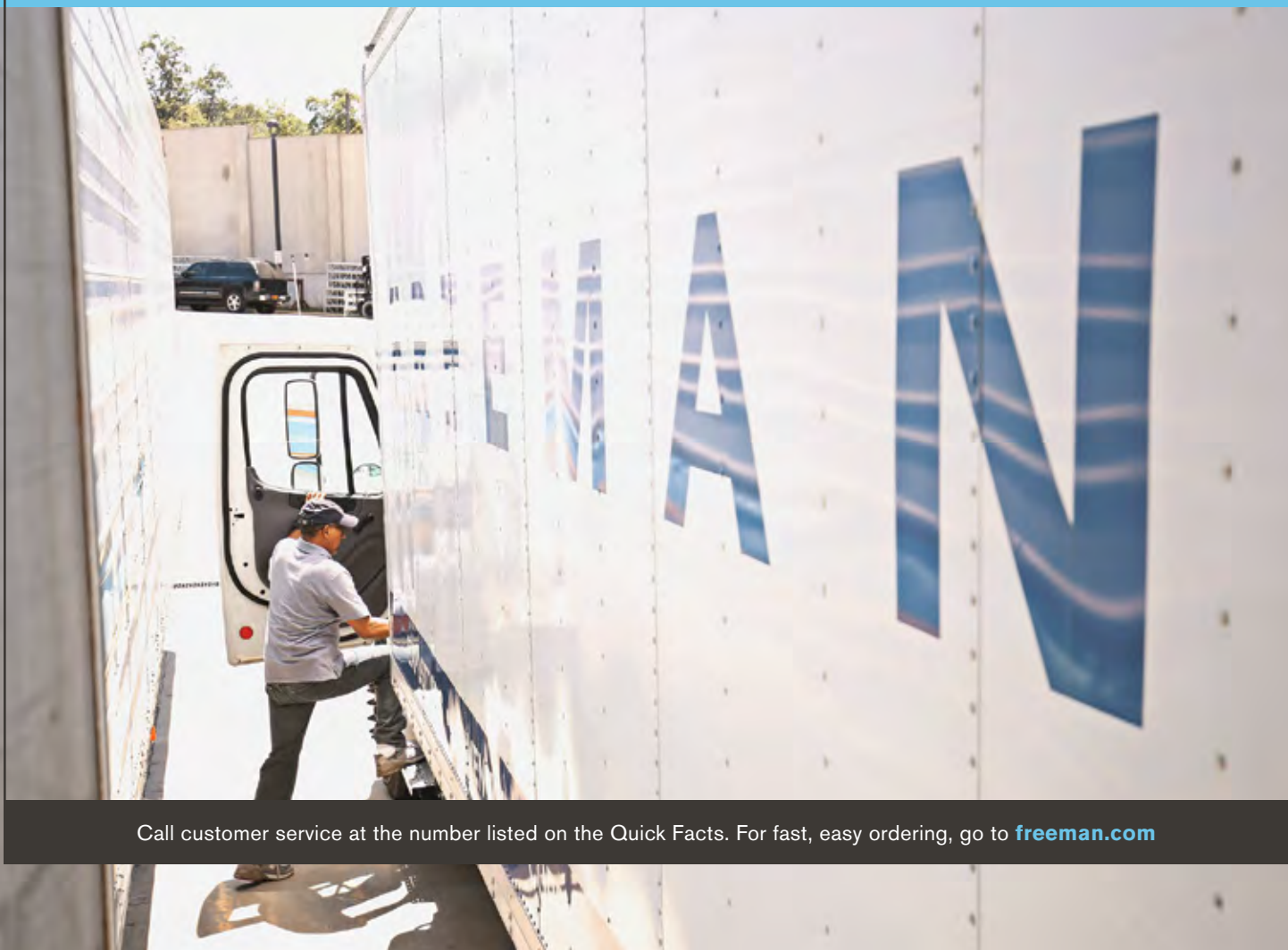
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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

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



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

## EXHIBIT TRANSPORTATION SERVICES

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

### Freeman Exhibit Transportation promise:

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

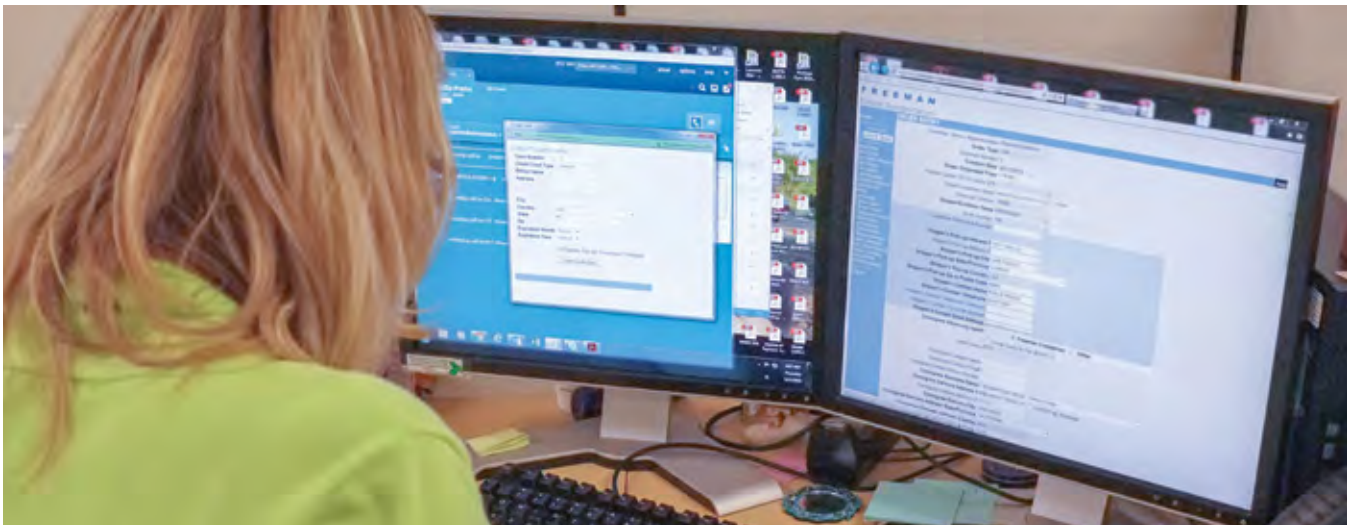
### Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [freeman.com](http://freeman.com)

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

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

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





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

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

exhibit transportation

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

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

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

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

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

**EXHIBIT TRANSPORTATION**

**TIPS FOR EASY ORDERING**

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

**COMPLETE THE FOLLOWING ITEMS ON THIS FORM:**

**PICK UP INFORMATION**

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip Code)

**DESTINATION**

I will be shipping to the **WAREHOUSE**

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

**2022 ACVIM FORUM**

C/O: AWD / Freeman  
 15505 Long Vista, Ste 210  
 Austin, TX 78728

**MUST BE DELIVERED BY JUNE 13, 2022**

I will be shipping to **SHOW SITE**

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

**2022 ACVIM FORUM**

C/O Freeman  
 Austin Convention Center  
 500 E Cesar Chavez St  
 Austin, TX 78701-4121

**CANNOT BE DELIVERED BEFORE JUNE 21, 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](mailto:exhibit.transportation@freeman.com)**

**or**

**Fax: (469) 621-5810**

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

**SHOW #** (512028) \_\_\_\_\_

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

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

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

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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



(888) 508-5054  
Fax: (469) 621-5611

**2022 ACVIM FORUM**

2022 ACVIM FORUM : June 23-25, 2022  
Solutions Center 2022 : June 23 - 24, 2022

HALL HOURS

Thursday June 23, 2022 9:00 AM - 7:00 PM  
Wine & Cheese Happy Hour: 6:00 PM - 7:00 PM  
Friday June 24, 2022 10:00 AM - 4:30 PM  
Austin Convention Center  
Austin, TX

material handling

**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**..... \$ **1.39 per pound**  
Rate applies to shipments sent to either the warehouse or directly to show site.

**Material Handling - After Deadline** ..... \$ **1.74 per pound**  
Rate applies to shipments arriving at the warehouse after June 13, 2022.

**Material Handling - 10 lbs and under** ..... **Free of Charge**  
This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.

**IMPORTANT SHIPPING INFORMATION**

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

**Warehouse Delivery (No showsite deliveries permitted):**

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **May 23, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #**  
**2022 ACVIM FORUM**  
**C/O AWD/Freeman**  
**15505 Long Vista, Ste 210**  
**Austin, TX 78728**
- 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.

**Outbound Pickup Only:**

- Show site receiving begins on **June 21, 2022**.
- Show Site address: **2022 ACVIM FORUM**  
**C/O Freeman**  
**Austin Convention Center**  
**500 E Cesar Chavez St,**  
**Austin, TX 78701-4121**

**Outbound:**

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



(888) 508-5054  
Fax: (469) 621-5611

**2022 ACVIM FORUM**

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Austin Convention Center  
Austin, TX

**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 \* ..... \$306.00 per unit (round trip)

Vehicles..... \$306.00 per unit (round trip)

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

---

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

Dimensions of Largest Unit:  
Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Will you require a crane or forklift? \_\_\_\_\_  
(See Material Handling Rates)

Comments / Special Hanging Requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

mobile unit & vehicle spotting





(888) 508-5054

Fax: (469) 621-5611

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

Submit order forms [here](#)

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

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

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

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



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

**SHIPPING INFORMATION**

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

BILL TO:  Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

**METHOD OF SHIPMENT**

Select a Carrier:

- Freeman Exhibit Transportation  Other Carrier

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

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

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

Select Desired Number of Labels: \_\_\_\_\_

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

outbound shipping

**Freeman<sup>1</sup>**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 23, 2022**

**DEADLINE DATE IS: JUNE 13, 2022**

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

*EXHIBITOR NAME*

**C/O: AWD / Freeman  
15505 Long Vista  
Ste 210  
Austin, TX 78728**

**WAREHOUSE**

(512028)

**EVENT: 2022 ACVIM FORUM**

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

**Freeman<sup>1</sup>**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 23, 2022**

**DEADLINE DATE IS: JUNE 13, 2022**

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

*EXHIBITOR NAME*

**C/O: AWD / Freeman  
15505 Long Vista  
Ste 210  
Austin, TX 78728**

**WAREHOUSE**

(512028)

**EVENT: 2022 ACVIM FORUM**

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

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

**Freeman**

**Freeman**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE JUNE 21, 2022**

**CANNOT DELIVER BEFORE JUNE 21, 2022**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: Freeman**  
**Austin Convention Center**  
**500 E Cesar Chavez St**  
  
**Austin, TX 78701-4121**

**C/O: Freeman**  
**Austin Convention Center**  
**500 E Cesar Chavez St**  
  
**Austin, TX 78701-4121**

**SHOW SITE**

(512028)

**SHOW SITE**

(512028)

EVENT: 2022 ACVIM FORUM

EVENT: 2022 ACVIM FORUM

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

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

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**Freeman<sup>1</sup>**

**R U S H**

**DO NOT DELAY**

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**DEADLINE DATE IS: JUNE 13, 2022**

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

*EXHIBITOR NAME*

**C/O: AWD / Freeman  
15505 Long Vista  
Ste 210  
Austin, TX 78728**

**HANGING SIGN**

(512028)

**EVENT: \_\_\_\_\_ 2022 ACVIM FORUM**

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

**Freeman<sup>1</sup>**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 23, 2022**

**DEADLINE DATE IS: JUNE 13, 2022**

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

*EXHIBITOR NAME*

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15505 Long Vista  
Ste 210  
Austin, TX 78728**

**HANGING SIGN**

(512028)

**EVENT: \_\_\_\_\_ 2022 ACVIM FORUM**

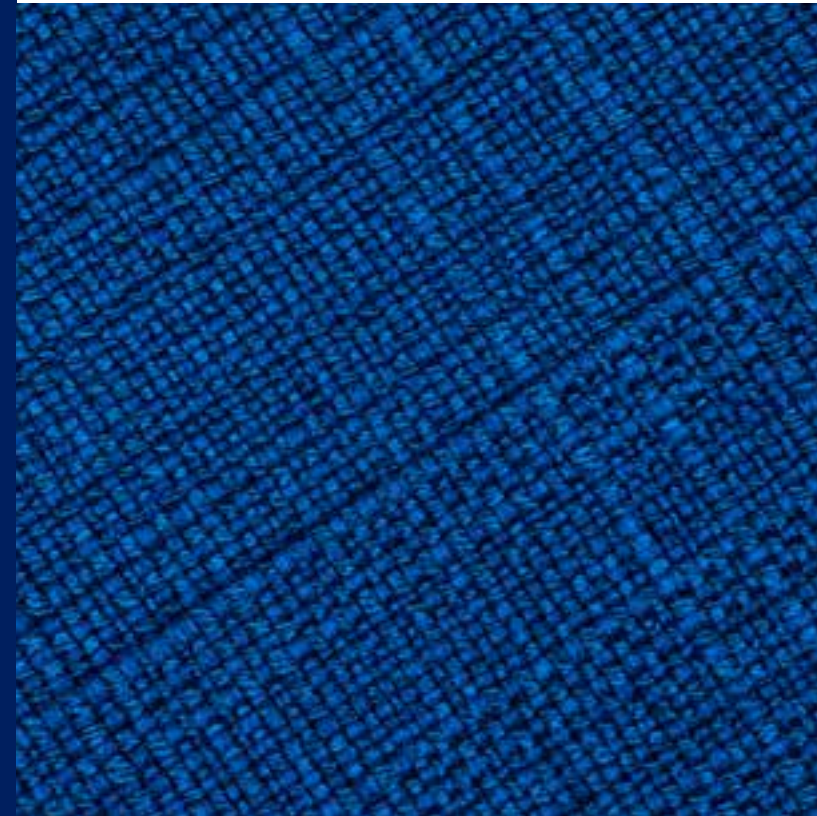
**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

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.

## Exhibitor support

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

**10. Provide a Pop!**  
Colorful furnishings attract attention and help reinforce brand themes.

**9. Charge it!**  
Powered tables and seating encourages clients to linger in the booth and recharge.

**8. Gather Round!**  
Ottomans styled around a side table create an informal campfire setting for small group discussions.

