



WELCOME

Thank you for choosing to exhibit at the ACOG Annual Clinical & Scientific Meeting (2022 ASCM). This year's meeting will be held at the San Diego Convention Center in San Diego, CA on May 6-8, 2022.

[Freeman](#) is the Official Service Contractor for the 2022 ASCM. The online Exhibitor Service Manual contains order forms for ordering carpet, furniture, electricity, telecommunications, audio visual/computer rental, etc. The exhibitor service manual will also include shipping information to and from the meeting. We encourage you to read through the entire manual and be aware of the discount deadlines as this helps you to save money and for everyone to better plan equipment needs and labor schedules – all resulting in a smooth operation and successful experience.

Please visit the 2022 ASCM [website](#) for additional information on the meeting schedule, travel information and more.

If you have any questions, please feel free to contact me at 703-679-3953 or via email at shirley.harris@spargoinc.com. We appreciate your support and look forward to a very successful meeting in San Diego.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shirley Harris".

Shirley Harris
ACOG Exposition Manager
Phone: 703-679-3953
E-mail: shirley.harris@spargoinc.com



ITEMS INCLUDED WITH BOOTH SPACE

- Display Space as contracted
- 7" x 44" One-line Company Identification Sign
- Standard booth equipment – consisting of flameproof 8' high draped back wall and 3' high draped side rails for linear booths.

**Drape Colors: 8' high draped back wall – Gray and Red
3' side drape - Red**

Aisle Carpet: Plum

- **The exhibit hall is not carpeted!** Individual booth carpet is required and ordered at the exhibiting company's expense. You may provide your own floor covering or services for individual booth carpet can be ordered through Freeman.
 - Individual booth carpet is **NOT** included! It is a Show Management requirement that all spaces be carpeted at the exhibitor's expense by **3:00 p.m., Thursday, May 5**. After that time Show Management reserves the right to install any color carpet available in stock at the exhibitor's expense.
 - **Only** the aisles will automatically be cleaned. Individual booths will only be cleaned if ordered by the exhibiting company. Services for individual booth cleaning may be ordered through Freeman.
- Four complimentary badges for each 100 sq. ft.
- Exhibitor listing in the final program and exhibit guide and Annual Meeting app
- Pipe and drape booth structure
- 24-Hour General (perimeter) exhibit hall security. This does not include individual booth security.
- Company listing on show web site and in final program if submitted by **Friday, March 25**. (300 Max Characters)



EXHIBITS ARE LOCATED IN EXHIBIT HALLS E-H
San Diego Convention Center
San Diego, CA

EXPOSITION SCHEDULE

MOVE-IN

Tuesday, May 3	8:00 a.m. – 5:00 p.m.
Wednesday, May 4	8:00 a.m. – 5:00 p.m.
Thursday, May 5	8:00 a.m. – 5:00 p.m.

ALL EXHIBITS MUST BE SET BY 5:00 p.m. ON THURSDAY, MAY 5, 2022. After this time ACOG Exhibit Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty in meeting this deadline, you **must request a variance**.

Please contact Shirley Harris at 703-679-3953 or email shirley.harris@spargoinc.com by 5:00 p.m. EDT on Monday, April 25, 2022.

EXPOSITION HOURS

Friday, May 6	11:30 a.m. – 6:45 p.m.
Saturday, May 7	11:30 a.m. – 3:45 p.m.
Sunday, May 8	11:30 a.m. – 1:00 p.m.

All exhibits must be staffed during exhibit hours.

MOVE-OUT

Sunday, May 8	1:00 p.m. – 6:00 p.m.
Monday, May 9	8:00 a.m. – Noon

NOTE: With respect to fellow exhibitors, no display may be dismantled or packing started before **1:00 p.m. on Sunday, May 8, 2022**. Please make your travel plans accordingly. All outbound carriers must be checked in by 10:00 a.m. on Monday, May 9, 2022.

Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the exhibit floor during move-in/move-out.



SHIPPING INFORMATION

FREEMAN is the official contractor for Material Handling for the ACOG Annual Clinical & Scientific Meeting. Order forms are included in the [OFFICIAL SERVICE CONTRACTOR](#) section of this manual. Please send your materials to one of the following addresses listed below:

ADVANCE WAREHOUSE SHIPMENTS:

Exhibiting Company Name / Booth # _____
2022 ACOG Annual Clinical & Scientific Meeting
C/O Freeman
3456 E. Miraloma Avenue
Anaheim, CA 92806

Freeman will accept crated, boxed or skidded materials beginning **Friday, April 1, 2022**, at the above address. Material arriving after April 26, 2022 will be received at the warehouse with an additional after deadline charge.

DIRECT TO SHOW SITE SHIPMENTS:

Exhibiting Company Name / Booth # _____
2022 ACOG Annual Clinical & Scientific Meeting
C/O Freeman
San Diego Convention Center
111 W Harbor Drive
San Diego, CA 92101

Freeman will receive shipments at the exhibit facility beginning **Tuesday, May 3, 2022**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

IMPORTANT FREIGHT NOTICE:

**DO NOT RISK NOT RECEIVING YOUR EXHIBIT MATERIALS.
SHIP THEM TO THE ADVANCE WAREHOUSE.**

The San Diego Convention Center does not have the capacity to receive and store exhibit materials except during published move-in hours. If your materials are received prior to the scheduled move-in time, your package may be turned away or may accumulate significant additional charges if accepted.



SECURITY TIPS

ACOG will provide front entrance, perimeter security and roving security personnel. Even though security will be provided during move-in, show days and move-out, *it is always the exhibitor's responsibility to ensure the security of his/her exhibit and its contents.*

The following security tips are offered:

- Always remove your badge once you leave the facility.
- Never leave small electronic equipment such as laptop computers, cell phones, or personal hand-held electronic devices unattended in your booth, **ESPECIALLY OVERNIGHT**. This rule should also apply to personal items such as briefcases, purses etc.
- Shipping cartons should not identify contents. Use coded labels.
- Do not ship TV monitors, PCs and other electronic equipment in the manufacturer's cartons. Consolidate shipments of several boxes into one large crate or carton, if possible.
- Empty cartons and crates are not in a "secure" area. Do not store valuables in them.
- For those exhibits featuring theft-prone products some thought should be given to displaying a replica or bringing "extras".
- Cover your products before and after show hours. Use Velcro or grommets to secure the fabric over the products.
- Mark all crates and cartons with your company's name and address.
- When your crates have been returned to your booth for move-out, make certain all items are accounted for.
- At the close of the exposition and after your materials are packed, turn in your bills of lading at the Freeman Service Desk. Do not leave them in your booth or attached to crates. Stay with your equipment if possible.
- Report any loss or damaged cartons to Show Management and to the Security Supervisor immediately.