**7. Stay Social.**  
Stylize furnishings to create shareable moments worthy of Instagram.

**6. Level the field!**  
Low and casual seating makes clients more comfortable and open to learning.

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

**4. Keep it Green.**  
Don't forget the greenery to warm up your booth environment by bringing nature indoors.

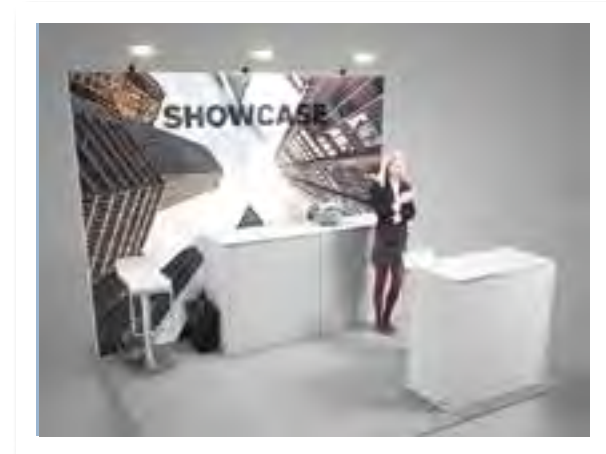
**3. Creature Comforts.**  
Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.

**2. Get Connected.**  
Communal tables help facilitate networking opportunities and build connections.

**1. Spin Around.**  
Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

## 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](http://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

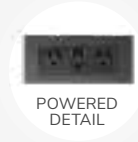
Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.



**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

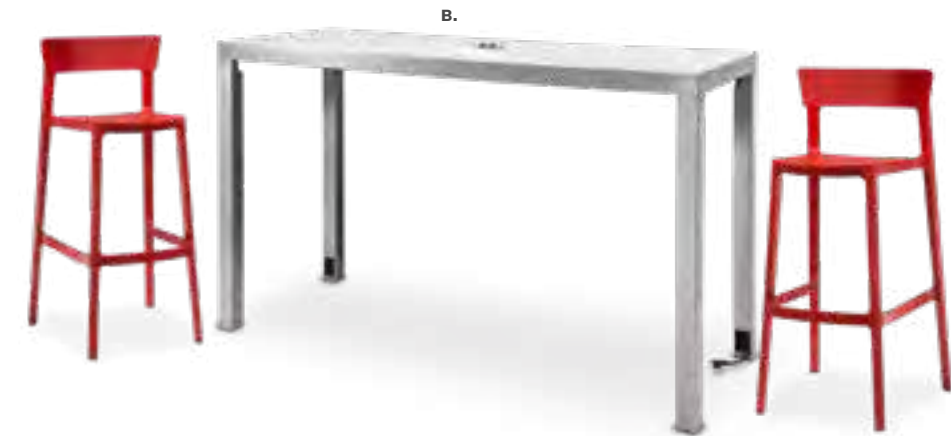
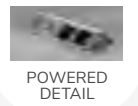



## Powered Tables

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)




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



**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.

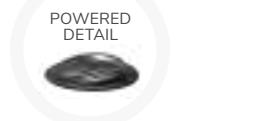
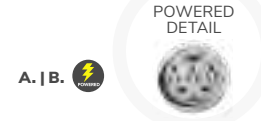
**SYDNEY**   
**Sydney Powered Cocktail Tables**  
 48"L 26"D 18"H (brushed steel)  
**E) 82073** (white)  
**F) 82076** (black)



**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

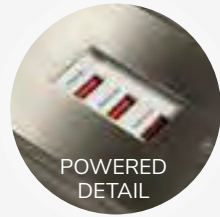
**C) 84080 3 Drawer File Cabinet on Castors**  
 (black metal, laminate)  
 16"L 20"D 28"H

# 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**




**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 Products

Denotes AC and USB charging outlets 

## Wireless Charging Table



-  **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



**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

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



Valencia Sofa & Chair 10'x10' Booth

## HEDGE

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

## Soft Seating Collections



## 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



## 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



## 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




## 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.

**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.

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



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



A.



B.



D.



E.



F.

# 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)

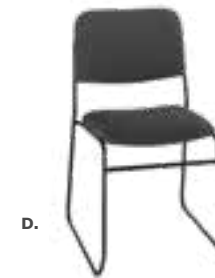
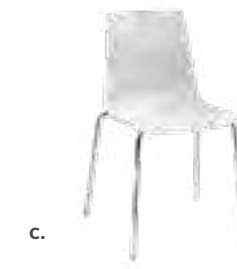
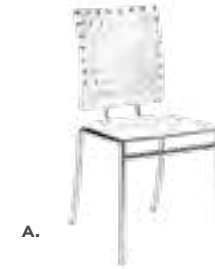


### MARINA

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



## Styles & Shapes



**A) 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

## 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

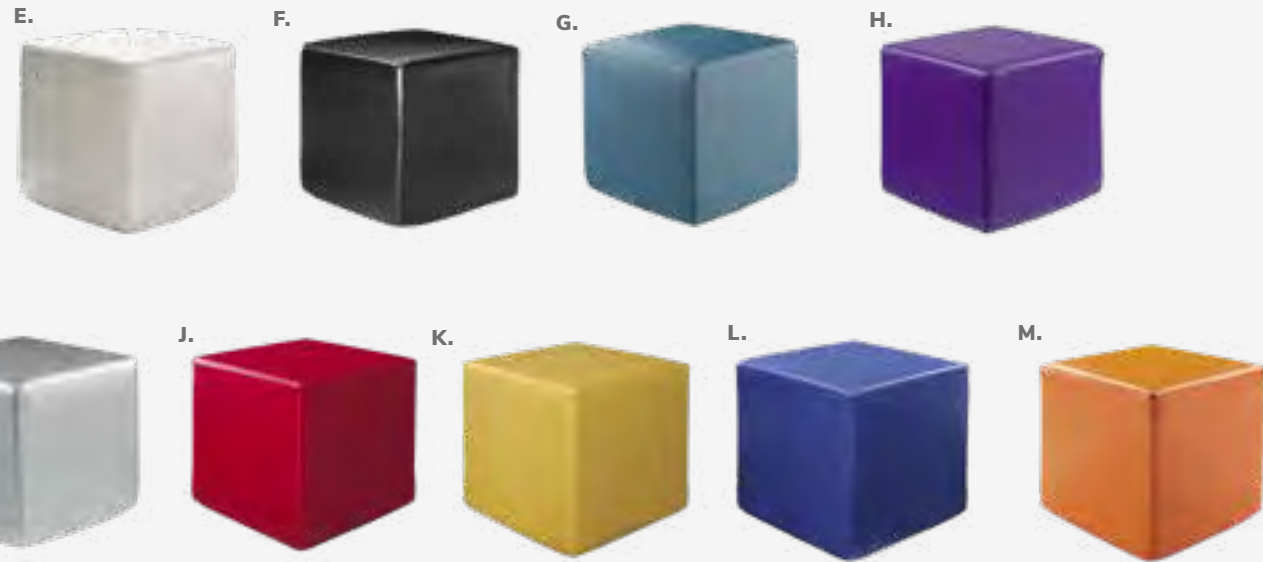


# Ottomans

## 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 aiseways 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



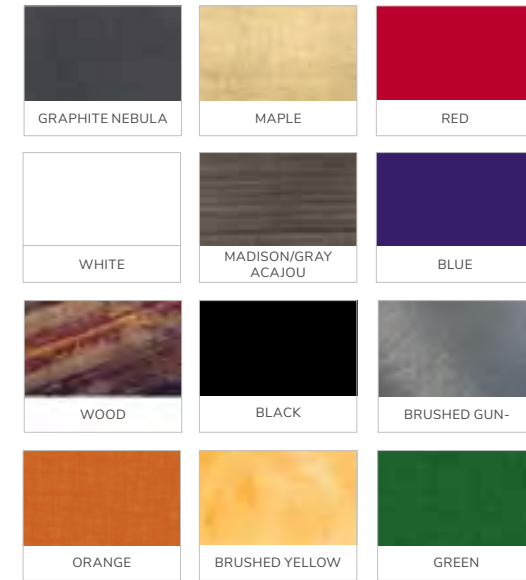
**30" Round Café Table**  
**A) 820941 Standard Black Base** (blue top) 30" RND 29"H  
**B) 81093 Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H



**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.



### 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

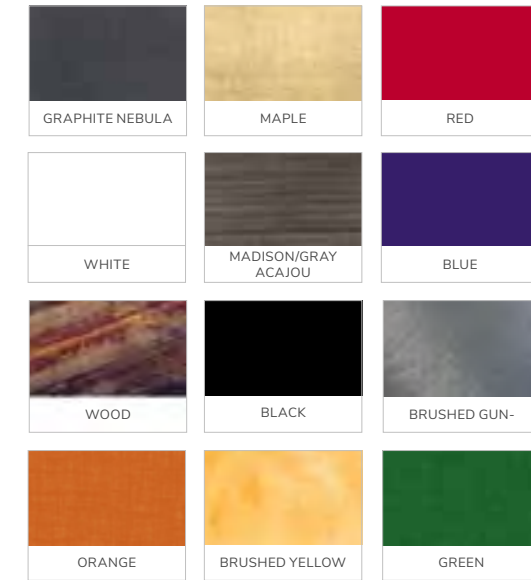


**G) 820240 30" Round Bar Table w/ Hydraulic Chrome Base**  
(Madison/gray acajou) 30" RND 45"H  
**H) 810848 Christopher Barstool** (white vinyl, chrome) 19"L 15"D 41"H



## Customize and Create

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



### 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



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

## Black Rectangular Conference Table



**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



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.



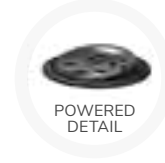
DESK FRONT

## 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

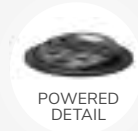
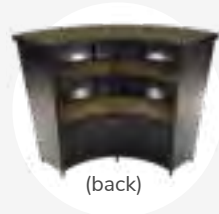
# Show Essentials

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



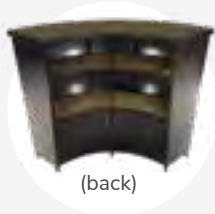
**810860**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H

## 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



**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



A.



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

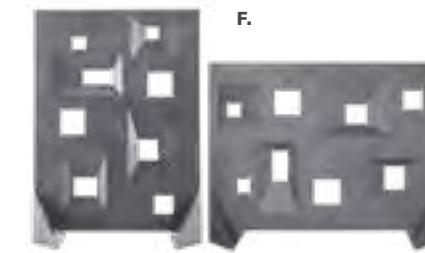
**B) 820930**  
**30" Round Bar Table**  
(blue top, chrome hydraulic base)  
30" RND 45"H  
**C) 810860 Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H



D.



E.



F.

**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

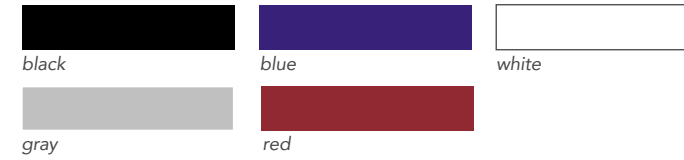
**B) 75031**  
**Display Cube—Medium**  
 (black)  
 18"W X 18"L X 36"H

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



# Draped or Undraped Tables & Counters

## Table Drape Colors



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



## 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



## Sizing Chart\*

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

# 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

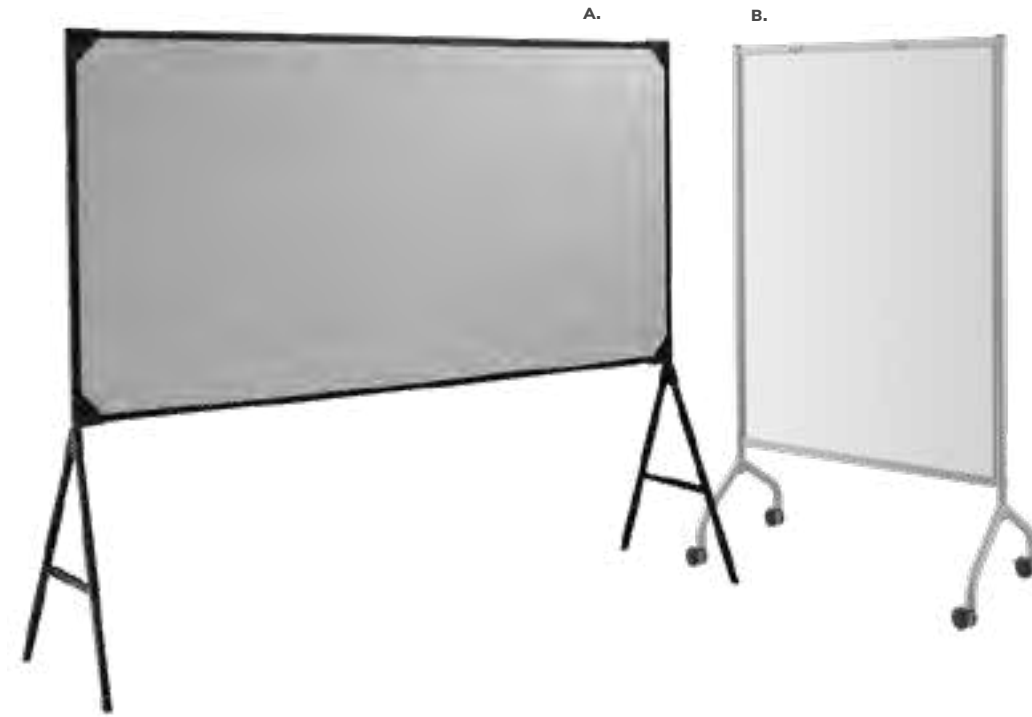
**8503001**  
**Large Refrigerator**  
(white) 14.0 cubic feet  
28"W X 28"L X 64"H



**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

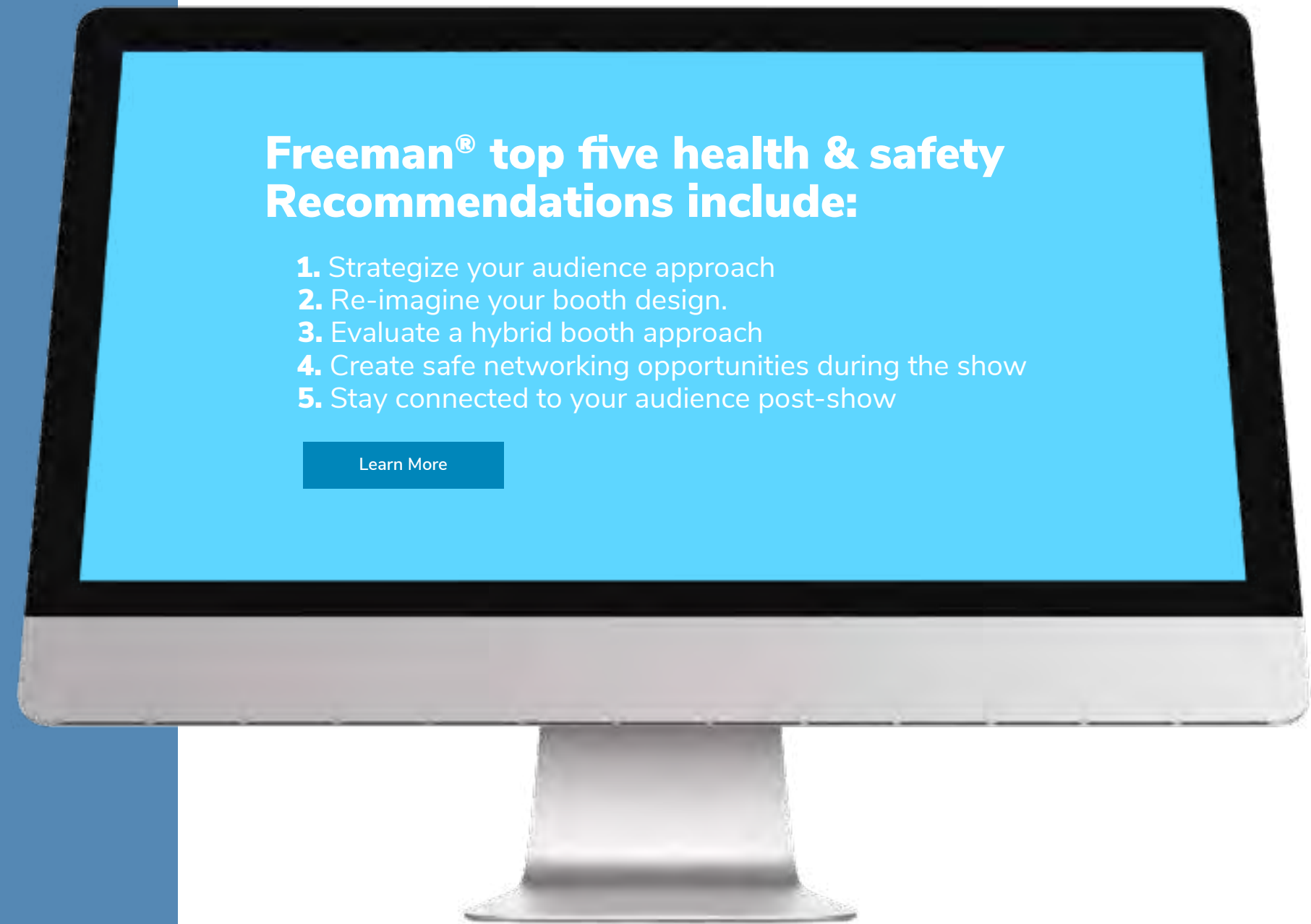
In all cases, we've put considerable thought into them.

[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



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

Also available in opaque and personalization available.



**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.



**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

### 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](#)



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

# Health & Safety

## Stanchions & Booth Design

## 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' - Beverly  
Demonstration Booth**

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



**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](mailto: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](#)



(888) 508-5054  
 Fax: (469) 621-5611

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

Submit order forms [here](#).

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

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

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

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

furnishings

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by **MAY 25, 2022**.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119	Chair.....	565.00	621.50	791.00	_____
_____	830120	Loveseat.....	655.00	720.50	917.00	_____
_____	830119	Sofa.....	745.00	819.50	1,043.00	_____
<b>Munich Group - Gray Fabric</b>						
_____	810151	Armless Chair.....	360.00	396.00	504.00	_____
<b>Baja Group - White Vinyl</b>						
_____	81050	Chair.....	565.00	621.50	791.00	_____
_____	83020	Loveseat.....	655.00	720.50	917.00	_____
_____	83019	Sofa.....	745.00	819.50	1,043.00	_____
<b>Valencia - Velvet</b>						
_____	810180	Chair - Spice Orange.....	450.00	495.00	630.00	_____
_____	83045	Sofa - Coffee Brown.....	585.00	643.50	819.00	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950	Loveseat.....	540.00	594.00	756.00	_____
_____	830951	Sofa.....	630.00	693.00	882.00	_____
_____	810950	Chair.....	450.00	495.00	630.00	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair.....	450.00	495.00	630.00	_____
_____	83015	Sofa.....	630.00	693.00	882.00	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949	Chair.....	360.00	396.00	504.00	_____
_____	830949	Sofa.....	540.00	594.00	756.00	_____
<b>Palm Beach - White Vinyl</b>						
_____	83040	Sofa.....	655.00	720.50	917.00	_____
<b>Sterling Group - Gray Fabric</b>						
_____	81037	Chair.....	655.00	720.50	917.00	_____
_____	8309	Sofa.....	880.00	968.00	1,232.00	_____
<b>Cordoba Group - Taupe/Black</b>						
_____	81048	Chair.....	N/A	N/A	N/A	_____
_____	83013	Loveseat.....	N/A	N/A	N/A	_____

**CASUAL SEATING**

<b>Ottomans</b>						
_____	815122	Endless Square - White Vinyl.....	370.00	407.00	518.00	_____
_____	815123	Endless Square - Black Vinyl.....	370.00	407.00	518.00	_____
_____	815953	Endless Curve - White Vinyl.....	390.00	429.00	546.00	_____
_____	815952	Endless Curve - Black Vinyl.....	390.00	429.00	546.00	_____
_____	81518	Vibe Cube - Blue Vinyl.....	135.00	148.50	189.00	_____
_____	81519	Vibe Cube - Red Vinyl.....	135.00	148.50	189.00	_____
_____	81525	Vibe Cube - Orange Vinyl.....	135.00	148.50	189.00	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	135.00	148.50	189.00	_____
_____	81530	Vibe Cube - Black Vinyl.....	135.00	148.50	189.00	_____
_____	81531	Vibe Cube - White Vinyl.....	135.00	148.50	189.00	_____

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

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Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by **MAY 25, 2022.**

furnishings

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Ottomans (continued)</b>						
_____	81532	Vibe Cube - Steel Blue Vinyl.....	135.00	148.50	189.00	_____
_____	81533	Vibe Cube - Silver Vinyl.....	135.00	148.50	189.00	_____
_____	81534	Vibe Cube - Purple Vinyl.....	135.00	148.50	189.00	_____
_____	81535	Vibe Cube -Citrus Green Vinyl.....	135.00	148.50	189.00	_____
_____	81536	Vibe Cube - Taupe Vinyl.....	135.00	148.50	189.00	_____
_____	81537	Vibe Cube - Spice Orange Vinyl.....	135.00	148.50	189.00	_____
_____	81538	Vibe Cube - Desert Rose Vinyl.....	135.00	148.50	189.00	_____
_____	815151	Marche Swivel - Gray Fabric.....	190.00	209.00	266.00	_____
_____	815154	Marche Swivel - Red Fabric.....	190.00	209.00	266.00	_____
_____	815159	Marche Swivel - Blue Fabric.....	190.00	209.00	266.00	_____
_____	815152	Marche Swivel - Linen Fabric.....	190.00	209.00	266.00	_____
_____	815157	Marche Swivel - Meadow Green Fabric.....	190.00	209.00	266.00	_____
_____	815158	Marche Swivel - Pear Yellow Fabric.....	190.00	209.00	266.00	_____
_____	815156	Marche Swivel - Plum Fabric.....	190.00	209.00	266.00	_____
_____	815153	Marche Swivel - Raspberry Fabric.....	190.00	209.00	266.00	_____
_____	815155	Marche Swivel - Rose Quartz Fabric.....	190.00	209.00	266.00	_____
_____	815150	Marche Swivel - White Vinyl.....	190.00	209.00	266.00	_____
_____	815160	Marche Swivel - Orange Fabric.....	190.00	209.00	266.00	_____
_____	81540	Marche Swivel - Forest Green Vinyl.....	190.00	209.00	266.00	_____
_____	81541	Marche Swivel - Teal Velvet.....	190.00	209.00	266.00	_____
_____	81542	Marche Swivel - Distressed Brown Vinyl.....	190.00	209.00	266.00	_____
_____	81543	Marche Swivel - Black Vinyl.....	190.00	209.00	266.00	_____
_____	81539	Marche Swivel - Ivory Faux Sheep Fur.....	190.00	209.00	266.00	_____
<b>Beverly Bench Ottomans</b>						
_____	81550	Black Vinyl.....	370.00	407.00	518.00	_____
_____	81551	Brown Fabric.....	370.00	407.00	518.00	_____
_____	81552	Gray Fabric.....	370.00	407.00	518.00	_____
_____	81553	Linen Fabric.....	370.00	407.00	518.00	_____
_____	81554	Ocean Blue Fabric.....	370.00	407.00	518.00	_____
_____	81555	Red Fabric.....	370.00	407.00	518.00	_____
_____	81556	White Vinyl.....	370.00	407.00	518.00	_____
<b>Beverly Small Bench Ottomans</b>						
_____	81560	Black Vinyl.....	280.00	308.00	392.00	_____
_____	81561	Blue Fabric.....	280.00	308.00	392.00	_____
_____	81562	Brown Fabric.....	280.00	308.00	392.00	_____
_____	81563	Green Fabric.....	280.00	308.00	392.00	_____
_____	81565	Linen Fabric.....	280.00	308.00	392.00	_____
_____	81568	Red Fabric.....	280.00	308.00	392.00	_____
_____	81569	White Vinyl.....	280.00	308.00	392.00	_____
_____	81566	Lavender Fabric.....	280.00	308.00	392.00	_____
_____	81567	Orange Fabric.....	280.00	308.00	392.00	_____
_____	81564	Gray Fabric.....	280.00	308.00	392.00	_____
_____	81570	Yellow Fabric.....	280.00	308.00	392.00	_____
<b>Accent Chairs</b>						
_____	71089	Black Diamond Side Chair.....	120.00	132.00	168.00	_____
_____	71090	Black Diamond Arm Chair.....	135.00	148.50	189.00	_____
_____	810861	Laguna Chair - Maple/Chrome.....	145.00	159.50	203.00	_____

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

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

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

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Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by **MAY 25, 2022.**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Chairs (continued)</b>						
	210108	Limerick® Chair by Herman Miller.....	80.00	88.00	112.00	
	810816	Madrid Chair - White Vinyl/Chrome.....	565.00	621.50	791.00	
	810948	Meeting Chair - White Vinyl.....	295.00	324.50	413.00	
	810164	Marina Chair - White Vinyl.....	160.00	176.00	224.00	
	810160	Marina Chair - Black Vinyl.....	160.00	176.00	224.00	
	810161	Marina Chair - Brown Fabric.....	160.00	176.00	224.00	
	810162	Marina Chair - Ocean Blue Fabric.....	160.00	176.00	224.00	
	810163	Marina Chair - Red Fabric.....	160.00	176.00	224.00	
	810131	Malba Chair - Gray Molded Plastic.....	105.00	115.50	147.00	
	810130	Malba Chair - Green Molded Plastic.....	105.00	115.50	147.00	
	810846	Christopher Chair - White Vinyl/Chrome.....	135.00	148.50	189.00	
	810851	Zenith Chair - White/Chrome.....	145.00	159.50	203.00	
	810841	Rustique Chair - Gunmetal.....	135.00	148.50	189.00	
	810837	Razor Armless Chair - White High Density Plastic.....	100.00	110.00	140.00	
	810875	Swanson Swivel Chair - White Vinyl.....	295.00	324.50	413.00	
	81083	Blade Chair - Sky Blue.....	100.00	110.00	140.00	
	81082	Blade Chair - Red.....	100.00	110.00	140.00	
	81093	Lucent Chair - Frosted Acrylic.....	180.00	198.00	252.00	
	810145	Wentworth Chair - Brown Vinyl.....	295.00	324.50	413.00	
	81024	Atherton Chair - Brown Leather.....	655.00	720.50	917.00	
	81034	Bowery Chair - Yellow Fabric.....	450.00	495.00	630.00	
	81035	Century Chair - Gray Velvet.....	450.00	495.00	630.00	
	81036	Lena Chair - Green Leather.....	450.00	495.00	630.00	
	81031	Montreal Chair - Blue Fabric.....	565.00	621.50	791.00	
	81032	Pasadena Chair - White Plastic.....	285.00	313.50	399.00	
	81038	Tech Chair - Gray Vinyl.....	565.00	621.50	791.00	
	81039	Tech Tablet Chair - Gray Vinyl.....	565.00	621.50	791.00	
	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	N/A	N/A	N/A	
	81047	Brooklyn Swivel Meeting Chair - White/Black.....	N/A	N/A	N/A	
<b>Executive Seating</b>						
	71045	Gray Gaslift Chair Without Arms.....	215.00	236.50	301.00	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	360.00	396.00	504.00	
	810175	Genesis Chair - Black.....	225.00	247.50	315.00	
	810844	Pro Executive High Back Chair - White Vinyl.....	315.00	346.50	441.00	
	810946	Pro Executive High Back Chair - Black Vinyl.....	315.00	346.50	441.00	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	315.00	346.50	441.00	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	315.00	346.50	441.00	
	810947	Pro Executive Guest Chair - Black Vinyl.....	315.00	346.50	441.00	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	405.00	445.50	567.00	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	175.00	192.50	245.00	
	71047	Gray Gaslift Stool without Arms.....	265.00	291.50	371.00	
	810860	Laguna Barstool - Maple/Chrome.....	190.00	209.00	266.00	
	210109	Limerick® Stool by Herman Miller.....	125.00	137.50	175.00	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	175.00	192.50	245.00	
	810873	Lift Barstool - Red Vinyl/Chrome.....	175.00	192.50	245.00	