ACOG, SPARGO, Inc., Freeman, the San Diego Convention Center, and all organizations and individuals who are employed by, or associated with the conference and exposition, will not be responsible for injury that may occur to an exhibitor, his/her employees, or any agents, or for the safety of an exhibit or other property against theft, fire, accident or any other destructive cause. Exhibitors should ensure that they have adequate insurance coverage.

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Exhibit Space Application

- Complete the Exhibit Application/ Contract in its entirety. The Exhibit Application/Contract must be signed and dated by an authorized representative of the applicant.
- Submission of the application for exhibit space constitutes the exhibitor's agreement to abide by these regulations.
- Submit product description(s) along with supporting information regarding the efficacy of your product to acogexhibits@spargoinc.com by March 25, 2022.

Payments

All exhibit space must be paid in full prior to move-in. Exhibitors with outstanding balances will not be permitted access to the exhibit halls. Badges will also be withheld until full payment has been received.

Payment Policy:

- September 10, 2021 ...50% due with applications submitted prior to September 10, 2021.
- September 10 – January 6, 2022...50% due with application.
- After January 6, 2022...100% due with application. ACOG requires payment in full no later than January 7, 2022.
- Failure to make payments does not release the contracted or financial obligation of Exhibitor.
- An invoice with instructions to submit credit card payment will be sent via email.
- All checks and money orders must be sent with a copy of your invoice in U.S. funds and made payable to the American College of Obstetricians and Gynecologists (ACOG).

Mail checks and money orders to:

**ACOG Exposition Management
c/o SPARGO, Inc.
11208 Waples Mill Road, Suite 112
Fairfax, VA 22030**

Checks sent without the invoice, in combination with other payments, or not properly addressed may have a delay in processing. The ACOG tax ID number is 90- 0489809. See the exhibitor portal for ACOG's W-9.

Booth Reservation Inclusions and Rates

The floor plans on the exhibitor websites for ACOG 2022 show the exhibit areas with numbered spaces. Assignment of booths will be made only when ACOG Exhibits Management receives the signed contract. Internet and electrical requirements are additional. There may also be an additional charge to attend social functions.

Contract

By signing (physically or electronically) the Exhibit Application/ Contract, the exhibitor agrees to abide by all of the requirements contained in this exhibitor prospectus, the Exhibitor Service Manual, and any correspondence from ACOG to the exhibitor/ exhibiting company, their staff, officers or agents. Together, these documents comprise the contract between ACOG and the exhibitor.

Eligibility to Exhibit

To exhibit at the 2022 Annual Clinical and Scientific Meeting, all organizations must be approved by ACOG. All organizations participating in the exhibition must have a product or service that is related to the field of obstetrics or gynecology or that may otherwise benefit the attendees. ACOG reserves the right to modify the eligibility criteria or to revoke its approval at any time and for any reason. If ACOG revokes its approval, ACOG will refund the exhibitor's payment.

Violations

ACOG reserves the right to remove any exhibit or bar future exhibition participation if, in ACOG's opinion, the exhibitor disregards or refuses to observe ACOG's or the San Diego Convention Center rules, policies, or written or verbal instructions or if ACOG determines that the exhibit is offensive or not in keeping with the professionalism or standards of the practice of obstetrics and gynecology. If an exhibitor removal does occur, we will neither refund the exhibit fee paid nor pay for exhibitor losses such as exhibitor housing, travel, wages, or other fees associated with exhibiting.

If, in ACOG's opinion, an exhibitor flagrantly disregards ACOG's guideline(s), policies, or directives, ACOG reserves the right to impose an appropriate penalty which may not be stated above.

Cancellation/Reduction of Exhibit Space

Organizations participating in the exhibition may cancel the lease of exhibit space or reduce the exhibit space reserved at any time with written notice to ACOG Exhibits Management by email to acogexhibits@spargoinc.com. The following schedule will be used when acknowledging refunds for cancellation or reduction:

- Cancellation or exhibit space reduction requests received through September 9, 2021 will be assessed a 10% cancellation penalty.
- Cancellations or exhibits space reductions received after September 10, 2021 – January 6, 2022 will be assessed a 50% cancellation penalty.
- Cancellations or exhibit space reductions received after January 7, 2022 will be assessed a 100% cancellation penalty.
- Regardless of payment tender, all funds will be returned via check.

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No-Shows

Exhibiting companies that reserve exhibit space and do not provide ACOG with written notice of their inability to exhibit by May 4, 2022 will automatically be charged an additional lounge fee of \$500, and are still responsible for paying any unpaid balance due for any outstanding exhibit fees, and may not be allowed to participate in future exhibitions sponsored by ACOG.

After-Hours Admission to Exhibit Hall

Exhibitors wearing badges may enter the Exhibit Hall one hour before the opening of the exhibition on each day and may remain in the Exhibit Hall one hour after the close of the exhibition each day to reorganize their booths. After-hours demonstrations are not allowed.

Photography and Videography

Only ACOG's official photographer or videographer may take photos and videos in the Exhibit Hall.

Exhibitors are prohibited from taking photographs or videos in the Exhibit Hall. Exhibitor agrees that ACOG and ACOG's official photographer or videographer may take photographs and videos and ACOG has irrevocable ownership of these photographs and videos with the right to use, edit, alter, reproduce, prepare derivative works, distribute copies of and display in any manner or medium for any purpose.

Indemnification and Waiver

Exhibitor shall indemnify and hold harmless the San Diego Convention Center, SPARGO, Inc., and The Freeman Company, LLC to the same extent that ACOG is required to

do so pursuant to ACOG's agreement with the San Diego Convention Center: Exhibitor shall indemnify, hold harmless, and defend the San Diego Convention Center, SPARGO, Inc., and Freeman, the city in which the meeting is held, and their respective members, officers, directors, agents, contractors, and employees from and against any and all liabilities, damages, actions, costs, losses, claims and expenses (including reasonable attorney's fees) arising out of, caused by, or resulting from, in whole or in part, any act, omission, negligence, fault, or violation of law or ordinance associated with the use or occupancy of the facilities by Exhibitor, its employees, agents, contractors, patrons, guests, exhibitors, licensees, invitees, or any other person entering the facilities with the implied or express permission of Exhibitor.

Exhibitor shall also indemnify, defend with counsel of ACOG's choice, and hold harmless ACOG, ACOG Land Holding Corporation, the ACOG Foundation, and their respective officers, directors, agents, employees, and members (the "Indemnified Parties") from and against any and all claims, losses, demands, actions, suits, proceedings, judgments, settlement expenses, liens, liability (including but not limited to liability assumed in contractual agreements with third parties), injuries, death, physical damage to property, and environmental damage and the defense thereof, including reasonable attorney's fees and costs (collectively the "Claim(s)") incurred by the Indemnified parties based upon, related to, caused by, or arising from, in whole or in part, any act or omission including but not limited to the negligence, gross negligence, intentional misconduct, fault or violation of law of Exhibitor, its employees, agents, subcontractors, assignees, or delegates. In defending all Claim(s), Exhibitor shall use counsel reasonably satisfactory to ACOG and shall proceed

with diligence, timeliness, and good faith in such defense. Exhibitor's duty to indemnify shall apply to an Indemnified Party except to the extent such Claim(s) results from the sole negligence, gross negligence, or willful misconduct of that Indemnified Party but said duty to indemnify shall continue as to other Indemnified Parties. Except as may be otherwise provided by applicable law, the Indemnified Parties right of indemnification shall not be impaired, reduced or diminished by any act, omission, misconduct, negligence or default of any Indemnified Party or of any employee or agent of any Indemnified Party who may have contributed there to. To the extent any law may prohibit any application of all or any part of the indemnity obligations in this Agreement, it is the intent of the Parties that any such prohibited provisions are severable and the indemnity obligations in this Agreement shall be construed to impose the indemnity obligation in all circumstances, applications and situations to the fullest extent permitted by law.

Neither the conference/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the conference or exposition event. By signing this Agreement, exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend, and hold harmless the conference/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor's agents, employees or representatives.

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Insurance

Exhibitor shall purchase and maintain insurance of the types, in the amounts, and with all the required stipulations required by the San Diego Convention Center and shall also comply with all the insurance provisions required of ACOG pursuant to ACOG's agreement with the San Diego Convention Center.

Exhibitor shall promptly advise ACOG of any changes or lapses of the requisite insurance coverage.

- a) Exhibitor shall also purchase and maintain at a minimum during the term of this agreement the following insurance coverage:
 - i. Workers' compensation coverage for its employees valid in the District of Columbia.
 - ii. Commercial general liability policy on an Occurrence form with a minimum limit of \$1,000,000 per occurrence/\$2,000,000 aggregate, including bodily injury, property damage, personal injury, and contractual liability.
 - iii. Business automobile liability policy covering all owned, non-owned, and hired automobiles with minimum limits of \$1,000,000 combined single limit.
- b) Exhibitor shall provide Certificates of Insurance to ACOG at least 30 days prior to the exhibit hall move-in date evidencing the insurance required including policy numbers, dates of expiration, and limits of liability thereunder.
- c) All insurance should be provided by insurance companies with a Best's Rating of A or XII or better. Policies shall provide for a 30-day material change in favor of ACOG and the San Diego Convention Center.
- d) The required policies shall be endorsed to name ACOG, ACOG

Land Holding Corporation, the ACOG Foundation, and their officers, directors, employees as additional insureds and shall also be endorsed to name the official service contractor for the meeting, SPARGO, Inc. and other additional insureds as required by the San Diego Convention Center; the city in which the meeting is held; and the members, officers, directors, agents, and employees of each of these three entities.

Cancellation and Postponement of the ACOG 2022 Annual Clinical and Scientific Meeting

In the event that the ACOG 2022 Annual Clinical and Scientific Meeting is postponed due to any occurrence not occasioned by the conduct of ACOG or the exhibitor, whether such occurrence be an act of God; the common enemy; the result of terrorism, war, riot, civil commotion, sovereign conduct; widespread dissemination of an infectious disease; curtailment of transportation facilities; or the act or conduct of any third party (individually and collectively referred to as the "Occurrence"), then the performance of the parties of their respective meeting obligations shall be excused for such period of time as is reasonably necessary after the Occurrence to remedy the effects thereof. If the Occurrence results in cancellation of the ACOG 2022 Annual Clinical and Scientific Meeting, the obligations of and the performance by the parties under applicable agreements shall automatically be terminated and all booth payments shall be refunded to Exhibitor, less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by ACOG through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

Exhibitor Disputes and ACOG

Exhibiting companies, their employees, agents, and vendors agree that any legal disputes, suits, or actions between ACOG and an exhibitor resulting from the participation in the exhibition or related activities of the ACOG 2022 Annual Clinical and Scientific Meeting will be governed by the laws of the District of Columbia without regard to conflicts of law principles and shall be adjudicated exclusively in the courts located within the District of Columbia. Exhibitor hereby consents to personal jurisdiction and venue in the District of Columbia.

Proper Attire

All exhibitors and their agents are expected to dress and conduct themselves in a professional manner at all times and to comply with the rules, regulations, and policies enforced by ACOG during the ACOG 2022 Annual Clinical and Scientific Meeting. Exhibitor representatives are required to staff their exhibit space(s) at all times when the Exhibit Hall is officially open. If your company is using models to demonstrate your product or service, such as examining tables, they should wear a loose sweat suit and sneakers. No leotards, shorts, bikinis, or stretch pants are permitted.

No-Smoking Policy

No smoking is allowed at the ACOG 2022 Annual Clinical and Scientific Meeting. Smoking will not be permitted in any meeting area or common space in the convention center or Exhibit Hall.