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Barstools (continued)</b>						
_____	810871	Lift Barstool - Black Vinyl/Chrome.....	175.00	192.50	245.00	_____
_____	810870	Lift Barstool - White Vinyl/Chrome.....	175.00	192.50	245.00	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	200.00	220.00	280.00	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	200.00	220.00	280.00	_____
_____	810850	Zenith Barstool - White/Chrome.....	190.00	209.00	266.00	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	305.00	335.50	427.00	_____
_____	810848	Christopher Barstool - White Vinyl/Chrome.....	190.00	209.00	266.00	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	315.00	346.50	441.00	_____
_____	810839	Rustique Barstool - Gunmetal.....	135.00	148.50	189.00	_____
_____	81080	Blade Barstool - Red.....	145.00	159.50	203.00	_____
_____	81081	Blade Barstool - Sky Blue.....	145.00	159.50	203.00	_____
_____	81092	Lucent Barstool - Frosted Acrylic.....	235.00	258.50	329.00	_____
_____	810135	Task Stool - Black Fabric.....	275.00	302.50	385.00	_____
_____	81026	Marina Barstool - Ocean Blue.....	215.00	236.50	301.00	_____
_____	81027	Marina Barstool - Black Vinyl.....	215.00	236.50	301.00	_____
_____	81028	Marina Barstool - Brown Fabric.....	215.00	236.50	301.00	_____
_____	81029	Marina Barstool - Red Fabric.....	215.00	236.50	301.00	_____
_____	81030	Marina Barstool - White Vinyl.....	215.00	236.50	301.00	_____

**Draped Tables & Counters**

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

_____	124330	Draped Table 3'L x 30"H.....	160.00	176.00	224.00	_____
_____	124430	Draped Table 4'L x 30"H.....	160.00	176.00	224.00	_____
_____	124630	Draped Table 6'L x 30"H.....	190.00	209.00	266.00	_____
_____	124830	Draped Table 8'L x 30"H.....	205.00	225.50	287.00	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	45.00	49.50	63.00	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	45.00	49.50	63.00	_____
_____	124342	Draped Counter 3'L x 42"H.....	190.00	209.00	266.00	_____
_____	124442	Draped Counter 4'L x 42"H.....	190.00	209.00	266.00	_____
_____	124642	Draped Counter 6'L x 42"H.....	205.00	225.50	287.00	_____
_____	124842	Draped Counter 8'L x 42"H.....	235.00	258.50	329.00	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	55.00	60.50	77.00	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	55.00	60.50	77.00	_____

**Undraped Tables & Counters**

_____	125330	Undraped Table 3'L x 30"H.....	115.00	126.50	161.00	_____
_____	125430	Undraped Table 4'L x 30"H.....	115.00	126.50	161.00	_____
_____	125630	Undraped Table 6'L x 30"H.....	145.00	159.50	203.00	_____
_____	125830	Undraped Table 8'L x 30"H.....	160.00	176.00	224.00	_____
_____	125342	Undraped Counter 3'L x 42"H.....	135.00	148.50	189.00	_____
_____	125442	Undraped Counter 4'L x 42"H.....	135.00	148.50	189.00	_____
_____	125642	Undraped Counter 6'L x 42"H.....	150.00	165.00	210.00	_____
_____	125842	Undraped Counter 8'L x 42"H.....	180.00	198.00	252.00	_____

**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	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide (continued)</b>						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	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	_____
<b>Pedestal Tables - Soho Series</b>						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	225.00	247.50	315.00	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	240.00	264.00	336.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	129.00	141.90	180.60	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	225.00	247.50	315.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	240.00	264.00	336.00	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	225.00	247.50	315.00	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	240.00	264.00	336.00	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	225.00	247.50	315.00	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	240.00	264.00	336.00	_____
<b>Pedestal Tables</b>						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	355.00	390.50	497.00	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	355.00	390.50	497.00	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	370.00	407.00	518.00	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	370.00	407.00	518.00	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	370.00	407.00	518.00	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	370.00	407.00	518.00	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	370.00	407.00	518.00	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	370.00	407.00	518.00	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.	355.00	390.50	497.00	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou...	355.00	390.50	497.00	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	265.00	291.50	371.00	_____
_____	820264	Madison Bar Table - Gray Acajou.....	265.00	291.50	371.00	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	265.00	291.50	371.00	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	265.00	291.50	371.00	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	355.00	390.50	497.00	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	355.00	390.50	497.00	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	355.00	390.50	497.00	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	355.00	390.50	497.00	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite....	355.00	390.50	497.00	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite....	355.00	390.50	497.00	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	355.00	390.50	497.00	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	265.00	291.50	371.00	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	355.00	390.50	497.00	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	265.00	291.50	371.00	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	355.00	390.50	497.00	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	265.00	291.50	371.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables (continued)</b>						
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	355.00	390.50	497.00	_____
_____	820943	30" Cafe Table w/ Black Base - Wood.....	265.00	291.50	371.00	_____
_____	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	355.00	390.50	497.00	_____
_____	820911	30" Bar Table w/ Hydraulic Base - Black.....	355.00	390.50	497.00	_____
_____	820912	30" Bar Table w/ Hydraulic Base - Green.....	355.00	390.50	497.00	_____
_____	820913	30" Bar Table w/ Hydraulic Base - Orange.....	355.00	390.50	497.00	_____
_____	820268	30" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	355.00	390.50	497.00	_____
_____	820915	30" Bar Table w/ Black Base - Gunmetal.....	265.00	291.50	371.00	_____
_____	820916	30" Bar Table w/ Black Base - Black.....	265.00	291.50	371.00	_____
_____	820917	30" Bar Table w/ Black Base - Green.....	265.00	291.50	371.00	_____
_____	820918	30" Bar Table w/ Black Base - Orange.....	265.00	291.50	371.00	_____
_____	820919	30" Bar Table w/ Black Base - Yellow.....	265.00	291.50	371.00	_____
_____	820269	30" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	355.00	390.50	497.00	_____
_____	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	355.00	390.50	497.00	_____
_____	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	355.00	390.50	497.00	_____
_____	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	355.00	390.50	497.00	_____
_____	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	355.00	390.50	497.00	_____
_____	820270	30" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	265.00	291.50	371.00	_____
_____	8201236	30" Cafe Table w/ Black Base - Black.....	265.00	291.50	371.00	_____
_____	8201237	30" Cafe Table w/ Back Base - Green.....	265.00	291.50	371.00	_____
_____	8201238	30" Cafe Table w/ Black Base - Orange.....	265.00	291.50	371.00	_____
_____	8201239	30" Cafe Table w/ Black Base - Yellow.....	265.00	291.50	371.00	_____
_____	820271	30" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	8201240	36" Bar Table w/ Hydraulic Base - Black.....	370.00	407.00	518.00	_____
_____	8201241	36" Bar Table w// Black Base - Black.....	295.00	324.50	413.00	_____
_____	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	370.00	407.00	518.00	_____
_____	8201243	36" Cafe Table w/ Black Base - Black.....	295.00	324.50	413.00	_____
_____	820273	36" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820272	36" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820267	36" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820274	36" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____

**Accent Tables**

_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	265.00	291.50	371.00	_____
_____	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	340.00	374.00	476.00	_____
_____	820252	Alondra End Table - Glass/Chrome.....	265.00	291.50	371.00	_____
_____	820250	Alondra Cocktail Table - Glass/Chrome.....	340.00	374.00	476.00	_____
_____	820253	Alondra End Table - Wood/Chrome.....	265.00	291.50	371.00	_____
_____	820251	Alondra Cocktail Table - Wood/Chrome.....	340.00	374.00	476.00	_____
_____	8201224	Atomic 36" Round Table - Glass/Chrome.....	340.00	374.00	476.00	_____
_____	8201225	Atomic 42" Round Table - Glass/Chrome.....	355.00	390.50	497.00	_____
_____	82028	Geo End Table - Wood/Black Steel.....	225.00	247.50	315.00	_____
_____	82027	Geo Cocktail Table - Wood/Black Steel.....	295.00	324.50	413.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	82035	Geo End Table - Glass/Chrome.....	225.00	247.50	315.00	
	82034	Geo Cocktail Table - Glass/Chrome.....	295.00	324.50	413.00	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	225.00	247.50	315.00	
	82055	Sydney End Table - White Laminate/Brushed Steel..	225.00	247.50	315.00	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	295.00	324.50	413.00	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	295.00	324.50	413.00	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	225.00	247.50	315.00	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	225.00	247.50	315.00	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	295.00	324.50	413.00	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	295.00	324.50	413.00	
	82075	Regis End Table - Brushed Metal.....	265.00	291.50	371.00	
	82074	Regis Bench Table - Brushed Metal.....	340.00	374.00	476.00	
	820844	Aura Round Table - White Metal.....	160.00	176.00	224.00	
	82043	Geo Square-Round Table - Glass/Black Steel.....	355.00	390.50	497.00	
	82044	Geo Square-Round Table - Glass/Chrome.....	355.00	390.50	497.00	
	8201226	Rustique Square Metal Bar Table - Gray.....	315.00	346.50	441.00	
	820130	Mesa Cocktail Table - Black/Bronze.....	295.00	324.50	413.00	
	820131	Mesa Cocktail Table - Glass/Bronze.....	295.00	324.50	413.00	
	820132	Mesa Cocktail Table - Wood/Bronze.....	295.00	324.50	413.00	
	820133	Mesa End Table - Black/Bronze.....	225.00	247.50	315.00	
	820134	Mesa End Table - Glass/Bronze.....	225.00	247.50	315.00	
	820135	Mesa End Table - Wood/Bronze.....	225.00	247.50	315.00	
	820310	Sedona Side Table - Black/Bronze.....	160.00	176.00	224.00	
	820311	Sedona Side Table - Wood/Bronze.....	160.00	176.00	224.00	
	820312	Sedona Side Table - White/Bronze.....	160.00	176.00	224.00	
	820320	Taos Side Table - Black/Bronze.....	160.00	176.00	224.00	
	820321	Taos Side Table Wood/Bronze.....	160.00	176.00	224.00	
	820322	Taos Side Table - White/Bronze.....	160.00	176.00	224.00	
<b>Conference Tables</b>						
	82041	Geo Conference Table - Glass/Black Steel.....	445.00	489.50	623.00	
	82051	Geo Conference Table - Glass/Chrome.....	445.00	489.50	623.00	
	820260	Madison Conference Table - Gray Acajou.....	405.00	445.50	567.00	
	820708	42" Round Conference Table - White Laminate.....	405.00	445.50	567.00	
	820261	Madison 5' Conference Table - Gray Acajou.....	535.00	588.50	749.00	
	820262	Madison 8' Conference Table - Gray Acajou.....	945.00	1,039.50	1,323.00	
	820263	Madison 10' Conference Table - Gray Acajou.....	945.00	1,039.50	1,323.00	
	820951	Ventura Bar Table - Maple w/ Grommets.....	630.00	693.00	882.00	
	820952	Ventura Communal Bar Table - Black.....	630.00	693.00	882.00	
	820953	Ventura Bar Table - White w/ Grommets.....	630.00	693.00	882.00	
	820954	Ventura Communal Bar Table - Maple.....	630.00	693.00	882.00	
	820956	Ventura Communal Bar Table - White.....	630.00	693.00	882.00	
	820963	Ventura Communal Cafe Table - Maple.....	540.00	594.00	756.00	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	540.00	594.00	756.00	
	820961	Ventura Cafe Table - White w/ Grommets.....	540.00	594.00	756.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	820966	Ventura Communal Cafe Table - White.....	540.00	594.00	756.00	
	820962	Ventura Communal Cafe Table - Black.....	540.00	594.00	756.00	
	8201244	42" Round Conference Table - Black Laminate.....	405.00	445.50	567.00	
	8201	10' Table - Black Laminate.....	945.00	1,039.50	1,323.00	
	8203	5' Table - Black Laminate.....	535.00	588.50	749.00	
	8205	8' Table - Black Laminate.....	945.00	1,039.50	1,323.00	
<b>Office</b>						
	84075	Madison Desk - Gray Acajou.....	793.35	872.70	1,110.70	
	84078	Madison Bookcase - Gray Acajou.....	564.35	620.80	790.10	
<b>Computer Desks/Tables</b>						
	820706	Work Desk - White Laminate.....	355.00	390.50	497.00	

**POWERED**

**Powered Seating**

	810120	Naples Chair, Powered - Black Vinyl.....	655.00	720.50	917.00	
	830122	Naples Loveseat, Powered - Black Vinyl.....	745.00	819.50	1,043.00	
	830121	Naples Sofa, Powered - Black Vinyl.....	835.00	918.50	1,169.00	

**Powered Tables**

	820950	Ventura Communal Bar Table, Powered - Black.....	720.00	792.00	1,008.00	
	820955	Ventura Communal Bar Table, Powered - White.....	720.00	792.00	1,008.00	
	820964	Ventura Communal Cafe Table, Powered - Black.....	630.00	693.00	882.00	
	820965	Ventura Communal Cafe Table, Powered - White.....	630.00	693.00	882.00	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	819.80	901.80	1,147.70	
	84084	Tech Desk, Powered - Black Metal.....	721.10	793.20	1,009.55	
	82076	Sydney Cocktail Table, Powered - Black.....	385.00	423.50	539.00	
	82073	Sydney Cocktail Table, Powered - White.....	385.00	423.50	539.00	
	8202	10' Table, Powered - Black Laminate.....	1,035.00	1,138.50	1,449.00	
	8204	5' Table, Powered - Black Laminate.....	625.00	687.50	875.00	
	8206	8' Table, Powered - Black Laminate.....	1,035.00	1,138.50	1,449.00	

**Powered Pedestals**

	85060	Powered Locking Pedestal 36" H, Black.....	537.90	591.70	753.05	
	85061	Powered Locking Pedestal 36" H, White.....	537.90	591.70	753.05	
	85062	Powered Locking Pedestal 42" H, Black.....	641.10	705.20	897.55	
	85063	Powered Locking Pedestal 42" H, White.....	622.85	685.15	872.00	
	820710	Wireless Charging Table, Powered.....	355.00	390.50	497.00	