Registration/Badges

All individuals representing an exhibiting company must register as an exhibitor and wear the appropriate badge. Exhibitor Badges are non-

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transferable. This policy applies to personnel staffing a particular exhibit for the duration of the exhibition as well as those who will be visiting for a short period of time. It is against ACOG's policy for exhibitors to lend their badges to anyone. In addition, it is against ACOG's policy for an exhibitor to assist an ineligible individual in obtaining a badge or gaining access to the Exhibit Hall. Anyone who violates this policy will be barred from further participation in this and future meetings. An exhibitor's badge is valid admission to the Exhibit Hall only. All other sessions are restricted to registered meeting attendees with a full-access badge. Paid exhibitors will receive emailed information regarding their exhibitor badge registration and pickup for the ACOG 2022 Annual Clinical and Scientific Meeting.

Work Badges

Unregistered exhibitor agents, vendors, and exhibitor-appointed contractors (EAC) who wish to access the exhibit floor during installation and dismantlement hours will be required to show proof of affiliation with the exhibiting company or EAC to receive a work badge. Work badges will be distributed on-site from the official service contractor's desk or the exhibitor registration desk.

Official Contractors and Services

The ACOG 2022 Annual Clinical and Scientific Meeting has an official service contractor and will provide an official exhibitor service manual to each paid exhibitor before the meeting. The service manual will enable the exhibitor to order services and equipment for their exhibit space. The following services must be performed exclusively by ACOG, our vendors or contractors, or our hotel-appointed contractors and vendors:

- Booth cleaning services
- Convention security
- Material-handling services
- Audiovisual and computer rental services
- Electrical services
- Plumbing services
- Telephone services

It is the responsibility of the exhibiting company to forward all pertinent information to their contractors (e.g., exhibitor service manual, move-in and move-out instructions, shipping).

Temporary Personnel

If it is necessary for your company to employ temporary personnel, be sure to provide them with the exhibiting company's name, booth number,

and the name of the contact at the exhibit. They must bring proof of affiliation with the temporary agency (e.g., name tag or timecard), and a positive ID (e.g., driver's license). All temporary personnel must wear a badge while on the exhibit floor and be informed that the attire for the ACOG 2022 Annual Clinical and Scientific Meeting is business attire. Temporary staff badges are counted toward your complimentary badge allotment.

Official Exhibits

All exhibits will be assigned by ACOG and will be located in the designated Exhibit Hall(s). No company or their representatives may display, demonstrate, or distribute their products or services in any location other than their designated exhibit space(s).

Subletting or sharing of exhibit space is not permitted. There may only be one approved exhibitor or company represented in an assigned exhibit space.

Space Assignment, Relocation of Exhibits, and Floor Plan Revisions

Space will be assigned on a first-come-first-serve basis. Whenever possible, space will be assigned per the exhibitor's choice, but the final arrangements will be determined by ACOG Exhibits Management. Once your exhibit space has been confirmed you will receive your automated receipt and access to the ACOG 2022 Annual Clinical and Scientific Meeting exhibitor portal. Visit the Annual Meeting exhibits web page for the most current floor plan and exhibit information. ACOG retains the right to change or edit the floor plan how it sees fit for the betterment of the show. ACOG will notify the primary contact for the booth of such changes.

ACOG retains the exclusive right to revise the Exhibit Hall floor plan(s) or relocate any assigned exhibitors as necessary for the betterment of the event as determined solely by ACOG Exhibitors who change the size of their exhibit space are not guaranteed the originally assigned location and may be subject to relocation.

Children

It is important to ACOG that our Annual Clinical and Scientific Meeting (ACSM) is inclusive and responsive to the needs of our members, including those who are parents to young children. The following guidelines will be in place for the 2022 ACSM:

- Newborns and breastfeeding infants will be allowed in any ACSM venue when accompanied by an ACSM-registered parent/guardian
- Children with an ACSM-registered parent/guardian must also be registered if they are attending any part of the meeting, including educational and business sessions, the opening ceremony, the convocation, and the exhibit hall

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- Children over 18 months old, and under 18 years old must be banded at all times in Convention Center
- Children will be allowed in the Exhibit Hall during regular exhibit and reception hours
- All children in the Exhibit Hall must be accompanied by, and in direct control by a parent/guardian at all times.
 - Parent/guardian must be a registered ACSM attendee and display their badge
 - Parent/guardian takes full responsibility for child's well-being and for their behavior
- Single-width strollers will be allowed in Exhibit Hall, stroller parking will be available
- Commercial solicitation to children by exhibitors in the form of gifts, toys, or consumable food/drink items is prohibited
- No children under the age of 18 will be permitted in the Exhibit Hall during installation or dismantle.

CME

Granting participants any category of CME credits from an exhibit space is prohibited.

Nonexhibiting Companies

Nonexhibiting companies and their personnel, agents, and contractors will not be permitted in the Exhibit Hall at any time. In addition, nonexhibiting companies will not be allowed to register for the meeting and will be denied entrance to any of the exhibitor-approved Annual Meeting functions for meeting attendees and approved exhibitors. Nonexhibiting companies will not be allowed to

display or demonstrate any services or products in the convention center or any hotel within ACOG's Annual Meeting housing block. We do not offer a walk-through of the Exhibit Hall to nonexhibiting companies.

Product/Service Displays

The exhibitor is permitted to demonstrate devices, instruments, equipment, or services; to make presentations; and to distribute printed materials related to those products or services that the exhibitor lists on its application, provided that such products or services have been approved by ACOG. If other products or services are displayed, ACOG will require exhibitors to remove the unrelated product or service from the exhibit. We reserve the right to decide the appropriateness of any service, product, device, videotape, or audiotape. Products or services that are not acceptable for exhibition at the ACOG 2022 Annual Clinical and Scientific Meeting include but are not limited to products that are

- Designed to assist physicians in preparing for board certified examinations
- Not FDA approved
- Manufactured and sold only through physicians' offices or the internet
- Not available throughout North and Central America and the Caribbean
- Multilevel marketing or profit enhancement opportunities or any variation

Exhibitors shall not offer, and the attendees cannot receive, any type of monetary compensation for the use of a product or service, referrals, or any similar activities. Information or panels for pharmaceuticals that are coming soon or FDA-controlled devices that have not been FDA approved may neither be distributed nor displayed.

Selling

To assist companies with maximizing their exhibiting opportunity, exhibitors will be allowed to sell their products or services in the Exhibit Hall. The exchange of checks and credit cards for a product or service is allowed. Every transaction must be accompanied by a receipt for the purchaser. For security reasons, cash transactions are discouraged. It is the exhibitor's responsibility to acquire any necessary licenses, permits, or identification numbers required by the local government to sell their products or services and to collect and remit applicable city and state sales taxes.