**Midtown Counters & Bars**

	850103	Midtown Powered Counter Unlighted - Pewter.....	1,527.70	1,680.45	2,138.80	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,778.10	1,955.90	2,489.35	
	850101	Midtown Bar Unlighted - Pewter.....	1,368.60	1,505.45	1,916.05	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,625.30	1,787.85	2,275.40	

**DISPLAY & ACCESSORIES**

**Product Storage**

	84080	3 Door File Cabinet on Castors - Black .....	564.35	620.80	790.10	
	85020	Posh Shelving w/ Chrome Frame - White.....	545.05	599.55	763.05	

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

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

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

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

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by **MAY 25, 2022.**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Refrigerator</b>						
_____	8503001	Refrigerator - White.....	846.85	931.55	1,185.60	_____
_____	8983000	Small Refrigerator.....	344.95	379.45	482.95	_____
<b>Lighting</b>						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	166.65	183.30	233.30	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	248.25	273.10	347.55	_____
<b>Display</b>						
_____	75030	Display Cube - Black - 12" Small.....	254.65	280.10	356.50	_____
_____	75031	Display Cube - Black - 18" Medium.....	273.75	301.15	383.25	_____
_____	75032	Display Cube - Black - 24" Large.....	318.05	349.85	445.25	_____
_____	72056	Display Counter - Black.....	410.35	451.40	574.50	_____
<b>Boxwood Hedges</b>						
_____	85030	7' Boxwood Hedge.....	640.00	704.00	896.00	_____
_____	85035	4' Boxwood Hedge.....	350.00	385.00	490.00	_____
<b>Accessories</b>						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	129.00	141.90	180.60	_____
_____	220118	Chrome Sign Holder.....	102.20	112.40	143.10	_____
_____	750135	Round Literature Rack.....	237.70	261.45	332.80	_____
_____	750136	Flat Literature Rack.....	204.95	225.45	286.95	_____
_____	220109	Chrome Coat Tree.....	59.00	64.90	82.60	_____
_____	220134	Aluminum Easel.....	57.40	63.15	80.35	_____
_____	220110	Chrome Bag Rack.....	126.80	139.50	177.50	_____
_____	10201484	Floor Standing Bulletin Board.....	234.15	257.55	327.80	_____
_____	220106	Corrugated Wastebasket.....	23.00	25.30	32.20	_____
_____	8502	Village Charging Hub.....	254.00	279.40	355.60	_____
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
_____	12103	Special Drape 3'H (per ft.).....	23.55	25.90	32.95	_____
_____	12108	Special Drape 8'H (per ft.).....	27.70	30.45	38.80	_____

**TOTAL COST**

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

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

furnishings

Freeman<sup>1</sup>

# Flooring solutions

Stand out in style.

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



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## Your exhibit's flooring should complement your brand

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



# Most popular flooring options

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

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

Continue reading for more detail on each flooring option.

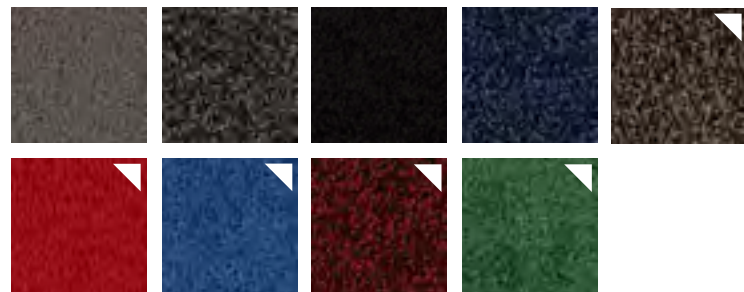
**Be sure to order before the discount deadline!**

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

▼ = Available only before the discount deadline

## Classic Collection

16oz carpet



## Designer Plus Collection

30oz carpet

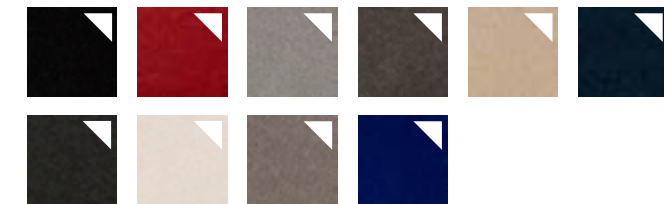
NEW



## Supreme Collection

45oz carpet

NEW



## Expo Flex Collection

10ft vinyl

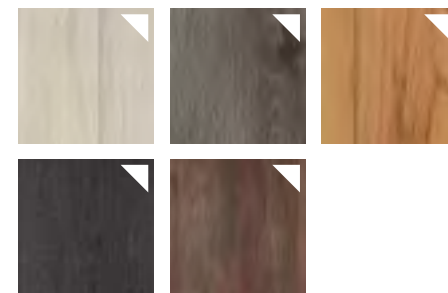
NEW



## Event Flex Collection

12ft vinyl

NEW



## Riviera + Parkside Collections

Turf

NEW



# Classic Collection

16oz

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

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



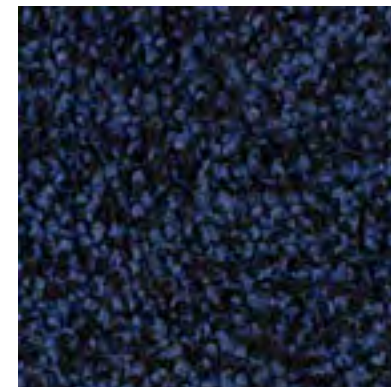
**Gray**



**Tuxedo**



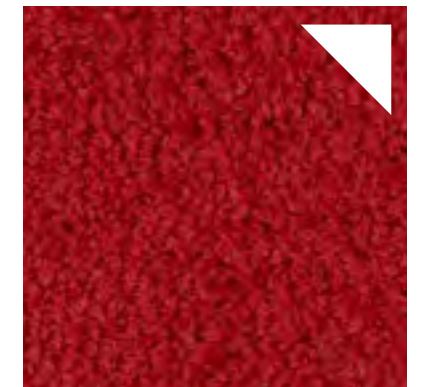
**Black**



**Midnight**



**Blue**



**Red**

▽ = Available only before the discount deadline

# Custom Cut Classic Collection

16oz

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



**Gray**



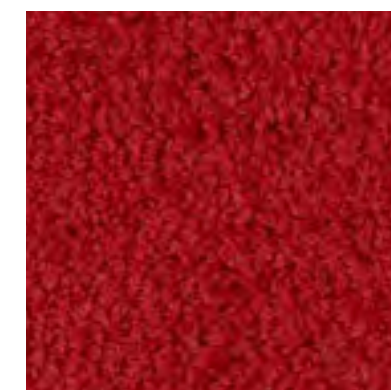
**Tuxedo**



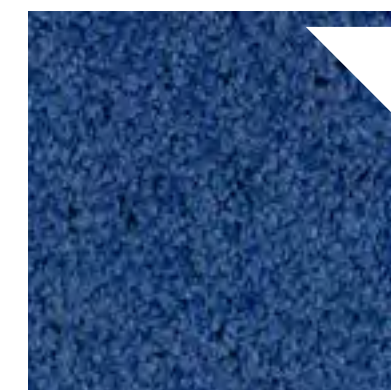
**Black**



**Midnight**



**Red**



**Blue**



**Latte**



**Red Pepper**



**Green**

▼ = Available only before the discount deadline

NEW

# Designer Plus Collection

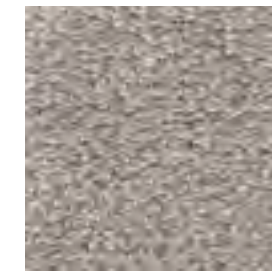
30oz

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

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



**Black**



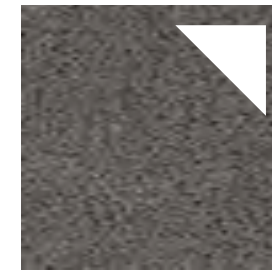
**Grey Pearl**



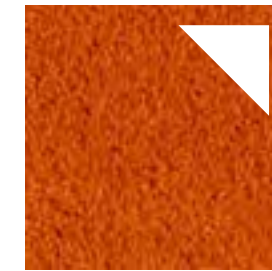
**Red**



**Navy**



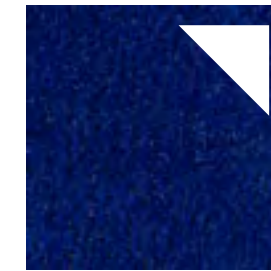
**Lava Rock**



**Paprika**



**Graphite**



**Royal Blue**



**Silky Beige**



**Ivory**



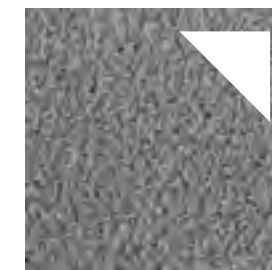
**Smoke**



**Sword**



**White**



**Silver Cloud**

▼ = Available only before the discount deadline

NEW

# Supreme Collection

## 45oz

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



**Black**



**Red**



**Silver Cloud**



**Navy**



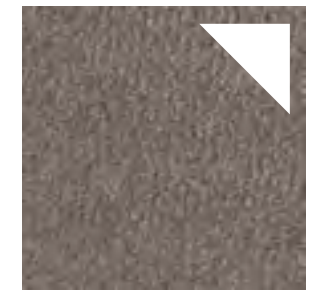
**Charcoal**



**Reflex Blue**



**Cream**



**Silver Mist**



**Smoke**



**White**

▼ = Available only before the discount deadline

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

You can select from these options.

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

## Classic Collection

16oz



Gray



Tuxedo



Black



Midnight

## Custom Cut Classic Collection

16oz



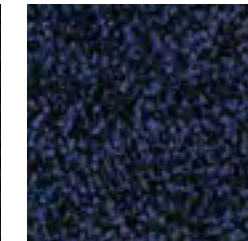
Gray



Tuxedo



Black



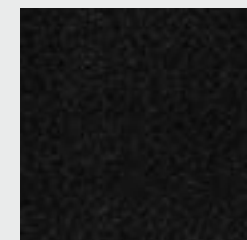
Midnight



Red

## Designer Plus Collection

30oz



Black



Gray Pearl



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

Now offering vinyl and turf flooring solutions.

NEW

# Expo Vinyl Collection

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



**Birch**



**Light Maple**



**Dark Maple**



**Ash**



**Smoke**

▼ = Available only before the discount deadline



NEW

# Event Flex Collection

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

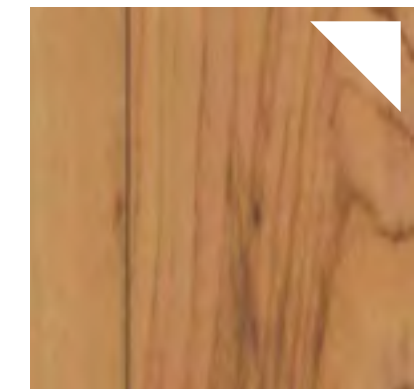
For fast, easy ordering, visit us at [freeman.com/find-show](https://freeman.com/find-show)



**Whitewood**



**Silverwood**



**Dark Maple**



**Blackwood**



**Barnwood**

▼ = Available only before the discount deadline

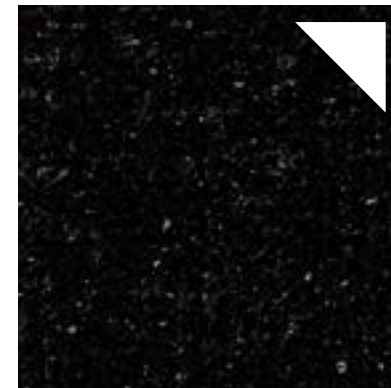
NEW

# Turf

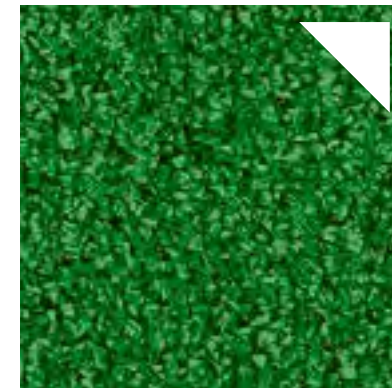
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

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

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

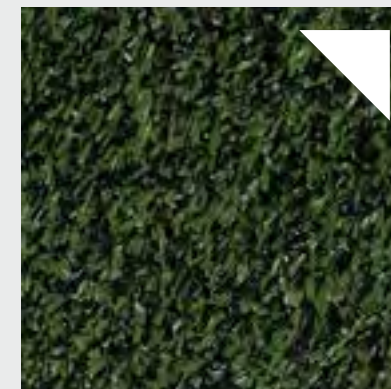


**Riviera Black**



**Riviera Green**

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



**Parkside Green**

▼ = Available only before the discount deadline

# Want to take your flooring to the next level?

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

Contact [solutions@freeman.com](mailto:solutions@freeman.com)



Freeman<sup>1</sup>

# Order before the discount deadline.

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

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

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



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NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

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

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

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

Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by **MAY 25, 2022**.