Live Scanning

Scanning of human models or animals is not permitted in the Exhibit Hall except for bone-density or ultrasound scanning of meeting participants, which may be approved on a case-by-case basis. Equipment for demonstrations must not pose a safety hazard. Please refer to FDA guidelines for the use of devices, such as Ultrasound devices, for demonstration purposes. Please email your written request to acogexhibits@spargoinc.com.

Make sure to provide a detailed letter with the specifications of the equipment you will be using, how it will be used, and a sample of a liability waiver that participants will sign holding ACOG harmless. This waiver must be approved by ACOG.

Food and Beverages

Aramark is the exclusive provider of food and beverage at the San Diego Convention Center. Requests for approval to use an outside food and beverage provider must be approved in writing by the Centerplate Catering Sales Manager.

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Alcohol is not allowed in the Exhibit Hall unless part of a reception or event inside of Exhibit Hall.

Audio/Visual Equipment

Exhibitors are prohibited from using the following devices in the Exhibit Hall:

- Microphones
- Flashing lights
- Audio or visual devices that display anything other than exhibiting company products and services; prohibited displays include, but are not limited to, sporting events and news broadcasting

Excessive audio or visual devices and offensive displays are not permitted, and sound effects are discouraged because of the potential to interfere with other exhibitors and detract from the professional atmosphere of the Exhibit Hall. Exhibitors may use sound equipment in their booths if the noise level does not disrupt the activities of the neighboring exhibitors. No microphones may be used during presentations. Electrical or other mechanical apparatus must be muffled so that the noise does not interfere with other exhibitors and speakers; other sound devices must be positioned to direct sound into the booth rather than into the aisle. At the request of ACOG, objectionable sound levels must be remedied or use of the sound-producing device will be forbidden for the remainder of the show. Those exhibitors violating noise regulations will be warned only once before the removal of the equipment at exhibitor's expense.

Surveys and Questionnaires

These guidelines are for exhibiting companies that are asking convention registrants to complete a survey/questionnaire for marketing research or analysis purposes.

Exhibitor is solely responsible for complying with all applicable laws and regulations regarding privacy and human subject research and must obtain any required consents from participants.

- Written approval from the Meetings and Exhibits Department is necessary if an exhibitor wishes to have meeting attendees complete surveys or questionnaires. Submission of sample survey or questionnaire must be received by April 5, 2022. Submit surveys and questionnaires to ACOG Exhibits Management via the online Exhibitor Resource Center for approval.
- A copy of the survey or questionnaire must be submitted with a written statement of the purpose, specific identification of who will have access to the information provided by the survey questionnaire, and whether the information will be used in ads, publications, or statements to any news or media source.
- All meeting participants must be allowed to complete a survey if they so desire.
- An exhibitor may not deny an attendee from participating in a survey or questionnaire based on age, sex, race, or any other reason.
- Exhibitor must share the results of any survey with ACOG.

ACOG Meetings Anti-Harassment Policy Background

ACOG promotes an environment of respect, fairness, integrity, and inclusiveness. (See ACOG Diversity Statement for Volunteer and Leadership Positions). These values are reflected in the ACOG Code of Professional Ethics, the Statement of Values, and the ACOG Diversity Statement for Volunteer and Leadership Positions.

ACOG's commitment to its values is also reflected in its Harassment-Free Workplace policy, which prohibits sexual and discriminatory harassment against ACOG employees, whether the harassment is committed by an employee, member, volunteer, vendor, exhibitor, or other party.

This ACOG Meetings Anti-Harassment Policy further promotes ACOG's values by defining the expectations for all participants at any ACOG meeting and related social events. When used in this policy, "participant" refers to anyone present at any ACOG meeting, including all attendees, members, speakers, staff, contractors, vendors and exhibitors. This policy applies to all meetings hosted by ACOG at all venues and events, including all ancillary or unofficial social events held in conjunction with any ACOG meeting.

1. Expected Behavior

ACOG expects all participants at every ACOG Meeting to behave responsibly and professionally and to abide by this Anti-Harassment Policy. In addition, ACOG expects participants to comply with the following:

- Responsible alcohol consumption: At many ACOG networking events both alcoholic and non-alcoholic beverages are served. ACOG expects participants at our events to drink alcoholic beverages responsibly. ACOG and event staff have the right to deny service to participants for any reason and may require a participant to leave the event.
- Safety and security: Participants should alert ACOG staff if they notice a dangerous situation or someone in distress.
- Treatment of others: Participants must exercise professionalism, consideration, and respect in their speech and actions and must refrain from demeaning, discriminatory, or harassing behavior and speech. Participants who experience or

2022 ACOG ANNUAL CLINICAL AND SCIENTIFIC MEETING EXHIBIT HALL RULES AND REGULATIONS

witness harassment are encouraged to report it as provided in Paragraph 5.

2. Unacceptable Behavior

ACOG will not tolerate harassment, including sexual harassment, by any participant at any ACOG meeting.

Sexual harassment is defined as unwelcome sexual advances or touching; requests for sexual favors; or other unwelcome physical, verbal, visual, or other conduct of a sexual nature. Unacceptable behaviors include, but are not limited to

- Unwelcome and uninvited attention or contact with another participant
- Verbal or written comments or visual images that are sexually suggestive or that denigrate or show hostility or aversion toward an individual or group of individuals and create an intimidating, hostile, or offensive environment or that unreasonably interfere with an individual's ability to participate in an ACOG meeting or event.
- Inappropriate, unnecessary, or irrelevant use of nudity or sexual images in public spaces, including presentation slides
- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant in any ACOG meeting, at all related events, and in one-on-one communications carried out in the context of any ACOG meeting.
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics
- Deliberate intimidation, stalking, or following
- Harassing photography or recording
- Sustained disruption of talks or other events
- Physical assault (including unwelcome touch/groping).

- Real or implied threat of physical harm
- Real or implied threat of professional or financial damage or harm

3. Consequences of Unacceptable Behavior

Unacceptable behavior from any participant at any ACOG meeting will not be tolerated. If a participant engages in unacceptable behavior, ACOG may take any action that it deems appropriate, including exclusion from particular events or removal from the meeting (without refund) at which the harassment occurred. Egregious violations may be referred to the ACOG

Grievance Committee or may result in exclusion from future meetings.

4. Reporting Unacceptable Behavior

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please call (844) 460- 6615 or make a report online.

Island Exhibits

An island booth is a 400-square-foot (20'x20') or larger exhibit space exposed to the aisles on all 4 sides with a height restriction of 20 feet. Solid walls must be set back two feet from the aisles.

Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design (including hanging signs/structures), so that the surrounding area can be viewed through the booth and that neighboring booths are not inappropriately obstructed. The top of the booth's sign must not extend more than 20 feet from the Exhibit Hall floor and cannot block visibility of ACOG signs. Variances will not be granted. Exhibitors who wish to construct an island booth that will be 400 square feet or larger, are required to submit a digital

drawing, rendering, or architectural plans to ACOG Exhibits Management by March 25, 2022. Any changes that occur after initial submission must be resubmitted to ACOG Exhibits Management for approval prior to the meeting. Should booth construction at the meeting deviate from the actual submitted and approved floor plans, ACOG Exhibits Management reserve the right to ask the exhibitor to make modifications at the exhibitor's expense. When scheduling activities that may draw crowds, exhibitors must make available (in contracted floor area) adequate space for lines.

Standard/Inline/Linear Exhibits

Inline booths are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. ACOG will provide a standard draped booth, consisting of an 8' high backdrop, 36" draped side rails, and a 7"x44" Company ID sign which will include the "exhibiting as" company name from the exhibit space application and the booth number.

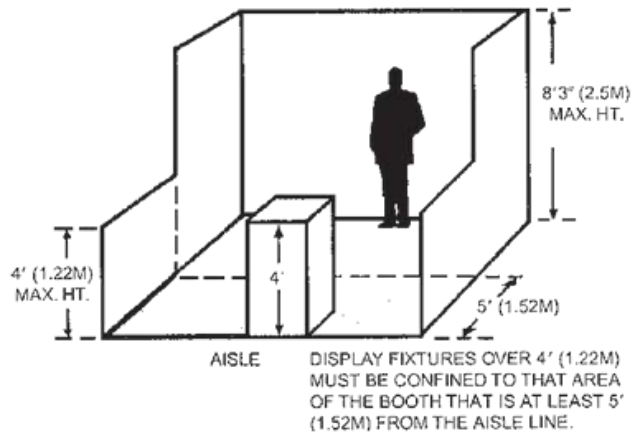
Regardless of the number of inline booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of 8ft is allowed only on the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle. No objects or decorations that obstruct visibility, including hanging signs, will be permitted. Note: When three or more inline booths are used in combination as a single exhibit space, the 4ft height limitation is applied only to that portion of exhibit space which is within 10ft of an adjoining booth.

2022 ACOG ANNUAL CLINICAL AND SCIENTIFIC MEETING EXHIBIT HALL RULES AND REGULATIONS

Corner Booths

A corner booth is an inline booth at the end of a series of inline booths with exposure to intersecting aisles on two sides. Corner booths do not include 36" draped side rails on the open corner(s) unless special arrangements have been made in advance. For special arrangements, please contact acogexhibits@spargoinc.com. All other guidelines for inline booths apply.



Booth Construction

To maintain a uniform appearance, ACOG has adopted some guidelines for exhibit construction as suggested by the International Association of Expositions and Events and Healthcare Convention & Exhibitors Association.

When designing your exhibit please keep in mind the following overall regulations:

- No two-story exhibits will be allowed.
- No exhibitor will be allowed to merge two corner exhibits (peninsula exhibits).
- No exhibit may include, or overflow into, an aisle or an exhibit occupied by another organization.
- No balloons are allowed in the Exhibit Hall.
- All exhibit spaces must be carpeted at the exhibitor's expense.

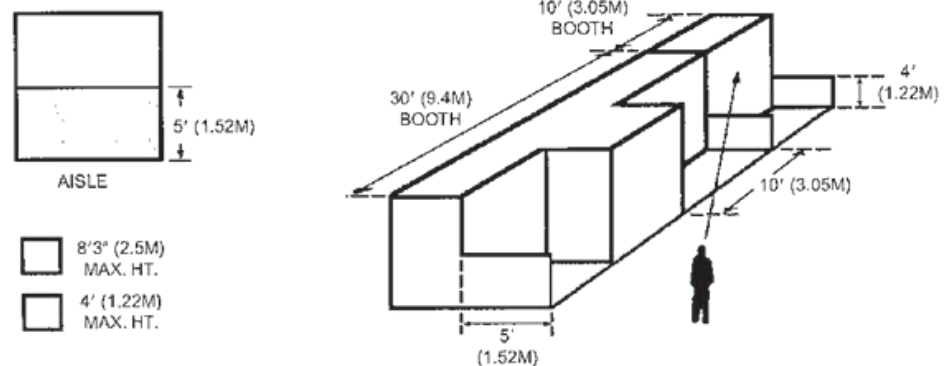


Exhibit Hours

Exhibit Hall hours are subject to change. At least one company representative must be present at the booth throughout the designated Exhibit Hall open hours. If your representative is not available during the exhibit hall hours and without prior notice given to or approval from Exhibits Management, ACOG may remove points from the company's Annual Meeting Priority Points or no longer invite them to attend future ACOG Meeting events.

- Storage prior to the show (30 days)
- Transportation from warehouse to exhibit
- Removal and storage of empty crates
- Reloading at show site
The official service contractor (OSC) has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage the docks and schedule vehicles for a smooth and efficient move-in and move-out of the exhibition. The OSC will not be responsible for any material it does not manage.

Signage and Lighting

Exhibitor's signs or lights may not bear the ACOG or Annual Meeting name or its logo. Lighting must be directly over or in the exhibitor's booth and may not extend into the aisles or neighboring booths. Exhibitor lighting cannot affect other exhibitors or aisles.

Material Handling, Storage, and Hauling

The official material handling contractor will move all freight from the docks to the company's exhibit space. This service includes

Full-time employees of the exhibiting company may move their own materials to their booth space with two-wheel dollies only.

Vehicles being unloaded must be owned or leased and operated by a full-time employee of the exhibiting company. No

2022 ACOG ANNUAL CLINICAL AND SCIENTIFIC MEETING EXHIBIT HALL RULES AND REGULATIONS

pallet jacks nor motorized forklifts can be operated by anyone other than the official freight service contractor.