## FLOORING

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

### 10' Classic Carpet, Padding & Plastic Covering

#### CHOOSE YOUR CARPET COLOR:

Black  Blue\*  Gray  Midnight Blue  Red\*  Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet .....	\$ 235.00	\$ 258.50	\$ 329.00	_____
_____	10' x 20' Classic Carpet .....	\$ 470.00	\$ 517.00	\$ 658.00	_____
_____	10' x 30' Classic Carpet .....	\$ 705.00	\$ 775.50	\$ 987.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 145.00	\$ 159.50	\$ 203.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 290.00	\$ 319.00	\$ 406.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 435.00	\$ 478.50	\$ 609.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 290.00	\$ 319.00	\$ 406.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 580.00	\$ 638.00	\$ 812.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 870.00	\$ 957.00	\$ 1,218.00	_____
_____	Plastic Covering (price per sqft).....	\$ .80	\$ .90	\$ 1.10	_____

### Custom Cut Classic Carpet

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

#### CHOOSE YOUR CARPET COLOR:

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

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

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

### Vinyl\*

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

#### 10 ft Expo Event Vinyl, choose your flooring color:

Ash  Birch  Dark Maple  Light Maple  Smoke

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 7.10	\$ 7.80	\$ 9.95	_____

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

Barnwood  Blackwood  Dark Maple  Silverwood  Whitewood

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 8.90	\$ 9.80	\$ 12.45	_____

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



**Upgraded Carpet\***

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

**30 oz Designer Plus Carpet, choose your carpet color:**

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

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

				Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>5.60</b>	\$ <b>6.15</b>	\$ <b>7.85</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>5.05</b>	\$ <b>5.55</b>	\$ <b>7.05</b>	_____

**45 oz Supreme Carpet, choose your carpet color:**

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

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

				Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>6.45</b>	\$ <b>7.10</b>	\$ <b>9.05</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>5.75</b>	\$ <b>6.35</b>	\$ <b>8.05</b>	_____



**Carpet Padding**

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

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

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

				Online Price	Discount Price	Standard Price	Total
<b>100 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>1.45</b>	\$ <b>1.60</b>	\$ <b>2.05</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>1.30</b>	\$ <b>1.45</b>	\$ <b>1.80</b>	_____

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

				Online Price	Discount Price	Standard Price	Total
<b>100 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>2.90</b>	\$ <b>3.20</b>	\$ <b>4.05</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>2.60</b>	\$ <b>2.85</b>	\$ <b>3.65</b>	_____

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

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

**Turf\***

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

**Riviera Turf, choose your color:**

- Black  Ivy Green

**Riviera Turf** - Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
<b>Per sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>5.15</b>	\$ <b>5.65</b>	\$ <b>7.20</b>	_____

**Parkside Turf, choose your color:**

- Green

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

				Online Price	Discount Price	Standard Price	Total
<b>Per sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>10.70</b>	\$ <b>11.75</b>	\$ <b>15.00</b>	_____

**TOTAL COST**

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

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



(888) 508-5054  
 Fax: (469) 621-5611

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

Submit order forms [here](#).

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

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

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

**CLEANING SERVICES**

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

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

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.63	.90	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.26	1.75	_____

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

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

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	1.20	1.70	_____

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

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time .....	1.20	1.70	_____
_____	690200	Floor Surface Cleaning - 2 Days .....	2.40	3.35	_____

**PORTER SERVICE (per day)**

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sqft. ....	212.95	298.15	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	240.35	336.50	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	270.10	378.15	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	300.10	420.15	_____

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

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

cleaning

# SEEING IS BELIEVING

.....

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

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



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



## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

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

## DEPTH OF RESOURCES

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

## REPRODUCTION AND INSTALLATION

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



NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by **MAY 25, 2022**.

## GRAPHICS

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sqft  
 sqft \$ 27.65 per sqft discount price  
 x or = \$ \_\_\_\_\_  
 \$ 41.50 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"	64.75	97.15 =	_____
7" x 22"	70.95	106.45 =	_____
7" x 44"	73.50	110.25 =	_____
9" x 44"	89.30	133.95 =	_____
11" x 14"	81.65	122.50 =	_____
14" x 22"	92.90	139.35 =	_____
14" x 44"	97.45	146.20 =	_____
22" x 28"	145.80	218.70 =	_____
28" x 44"	215.50	323.25 =	_____
20" x 60"	255.05	382.60 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

### TOTAL COST

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

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

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

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

# UNION JURISDICTIONS FOR THE TEXAS LOCAL UNIONS

## THE FOLLOWING GUIDELINES APPLY IN THE TEXAS REGION:

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 that the various unions have, we ask that you read the following:

### ELECTRICAL LABOR & PLUMBING

Responsible for the installation and distribution of all electrical outlets, cables and distribution equipment. This includes extension cords installed under carpet or any other type of flooring. Freeman is responsible for any hardwiring of equipment to installed electrical cables or disconnecting devices. Exhibitors are permitted to install their own lights, monitors, and other A/V equipment.

Freeman is responsible for the installation and distribution of all water lines and the filling and draining of all water tanks. Exhibitors are permitted to connect their equipment to the lines installed by Freeman.

### MATERIAL HANDLING LOCAL UNION LABOR

The Local Union has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.

Exhibitors may unload their own personal vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

### INSTALLATION & DISMANTLE LABOR - LOCAL UNION LABOR

The Local Union has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local Union. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.

Three options for installation and dismantle labor exist in Texas. Labor may be:

- performed by full-time employees of the exhibiting company; or
- hired through Freeman, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

### PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Freeman Service Center and discuss it with the person in charge.

# LET US DO THE HEAVY LIFTING

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



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

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

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

## ON-SITE SUPERVISION

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

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### If You Use Freeman Staff

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



01/17 | 55774

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

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

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

---

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

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

## INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
<b>Straight Time:</b> 8:00 AM to 4:30 PM Monday through Friday.....	\$127.50	\$178.50
<b>Overtime:</b> 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday .....	\$191.25	\$267.75
6:00 AM to 12:00 Midnight Saturday and Sunday		
<b>Double Time:</b> 12:00 Midnight to 6:00 AM and recognized holidays.....	\$255.00	\$357.00

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

### INSTALLATION LABOR

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

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

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

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

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

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

### DISMANTLE LABOR

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

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

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

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

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

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

installation & dismantle labor

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

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

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

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET-UP INFORMATION**

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of Pieces: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Select a Carrier:**

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

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

**Select Level of Service:**

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

**Freight Charges:**

Same as ship to  
Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Select Shipment Options (if applicable)**

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

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

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





(888) 508-5054  
Fax: (469) 621-5611

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

Submit order forms [here](#).

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

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

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

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

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

## FORKLIFT & RIGGING LABOR

**Straight Time:** 8:00 AM to 4:30 PM Monday through Friday  
**Overtime:** 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday, 6:00 AM to 12:00 Midnight Saturday and Sunday  
**Double Time:** 12:00 Midnight to 6:00 AM 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
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$192.00	\$269.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$255.75	\$358.25
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$319.50	\$447.50
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$203.25	\$284.75
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$267.00	\$374.00
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$330.75	\$463.25
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$220.25	\$308.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$284.00	\$397.75
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$347.75	\$487.00
304040	Forklift w/operator - 4-Stage - ST.....	\$199.75	\$279.75
304041	Forklift w/operator - 4-Stage - OT.....	\$263.50	\$369.00
304042	Forklift w/operator - 4-Stage - OT.....	\$327.25	\$458.25
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	\$127.50	\$178.50
3020101	Rigger - OT.....	\$191.25	\$267.75
3020102	Rigger - DT.....	\$255.00	\$357.00
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$ 59.50	
3090700	Forklift Boom.....	\$ 59.50	
3090800	Pallet Jack.....	\$ 59.50	

### INSTALLATION

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

Describe work to be done: \_\_\_\_\_

Total Installation \$ \_\_\_\_\_

### DISMANTLE

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

Describe work to be done: \_\_\_\_\_

Total Dismantle \$ \_\_\_\_\_

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

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

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

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

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

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

## HANGING SIGN LABOR

### INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed [Hanging Sign Labels](#). This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- All ceiling rigging must conform to show management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman.
- Set up instructions must be provided for signs needing assembly.
- All hanging hardware must be shouldered, forged, stamped, and rated for overhead lifting. This hardware must be sourced domestically. Freeman will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
- If any hang point supports over 200 lbs., notify Freeman immediately for special authorization.

### SUPERVISION

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- Freeman  
 Exhibitor Personnel  
 Display House

If Freeman will not be supervising, please provide the contact information for the onsite supervisor:

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

### PLEASE NOTE:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Equipment With Crew

- Show Site Prices will apply to all hanging sign orders placed at show site.
- Rates are per lift and crew per hour.
- Boom with crew consists of boom, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- Freeman components (cable, clamps, etc.) will be used to install all hanging signs and charged accordingly.
- Straight time cannot be guaranteed.

#### Straight Time:

8:00 AM to 4:30 PM, Monday through Friday

#### Overtime

6:00 AM to 8:00 AM and 4:30 PM to 12:00 AM Monday through Friday, and all day Saturday, Sunday & Holidays

#### Double Time

12:00 AM to 6:00 AM Monday through Friday

	Straight Time	Overtime	Double Time
<b>Boom Lift With Crew</b>			
Advance Price	\$565.25	\$677.25	\$780.50
Show Site Price	\$791.50	\$948.25	\$1092.75
<b>Additional Crew/Assembly Labor (Per person / Per hour)</b>			
Advance Price	\$127.50	\$191.25	\$255.00
Show Site Price	\$178.50	\$267.75	\$357.00

#### Installation Estimate

Approx Hours      Hourly Rate      Total Estimated Cost

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

#### Dismantle Estimate

Approx Hours      Hourly Rate      Total Estimated Cost

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

### STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

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

NAME OF SHOW: **2022 ACVIM FORUM / June 23-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

## HANGING SIGN LABOR

### SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

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

Shape:  Square  Triangle  Rectangle  Circle  Other \_\_\_\_\_

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

Weight of Sign: \_\_\_\_\_ (required)

Does Your Sign Require Electricity?  Yes  No

Does Your Sign Require Assembly?  Yes  No

Does Your Sign Rotate?  Yes  No

Provider of Rotator?  Freeman  Exhibitor

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space.
- Please provide surrounding aisle and/or booth numbers, particularly for island booths. Please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
- Please indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

#### Center sign over booth.

Number of feet from floor to top of sign: \_\_\_\_\_ or check here if sign is to be hung at maximum height allowed

#### Place sign based on information provided in the diagram below.

Number of feet from floor to top of sign: \_\_\_\_\_ or check here if sign is to be hung at maximum height allowed

- A measurement scale can be applied as necessary to reflect your booth size. Please indicate below the scale used.

10' x 10' use 1 square = 1/4 ft

20' x 20' use 1 square = 1/2 ft

30' x 30' use 1 square = 3/4 ft

40' x 40' use 1 square = 1 ft

Customize your grid: \_\_\_\_\_ ft x \_\_\_\_\_ ft use 1 square = \_\_\_\_\_ ft

Adjacent Aisle or Booth #: \_\_\_\_\_ / Number of feet from TOP of exhibit space: \_\_\_\_\_

Adjacent Aisle or Booth #: \_\_\_\_\_ / Number of feet in from left side: \_\_\_\_\_

Adjacent Aisle or Booth #: \_\_\_\_\_ / Number of feet in from right side: \_\_\_\_\_

Adjacent Aisle or Booth #: \_\_\_\_\_ / Number of feet from BOTTOM of exhibit space: \_\_\_\_\_

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

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\_\_\_\_\_, the contracted exhibitor at the **2022 ACVIM FORUM / June 23-24, 2022** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

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

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

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

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

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

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

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

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

**FREEMAN structural integrity statement**

COGENT Global Solutions, Inc.  
 1550 Larimer Street Suite 1082  
 Denver, CO 80202  
 833.264.3681

## EXHIBIT AUDIO VISUAL ORDER FORM

Email forms to: [exhibits@cogentexpert.com](mailto:exhibits@cogentexpert.com)

DISCOUNT DEADLINE DATE:

Description	Discount / Show Rate	Qty	Qty	Total	Description	Discount / Show Rate	Qty	Total
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**LED MONITORS** **TABLE STAND**

**AUDIO**

CHOOSE A MICROPHONE STYLE; DOES NOT INCLUDE SPEAKERS  
 LAV                      HANDHELD                      HEADSET

( 2-4" SPEAKERS, TABLE TOP OR WALL MOUNTED)

**SOURCES:**    PC/Mac Laptop            USB            iPad/Tablet

(2-10" POWERED SPEAKERS ON STANDS, MIXER)

(2-12" POWERED SPEAKERS ON STANDS, MIXER)

**SOURCES:**    PC/Mac Laptop            USB            iPad/Tablet  
 65", 72", 80", & 90" MONITORS - PLEASE CALL FOR QUOTE

**COMPUTER AND PRESENTATION EQUIPMENT**

**VIDEO WALLS**

USB-C                      MINI HDMI                      LIGHTNING                      OTHER/NOT SURE

**LABOR**

Equal to    % of the total equipment ordered with a minimum charge of

**VIDEO EQUIPMENT**

**TOTALS**

All orders received after the deadline date  
 will be charged the full show rate on equipment

**EQUIPMENT TOTAL**  
**LABOR TOTAL**  
**GRAND TOTAL \$**

IF YOU DO NOT SEE THE EQUIPMENT NEEDED LISTED, PLEASE CALL US DIRECTLY AT 833.264.3681

COGENT Global Solutions, Inc.  
1550 Larimer Street Suite 1082  
Denver, CO 80202  
833.264.3681

## EXHIBIT AUDIO VISUAL ORDER FORM

Email forms to: [exhibits@cogentexpert.com](mailto:exhibits@cogentexpert.com)

DISCOUNT DEADLINE DATE:

### BOOTH INFORMATION:

**NAME ON BOOTH:**  
**BOOTH NUMBER:**  
**ON SITE CONTACT NAME:**  
**ON SITE CONTACT PHONE #**  
**ON SITE CONTACT EMAIL:**  
**DELIVERY DATE:**                      **TIME FRAME:**  
**CONTACT 2 NAME:**  
**CONTACT 2 PHONE #**

### PAYMENT INFO:

<b>AMERICAN EXPRESS, MASTERCARD, VISA</b>	<b>COMPANY CHECK</b>
<b>CARD #</b>	<b>CVV CODE:</b>
<b>EXPIRATION DATE:</b>	
<b>CARD HOLDER NAME:</b>	
<b>CARD HOLDER ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	

### COMPANY INFORMATION:

**COMPANY NAME:**  
**BILLING CONTACT:**  
**BILLING PHONE #:**  
**ADDRESS:**  
**CITY, STATE, ZIP:**

If you order after the discount deadline date we may need to substitute the item, based on availability.  
Payment is required prior to delivery of equipment  
Send payment to Cogent Global Solutions, Inc.; 1550 Larimer Street, Suite 1082, Denver, CO 80202.  
Please include booth layout for equipment placement.  
Anything mounted to booth may incur additional labor charges.  
Orders over \$3,000 require a custom labor quote.