Hotel bellhops, porters, taxi drivers, day laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first-come basis.

Empty crates, boxes, and cartons must be removed from the exhibit area by the end of exhibits setup for the Annual Meeting. These materials should be nested as much as possible. Crates, boxes, and cartons may not be stored behind booth backgrounds. Do not store anything of value in crates that will be placed in storage.

Accessible Storage

Accessible storage for sample materials and other items will be available. Prior to the opening of each day's show, you may order deliveries, as necessary. Labor charges are the responsibility of the exhibiting company. No four-wheeled carts are allowed on the Exhibit Hall floor once the show has opened.

Personal Unloading and Reloading of Exhibits

All exhibit materials personally delivered by vehicle to the convention center must be unloaded and reloaded at the loading dock. Exhibitors may unload and reload their own personal vehicles only, provided they are full-time employees of the exhibiting company and do not use mechanized equipment such as dollies, hand trucks, pallets, or jack. No deliveries are allowed through the main entrance of the convention center.

Unpacking and Porter Service

To maintain the aesthetic appeal of the meeting, any exhibitor unpacking products or giveaways must request porter service to remove refuse. ACOG reserves the right to order porter service, at the exhibitor's expense, for any exhibitor that does not properly discard refuse in a timely manner or creates an unsafe environment.

Miscellaneous Deliveries

Deliveries of items other than exhibit freight, such as equipment rentals, must be sent through the convention center loading dock and distributed through the OSC service desk. Delivery personnel will not be badged and cannot gain access to the exhibit floor. No deliveries may be made through the lobby of the convention center.

EAC

Exhibitors may use EACs for other services than those mentioned under Annual Meeting Official Vendors. Exhibitors who decide to use an EAC must require their contractor to adhere to all the ACOG's rules and regulations. Exhibit companies will be held responsible for any violations of our policies or the inappropriate actions of their EAC. Unauthorized EACs will not be granted access to the exhibit hall.

An exhibitor using a contractor/vendor who is not an Annual Meeting Official Vendor will be required to submit a Notification of intent to USE an EAC Form through the online Exhibitor Resource Center. This form must be submitted, along with the EAC's Certificate of Liability Insurance, no less than 30 days prior to the first day of move-in.

All EACs must submit to ACOG Exhibits Management an original certificate of insurance that provides for not less than \$1,000,000 of general liability insurance including property damage and workman's compensation coverage that meets the State of California requirements. No faxes or copies will be accepted. This certificate must name the American College of Obstetricians and Gynecologists (the College) as the certificate holder and additionally insured and must be valid through the Annual Meeting dates. San Diego Convention Center, SPARGO, Inc., and Freeman must also be listed as additionally insured. A list of clients that the EAC will be servicing during the 2022 Annual Meeting must also be attached. EACs that fail to send in an insurance certificate will not be allowed to provide their services. No exceptions will be made.

1. EACs must have licenses, permits, or bonding required by federal, state, county, municipal governments, and the San Diego Convention Center prior to commencing work and shall provide the ACOG with evidence of compliance upon request.
2. Upon arrival at the hotel, EACs must check in at the registration desk to receive permits to work in the Exhibit Hall. Daily passes will be issued to the labor supervisor only. The first representative will be responsible for distributing the passes to their coworkers. ACOG can assume no responsibility for the distribution of work passes.
3. ACOG reserves the right to remove any exhibitor or designated contractor whose actions jeopardize the on-time opening of the exhibition or whose employees fail to observe the regulations and procedures

2022 ACOG ANNUAL CLINICAL AND SCIENTIFIC MEETING EXHIBIT HALL RULES AND REGULATIONS

contained in this exhibitor prospectus, other official documentation, and/or exhibitor service manual.

4. An EAC must cooperate with the official contractors or vendors, especially by not interfering with the efficient use of an official contractor's employees. EACs must be signatory to a current local labor agreement with the union claiming jurisdiction over the work to be performed by the EAC and must not commit any acts that lead to work stoppages, strikes, or labor problems.
5. An EAC must work from their client's booth space. An EAC who is supplying personnel to an exhibitor may not set up a service desk in aisles, common areas, or the no-freight aisles.
6. Solicitation of business by EACs in the exhibit hall is strictly prohibited. This includes, but is not limited to, the posting of signs, distribution of literature, business cards, or other forms of advertising or marketing.
7. No EAC employee or agent is allowed on the exhibit floor during exhibition hours unless it is at the specific request of the exhibitor. This request must be made in writing to ACOG Exhibits Management via the online Exhibitor Resource Center and include the name of those individuals needing access as well as an explanation as to why such access is necessary. ACOG will treat these individuals as exhibitor personnel and attribute their registration to the overall booth registration total. If the badges prepared for these individuals exceed the allocated number of complimentary badges, the appropriate fees will be charged.
8. The EAC must adhere to the move-in and move-out schedules. If an EAC desires earlier access to the exhibition than the approved Annual Meeting schedule, a request must be submitted in writing from the

exhibiting company to ACOG Exhibits Management via the online Exhibitor Resource Center.

9. All employees must be dressed in appropriate business attire during the times when the exhibit hall is open (shirt and tie or polo shirt and slacks, no company logos, no shorts, or sweatpants).
10. Exhibitors and their EACs will be responsible for any additional expense incurred by ACOG or the official service contractor should any occur. Exhibitors or the EAC agree to reimbursement of any expenses incurred by ACOG because of the activities of the EAC.

Shipping Instructions

Materials shipped in advance should be sent directly to the official contractor and addressed exactly as shown in the service manual. You will be provided a service manual from the OSC when available after your application and payment have been received by ACOG.

Shipment must include all the information indicated in the service manual. If it is not included and excessive handling is called for, an additional fee will be assessed to include time and labor involved in placing the shipment.

Do not ship exhibit materials directly to the designated hotels. The facilities and ACOG will assume no responsibility for your shipments if lost, damaged, or stolen.

Security

ACOG shall not be responsible for any theft, damage, or loss of any kind. Exhibitors desiring security specifically for their exhibit(s) may order guards for an additional fee by contacting the official contracted security firm. Security forms will be contained in the exhibitor service manual. As a precaution, only the official security firm will be allowed to provide security for your exhibit.