### ADDITIONAL INFORMATION:

## 2022 ACCD Exhibitor Services – Information Packet

**Event:** 2022 ACVIM Forum

**Event Dates:** 06/19/22 to 06/25/22

**Discount Rate Deadline:** 06/05/22

**Standard Rate Deadline:** 06/15/22

**Floor Rate Applies:** 06/16/22

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive provider for utility and technology services for the Austin Convention Center and the Palmer Events Center. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed **On-line** fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

**On-line ordering is available at our website <http://www.austinconventioncenter.com> under Exhibit. This is the fastest, most convenient way to order and is completely PCI compliant.**

We provide a wide range of utility and technology services:

- Electrical
- Water and Drainage
- Compressed Air
- Telephone
- Internet/ Technical

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Teddy Kim  
Senior Event Utilities Coordinator  
teddy.kim@austintexas.gov  
512-404-4225



ACCD Exhibitor Services Division  
500 East Cesar Chavez Street  
Austin, TX 78701  
Phone: 512-404-4000  
Fax: 512-404-4220  
accdexhibitorservices@austintexas.gov

## Ordering Instructions

**On-Line Ordering – The Preferred Method:** To place your order on-line please visit our website <http://www.austinconventioncenter.com> under **Exhibit**. This is completely PCI compliant.

**Complete the Order Form:** A Utility Services Order Form can be requested through the utility coordinator if preferred payment will be by check. This method should only be used if you are unable to order on-line. Mail or fax completed order form with payment to the address shown at the top of the form.

**Payment Method:** Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.' Orders without payment will not be processed.

**Cancellation:** Cancellation of services must be made 5 days prior to first contracted day of event.

**Questions:** Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

## Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders. ACCD cannot guarantee floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the floor rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

## Refund Terms and Conditions

- No credit will be issued to services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to close of event.
- Refunds for less than \$50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. NO EXCEPTIONS

## General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.



# AUSTIN



CONVENTION CENTER

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E V E N T S C E N T E R

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500 East Cesar Chavez Street  
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Fax: 512-404-4220  
accdexhibitorservices@austintexas.gov

## General Terms and Conditions Continued

- Wall and permanent building electrical outlets are not to be used by exhibitors.
- Access to all wall outlets and floor pockets are restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first serve basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator values, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by any reason of default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fee expended or incurred by the ACCD in connection herein.

## Electrical Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase.
- Labor
  - A. Labor is charged for:
    1. Any four (4) utility services in one (1) booth.
    2. Installation of utilities after booth display and/or carpet has been installed.
    3. Relocating/moving installed services.
    4. Re-taping electrical cords.
    5. Resetting breakers due to exhibitor equipment.
  - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
  - C. Labor charges are NOT available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plug is prohibited.
- All exhibitor provided cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts or fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing the service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated, or exhibitor must pay utility service charges associated with service.

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accdexhibitorservices@austintexas.gov

## Installation Notice – 208/220 Volt Electrical Services

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RV's.
- Connection rates include bringing service to the booth from the floor pocket. Does not apply to 200/400amp services.
- Connection rates do not include adaptors or special wiring.
- **200/400amp services are available in specific locations. Exhibitor is responsible for providing the cable and rigging services required to connect.**
- **200/400amp services terminate in cam-lock connections.**
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.
- Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions.

## ADAPTER TYPE BY PRODUCT

Electrical Outlets		
Product ID	Product Description	Receptacle
E104	120 Volts 30 AMP (Only one device)	L5-30R
E203	120 Volts 20 AMP Ceiling Power	Standard
Product ID	Product Description	Receptacle
P202	208 Volts/Single Phase 20 AMP	NEMA L6-20R
P203	208 Volts/Single Phase 30 AMP	NEMA L6-30R
P206	208 Volts/Single Phase 60 AMP	Cam Locks
P210	208 Volts/Single Phase 100 AMP	Cam Locks
P302	120/208 Volts/3 Phase 20 AMP	NEMA L21-20R
P303	120/208 Volts/3 Phase 30 AMP	NEMA L21-30R
P306	120/208 Volts/3 Phase 60 AMP	Cam Locks
P310	120/208 Volts/3 Phase 100 AMP	Cam Locks
P320	120/208 Volts/3 Phase 200 AMP	Cam Locks
P340	120/208 Volts/3 Phase 400 AMP	Cam Locks
Product ID	Product Description	Receptacle
L102	Extension Cord w/ Single Plug	Standard

### Compressed Air Terms and Conditions

- Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD Exhibitor Services Division for assistance.
- Exhibitor is responsible for providing compatible adaptors to hose lines.

### Water/Drain Terms and Conditions

- **Water**
  1. All equipment using water must have inlet and outlet properly tagged by the exhibitor and must connect to 1" hose coupler.
  2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
  3. All water supplies must be set to the off position at the end of each day.
  4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.
- **Drainage**
  1. Drains are not designed to handle the discharge of large volumes of water.
  2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
  3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
  4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their invoice, at the floor rate in effect.

### Telephone Service Terms and Conditions

- **Analog Phone Line - Local/Long Distance**
  1. Allows both local and long-distance calling.
  2. Phone sets are available upon request. Please contact ACCD Exhibitor Services Division for any questions.
  3. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
- **Special Programming**
  1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
  2. Special programming requests must be made at least 10 days prior to the event or we cannot guarantee delivery of service.
  3. **A Specialty Programming Fee will apply.** Discounts are unavailable for specialty programming services.
- **Telephone for Credit Card Machine Use**
  1. The telephone line fees do not include electrical services necessary for credit card machines.
  2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions.

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## Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH ACCD WI-FI OPERATING GUIDELINES

### TERMS AND CONDITIONS

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first serve basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512-404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.
- Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service of the use of an external internet service provider.

### Wi-Fi Operating Guidelines

- The Austin Convention Center Department (ACCD) is the exclusive provider for wired and wireless (Wi-Fi) services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds up to 3Mbps servicing clients, exhibitors, and attendees.
- Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cell phones and personal Wi-Fi hotspots.
- Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display.
- If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.
- ACCD requests your cooperation in the eliminating/minimizing the use of these devices to improve the quality of wireless services in our facility.

### Rigging / Ceiling Power Guidelines

- **Rigging Services** – Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center, and preferred rigging provider for Palmer Events Center. Please contact or e-mail Phil Sherrod with Freeman Audio Visual at 510-889-4002 / 512-827-3200 / phillip.sherrod@freemanco.com.
- ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs.
- All ceiling electrical services must be ordered through the Austin Convention Center Department Exhibitor Services Division. Online ordering is available at [www.austinconventioncenter.com](http://www.austinconventioncenter.com).
- Prices listed below provide electrical access, but do not include cabling or the labor to run the cabling. Electrical cabling is provided for 120V electrical services. The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor.
- **Electrical cabling is NOT provided for services included in the “Power for Motors or Special Equipment” price list below.** Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
- Please refer to the table on page 4 of this packet for the receptacle that will be provided with each service.

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## 2022 Exhibitor Price List

Code	Description	U/M	Incentive Price	Standard Price	Floor Price
<b>Electrical Services - Utilities (EL)</b>					
<b>Electrical Outlets</b>					
E101	120 Volt Outlet 0-1000 Watts (8AMP)	EA	85.00	110.00	165.00
E102	120 Volts 15 AMP	EA	100.00	130.00	195.00
E103	120 Volts 20 AMP	EA	105.00	140.00	210.00
E104	120 Volts 30 AMP	EA	145.00	190.00	285.00
E203	120 Volts 20 AMP - Ceiling Power	EA	190.00	225.00	385.00
<b>Equipment</b>					
L106	Adaptor	EA	50.00	50.00	50.00
L102	Extension Cord w/Single Plug	EA	25.00	25.00	25.00
L103	Multi-Outlet Strip - 6 Outlets	EA	25.00	25.00	25.00
<b>Power for Motors or Special Equipment</b>					
P206	208 Volts/Single Phase 60 AMP	EA	205.00	270.00	405.00
P210	208 Volts/Single Phase 100 AMP	EA	250.00	330.00	495.00
P302	120/208 Volts/3 Phase 20 AMP	EA	390.00	520.00	780.00
P303	120/208 Volts/3 Phase 30 AMP	EA	600.00	800.00	1,200.00
P202	208 Volts/Single Phase 20 AMP	EA	300.00	400.00	600.00
P306	120/208 Volts/3 Phase 60 AMP	EA	345.00	460.00	690.00
P310	120/208 Volts/3 Phase 100 AMP	EA	565.00	750.00	1,125.00
P203	208 Volts/Single Phase 30 AMP	EA	900.00	1,200.00	1,800.00
<b>Facilities - Maintenance (FA)</b>					
<b>Air/Water/Gas/Drainage</b>					
A200	Sink (Includes Water & Drain)	EA	340.00	450.00	675.00
A501	Water & Drainage	EA	225.00	300.00	450.00
A101	Compressed Air (Per connection)	EA	170.00	225.00	340.00
<b>IT Services (IT)</b>					
<b>Technical Services</b>					
H101	Standard Internet Service - 10Mbps, 1 IP address, DHCP only (if static is needed, premium is required)	EA	600.00	795.00	1,195.00
H102	Additional IP Address	EA	150.00	200.00	300.00
H312	Ethernet Patch Cable (Up to 30ft.)	EA	65.00	65.00	65.00
H405	Ethernet Switch-Unmanaged	EA	225.00	300.00	300.00
H103	Premium Internet Service - 15Mbps, 1 IP address, static if requested (if additional IPs are needed, see H102)	EA	900.00	1,195.00	1,795.00
H100	Credit Card Processing - Ethernet Cable Included	EA	110.00	150.00	200.00

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500 East Cesar Chavez Street

Austin, TX 78701

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Fax: 512-404-4220

accdexhibitorservices@austintexas.gov

## 2022 Exhibitor Price List Continued

### Telephone

TC201	Digital Phone (single-line) - includes LD and set rental	EA	225.00	300.00	450.00
TM301	Digital Conference Phone (spaceship) - includes LD and set rental	EA	225.00	300.00	450.00
T101	Analog Phone Line - includes LD and set rental	EA	45.00	65.00	85.00
T401	Special Telephony Programming (Voice Mail, Coverage Path)	EA	50.00	50.00	50.00

### Labor - Standard (LA)

### Labor - IT

M103	Technical Labor per hour	EA	150.00	150.00	150.00
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### Labor - Operations

M101	Event Electrical Labor per hour	EA	65.00	65.00	65.00
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## ACCD Exhibitor Services – Floor & Booth Layout

Event: 2022 ACVIM Forum	Event Dates: 06/23/22 to 06/25/22
Discount Deadline: 06/05/22	Floor Rate Applies: 06/16/22

Company Name	Booth Number	Booth Size

**SCALE (check one)**

1 Square = 1 Ft (Default)

1 Square = \_\_\_\_\_ Ft

X = 10 x 10 Booth

X + Y = 10 x 20 Booth

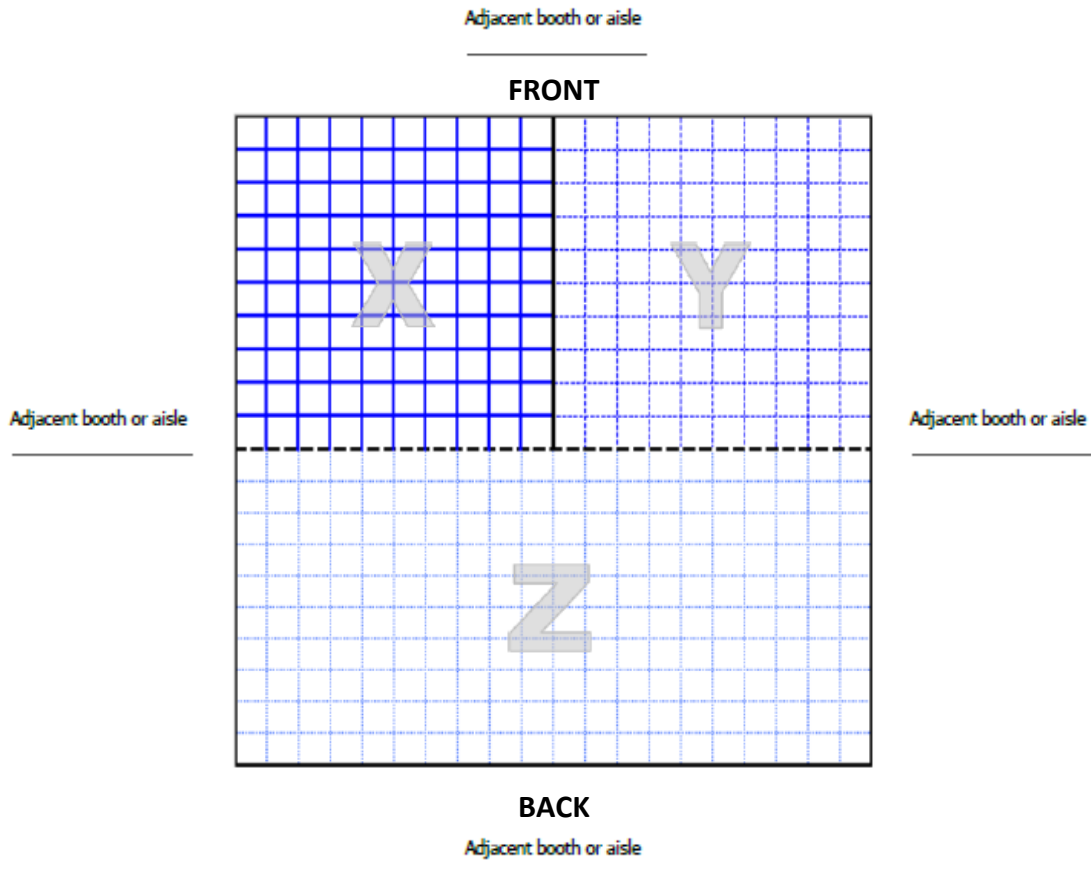
X + Y + Z = 20 x 20 Booth

- IMPORTANT INFORMATION**
- Labor charges apply to orders with four (4) or more services.
  - Mark the adjoining booth number and/or aisles for orientation.
  - Use the coordinates or the boxes as a scale for placement of services.
  - Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

**LEGEND**

<b>X</b>	Power Outlet
<b>I</b>	Internet
<b>P</b>	Phone
<b>○</b>	Water
<b>▲</b>	Air

Exhibitors may contact show management for a copy of the exhibit show floor plan



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accdexhibitorservices@austintexas.gov

## Client & Exhibitor Service Yard and Entry Rules

### PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD – all persons entering must check in with ACCD Security.
- No possession or use of alcohol or illegal substances.
- All containers, packages and vehicles subject to inspection.
- The unlicensed possession of weapons by persons on ACCD property is a felony
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date.
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out.
- The ACCD service yard is closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress.
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard.
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations.

**Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at (512) 404-4111.**

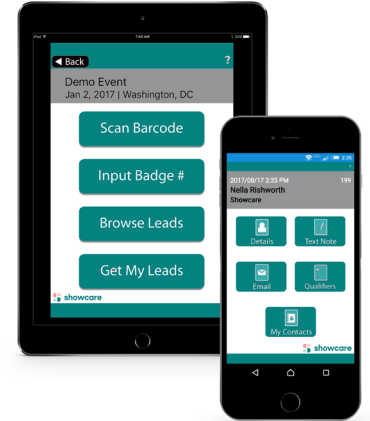




## Option | Showlead Mobile™

App for iOS + Android smartphones / tablet devices

- Simply scan the QR code using a smartphone or tablet with rear facing camera
- Complete with 10 standard sales qualifiers, ability to add notes, email, follow-up and store contacts within seconds.
- Application can be used anywhere – both on and off the show floor.
- Real time lead access; by email or at [www.showlead.com](http://www.showlead.com).
- Devices with no internet or data service will capture; badge ID, first and last name. Leads will sync once internet service is restored.
- Requires internet connectivity to sync data.



**Note: Limited mini iPads available for rent onsite or use your own smartphone/tablet device.**

## Option | Showlead Touch™

- Compact, portable barcode scanner allows simple badgescanning to capture contact details and demographic profile with the ability to add notes.
- Colour graphic touch LCD display to verify scanned data.
- Ability to add notes to your lead data.
- Connects wirelessly to available Bluetooth portable printer.
- All scans are date and time stamped.
- Scanner includes 10 standard sales qualifiers with the option to add custom sales qualifiers.
- Lead data will be available for download post show at [www.showlead.com](http://www.showlead.com)



**Note: This device does not require power.**

## Option | Showlead™ badge reader

- Compact, portable barcode scanner allows simple badge scanning to capture contact details and demographic profile.
- Graphic LCD display to verify scanned data.
- Connects wirelessly to available Bluetooth portable printer.
- All scans are date and time stamped.
- Scanner includes 10 standard sales qualifiers with the option to add custom sales qualifiers.
- Lead data will be available for download post show at [www.showlead.com](http://www.showlead.com)



**Note: This device does not require power.**

Features	Showlead Mobile	Showlead	Showlead Touch
Real time lead data	✓		
Add notes	✓		✓
Includes standard sales qualifiers	✓	✓	✓
Add custom sales qualifiers		✓	✓
Handheld/wireless	✓	✓	✓
Optional Bluetooth printer		✓	✓
Add lead data to contacts	✓		

## Optional services & accessories

### iPad Mini rental

For use with the purchase of a Showlead Mobile license for the length of the event.

- Do you want to experience the “Showlead Mobile app” but don’t want to use your personal device?
- Rent an iPad Mini and experience the easy use of the Showlead Mobile app.
- Take it to breakfast and sessions, add notes about future clients.
- Complete lead data will be sent to our secure web portal real time with wi-fi connectivity or at the end of the show.

### Showlead Print™

For use with the Showlead & Showlead Touch badge reader

- Wireless printer.
- Compact, portable thermal printer provides paper receipts.
- Extremely quiet and fast printing.
- Connects directly to the Showlead unit via Bluetooth technology.

### Custom sales qualifiers

For use with Showlead & Showlead Touch badge reader

Add up to 30 custom sales action codes to better qualify prospects (max. 21 characters per line including spaces).

### Event API integration

Showcare will provide API instructions and test badge to your IT dept. to access the registration database in real time to set up the data transfer.

### USB flash drive

Available for Showlead, Showlead Touch badge readers

- Leads downloaded on USB flash drive at the end of the event
- Leads will also be available post-show online at [www.showlead.com](http://www.showlead.com).

### Real time direct access

Direct access transfers the Lead data wirelessly to your secured password protected web portal allowing you to track manage and follow-up you’re Leads anytime (available for Showlead and Showlead Touch).

### E-blast email service

Don’t struggle trying to send out an email to your valuable leads. Simply select one of our standard html Designs and provide us with the verbiage and links you would like to send with an email campaign to your Lead contacts.

### Data reconciliation

Use your own scanner to capture attendee badge ID’s. Send your list to us for post show data reconciliation to sync the available contact information and demographics available.

2022 ACVIM Forum  
Austin Convention Center  
June 23 - 25, 2022  
Austin, Texas



Event code: **2022ACVIM**

Order online: [www.showlead.com/orders](http://www.showlead.com/orders)

E: [leads@showcare.com](mailto:leads@showcare.com) | T: 1 (866) 267-2107

Complete package Best value options	Specifications	Early thru 05/20/22	Standard from 05/21/22	Qty	Total
<b>Showlead Essential (no electricity req'd)</b>	- Showlead hand-held badge reader - Wireless printer - Custom sales qualifiers	\$450	\$550	<input type="text"/>	<input type="text"/>
<b>Showlead Optimum (no electricity req'd)</b>	- Showlead Touch badge reader - Custom sales qualifiers - USB Flash drive & e-blast email service	\$525	\$625	<input type="text"/>	<input type="text"/>
<b>Showlead Mobile app</b>	1 License for Single Device	\$290	\$315	<input type="text"/>	<input type="text"/>
	2 Licenses for Multiple Devices	\$380	\$435	<input type="text"/>	<input type="text"/>
	3 Licenses for Multiple Devices	\$450	\$525	<input type="text"/>	<input type="text"/>
	5 Licenses for Multiple Devices	\$750	\$875	<input type="text"/>	<input type="text"/>
Mobile app for your IOS or Android • Real time lead data with data or wi-fi service					
A la carte lead management solutions					
<b>Showlead Touch</b>	Wireless colour touch badge reader	\$475	\$575	<input type="text"/>	<input type="text"/>
<b>Showlead</b>	Wireless badge reader	\$325	\$475	<input type="text"/>	<input type="text"/>
Optional services & accessories					
<b>Showlead Print</b>	For Showlead, Showlead Touch	\$100	\$140	<input type="text"/>	<input type="text"/>
<b>Custom sales qualifiers</b>	For Showlead, Showlead Touch	\$80	\$100	<input type="text"/>	<input type="text"/>
<b>USB flash drive</b>	For Showlead, Showlead Touch	\$80	\$100	<input type="text"/>	<input type="text"/>
<b>Delivery &amp; pick-up service</b>	For Showlead, Showlead Touch	\$100	\$125	<input type="text"/>	<input type="text"/>
<b>Real time direct access to lead data</b>	For Showlead, Showlead Touch	\$150	\$175	<input type="text"/>	<input type="text"/>
<b>E-blast email service</b>	For Showlead, Showlead Touch	\$150	\$175	<input type="text"/>	<input type="text"/>
<b>Mini ipad rental</b>	For Showlead Mobile app (for use with purchase of Showlead Mobile license)	\$80	\$100	<input type="text"/>	<input type="text"/>
<b>Data reconciliation</b>	Third party post-show solution	\$400	\$475	<input type="text"/>	<input type="text"/>
<b>Event API integration</b>	Third party post-show solution	\$900	\$900	<input type="text"/>	<input type="text"/>

Company Name

Processing Fee

\$10

Order total  
(payable in US funds)

## Contact information

Contact name

Exhibiting company

Phone  Address

Email

City  State & Country

Zip  Booth #

## Payment information

MC  VISA  AMEX  Check

Card no.

Name on card

Expiration date

Signature

Authorization (your signature denotes acceptance of all the terms & conditions).

Online orders will receive instant confirmation via email. All other orders submitted will receive confirmation immediately after successful processing.  
**No refunds on order 30 days prior to show opening. Cancellation requested 30 days prior to show are subject to \$50 cancellation fee.**

## Terms & conditions

All orders & usage of Showlead equipment provided by Showcare are/is subject to the following terms & conditions.

### A) Orders and order deadlines

1. All orders must be paid for in full prior to unit pick-up.
2. Orders received after the stated deadline will be charged at AFTER DEADLINE RATES without exception. The date payment is received shall determine the applicable rate.
3. All items ordered after the order deadlines are subject to availability.

### B) Payment terms and cancellations

1. Service will be rendered after receipt of full payment by credit card or check.
2. Showcare will correct any miscalculations in the "Order Total" column if different than total amount on the order form.
3. All cancellations made more than 30 days prior to the event will be subject to a \$50 processing fee per unit. No refunds will be considered for cancellations requested 30 days prior to the event start date.
4. Unclaimed units or unused orders are not refundable once paid for.

### C) On-site services and terms

1. All orders which include rental hardware must be picked up from the Showcare counter on-site. It is highly recommended that your company representative(s) pick up your ordered units to avoid delays.
2. A minimum of one hour for processing time will be required to fulfill on-site orders, subject to availability.
3. On-site modification(s) or addition of existing custom sales qualifiers will be subject to a \$50.00 processing fee.

### D) User terms

1. At all times Showcare remains sole owner of each Showlead unit including all the software and hardware.
2. All data acquired through use of units under this agreement remains the property of the show management of the event where used.
3. If the rented unit(s) are not returned to the Lead Retrieval Desk at the on-site Exhibitor Service. The Renter agrees to pay an additional late fee of \$150.00 (one hundred fifty US dollars) per day, up to a maximum of the unit cost as well as any additional fees incurred by Showcare to retrieve said unit (i.e shipping charges). Replacement Costs:

- a. Showlead \$1750.00 USD
- b. Showlead Touch \$2350 USD
- c. Showlead Print \$550.00 USD
- d. Mini iPad \$400 USD
- e. Zebra Mobile \$700 USD

4. If any Showlead unit is misplaced, stolen or damaged while in the user's care, the user shall be responsible for said repair costs or replacement fees as indicated in item 3.

### E) Increased visibility

1. Showcare does not guarantee and shall not be held liable should the user not achieve overall success of the exhibit with respect to the expected revenue, expected number of leads, booth traffic, return on investment (ROI), profits and attendance by using Showcare's equipment, software or know how.

2. The user and Showcare each agree to indemnify, defend and hold harmless the other party and its respective successors and permitted assigns, and its officers, directors, members, agents, employees and/or representatives from and against any claim, action, cause of action, and liabilities including damages (including court costs and attorney fees and other fees of professionals) which may be asserted by third parties arising out of the performance of either party's obligations pursuant to the services rendered by Showcare to the user, except for the willful misconduct or gross negligence of the other party.
3. "Force Majeure" shall refer to any cause or event(s) that is beyond the reasonable control of Showcare or the organizer of the meeting, that could not have been reasonably foreseen and prevented by means reasonably available to it, and that causes the Event(s) to be either canceled or postponed "sine die" and this term shall include but shall not be restricted to acts of God, civil unrest or of the public enemy, acts of the Government, fires, flood, epidemics, strikes, lockouts, curtailment of transportation facilities or service. In any such event of Force Majeure, the obligations of Showcare for services not yet rendered shall become automatically terminated and Showcare shall be entitled to retain all the payments already received.

### F) Privacy policy

1. Showcare will collect personal data such as name and contact information for the only purpose of fulfilling the lead retrieval service agreement. Personal information will not be shared with any third parties that are not data sub-processors. You can read our complete privacy policy here: <http://www.showcare.com/privacy-policy/>
2. The General Data Protection Regulation (GDPR) is a European law that is enforced on May 25th, 2018. As per that law, personal data of European Union (EU) subjects has to be treated with particular care. In the context of this law, personal data means any information that can identify a person, individually or in combination with other data. Hefty fines could be given to offenders. You can find more information about GDPR here: [https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules\\_en](https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en)
3. Showcare is a data processor in the lead retrieval services, acting as a facilitator between you and the attendees. As you determine what information is gathered and how to use it, you are the data controller and will be liable in the end if the personal data of attendees is misused.
4. As you will be the main responsible for gathering and using the data, Showcare is reminding you of the following:

You need to obtain consent before scanning an attendee badge. Don't forget to ask! Attendees might ask you about the following subjects before they give you their consent:

- How are the leads used?
- Will you be contacting the attendees after the event? For what purpose?
- Are the leads transferred to third parties? Will they be able to contact the attendees?
- What are the controls in place to keep their information safe?
- How long is the personal data kept in your database?

**Your order and usage implies that you have read, understood and agreed to be subject to the terms and conditions stipulated herein.**



1200 G St. NW, Suite 800  
Washington, DC 20005

# Lead management solutions

## Custom sales qualifiers

Currently not available for Showlead Mobile Smartphone devices.

Please return forms by:

E: [leads@showcare.com](mailto:leads@showcare.com) | F: 905-479-9743

### Standard sales qualifier codes:

Showlead Badge Readers and Showlead Desktop

### Application comes with the following standard codes:

- |                         |                             |
|-------------------------|-----------------------------|
| 1. Send information     | 6. Send quote               |
| 2. Needs technical data | 7. Have rep call            |
| 3. Add to mailing list  | 8. Ready to purchase        |
| 4. Decision maker       | 9. Fax information          |
| 5. Just investigating   | 10. Requires special action |

Please use the same custom sales qualifiers for all units.

Showlead customers please indicated desired custom action code option.

Please select only one checkbox below if custom sales qualifiers were ordered.

- A. 30 custom sales qualifier codes as per below
- B. 20 custom sales qualifier codes as per below + 10 standard sales qualifiers

**If no selection is requested above the standard codes only will be applied.**

Please fill in the custom sales qualifier codes that you would like programmed into your unit (maximum of 21 characters including spaces per code).

## Important: please complete the following

Contact name

Booth #

Show name #

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