Possible Demonstration

Please make ACOG aware if your organization may be the subject of a demonstration or protest group. This is necessary so that the appropriate measures may be taken to lessen the impact such demonstrations may have on the Annual Meeting attendees. This will not have any bearing on your ability to exhibit at Annual Meetings.

Fire Regulations

All exhibiting companies and their personnel must comply with the local, state, and federal fire regulations. All decorating materials, furniture, signs, and equipment must meet the local, city, and state fire and public safety regulations.

In accordance with the city fire marshal, no empty crates or boxes may be stored in the exhibit area, under draped tables, or behind the pipe and drape. Fire regulations require that any enclosed exhibit must be equipped with smoke detectors.

ACOG requires that any exhibitor using or generating hazardous waste or potentially dangerous materials must obtain the written permission of the ACOG's Exhibits Management and the convention center prior to the opening of the exhibition. Hazardous waste is any liquid, material, or substance that may cause fire or injury or make the air unsafe to breathe.

The following are prohibited unless approved by ACOG prior to the date of exhibition:

- Flammable liquids
- Combustibles
- Hazardous materials, waste, and equipment
- Cooking devices (e.g., microwaves, hot plates, radiant ovens)
- Anything producing an open flame

Questions about fire department regulations should be directed to the San Diego Convention Center.

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.

EASY IS NICE, ON ANY DEVICE

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray and red back drape and 3' high red side dividers. 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

The exhibit area is not carpeted. However; the aisles will be carpeted in plum. Per Show Management all booths must have floor covering.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by April 05, 2022.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Tuesday	May 03, 2022	8:00 AM - 5:00 PM
Wednesday	May 04, 2022	8:00 AM - 5:00 PM
Thursday	May 05, 2022	8:00 AM - 5:00 PM

EXHIBIT HOURS

Friday	May 06, 2022	11:30 AM - 6:45 PM
Saturday	May 07, 2022	11:30 AM - 3:45 PM
Sunday	May 08, 2022	11:30 AM - 1:00 PM

EXHIBITOR MOVE-OUT

Sunday	May 08, 2022	1:00 PM - 6:00 PM
Monday	May 09, 2022	8:00 AM - 12:00 PM

We will begin returning empty containers once aisle carpet is removed.

EXHIBITOR SERVICE HOURS

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Monday, May 09, 2022 at 12:00 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 Monday, May 09, 2022 at 10:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

[Contact Us](#)

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by April 05, 2022.

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

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
2022 ACOG Annual Clinical & Scientific Meeting
 C/O Freeman
 3456 E Miraloma Ave
 Anaheim, CA 92806

Freeman will accept crated, boxed or skidded materials beginning Friday, April 01, 2022, at the above address. Material arriving after April 26, 2022 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
2022 ACOG Annual Clinical & Scientific Meeting
 C/O Freeman
 San Diego Convention Center
 111 W Harbor Drive
 San Diego, CA 92101

NOTE: All Common Carriers and Van Lines should check-in at the Marshalling Yard. (See enclosed map.) Certified Weight Tickets must accompany all shipments.

Freeman will receive shipments at the exhibit facility beginning Tuesday, May 03, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

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

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by April 05, 2022.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

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

Interested in going green and saving money?

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



1 *booth structure*

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 *carpet*

Option 1 Rent

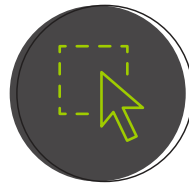
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

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



3 *shipping*



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



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



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

4 *graphics*

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 *printing*



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



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



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

6

ON SITE

save energy



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



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



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

8

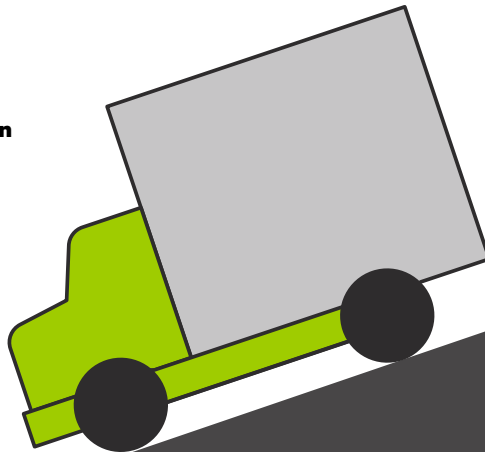
shipping out

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.



FREEMAN

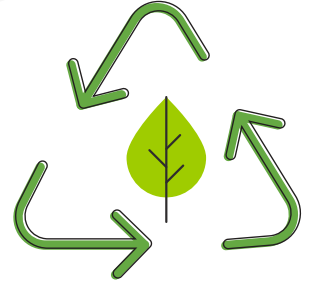
FREEMAN.COM

7

MOVE OUT

train your team

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



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 DEPARTMENT REGULATIONS

A. Inherently Fire Retardant or Flame Retardant Treatment

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang no greater than 6".
3. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

B. Vehicles/Internal Combustion Engines on Display

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
3. Garden tractors, chain saws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
4. All autos, trucks and vehicles of any kind must show the location on the Fire Department-approved floor plan 14 days prior to the show date.

C. Combustibles

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

D. Obstructions

1. Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles.
2. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on floor plan.
3. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

E. Electrical Extension Cords and Multi-Plug Adapters

1. Extension cords shall service one appliance only and shall be a three-wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have current (electricity) breaker overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are illegal.

F. Compressed Cylinders

1. Compressed cylinders must be attached to a stand if used upright or laid flat on floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

G. Cooking and Warming Devices

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M.

1. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, 1/4 inch thick across the front, and down both sides of the demonstration area.

H. Heat producing Equipment

1. Welding, soldering, or any open flame devices are prohibited.
2. Refer to SEC. F-2 above

I. Multi-Level Booths

Exhibitor must submit an Architectural Design to Fire Marshal a minimum of 45 days prior to event.

Should there be any questions regarding the above listed minimum Fire Department Regulations or any other items that need clarification, please do not hesitate to give the Fire Department a call or address a letter to:

San Diego Convention Center

Attention: Fire Marshal
111 West Harbor Drive
San Diego, CA 92101
(619) 525-5495



(888) 508-5054

Fax: (469) 621-5602

DISCOUNT PRICE
DEADLINE DATE
April 5, 2022

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/511196>

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.

method of payment

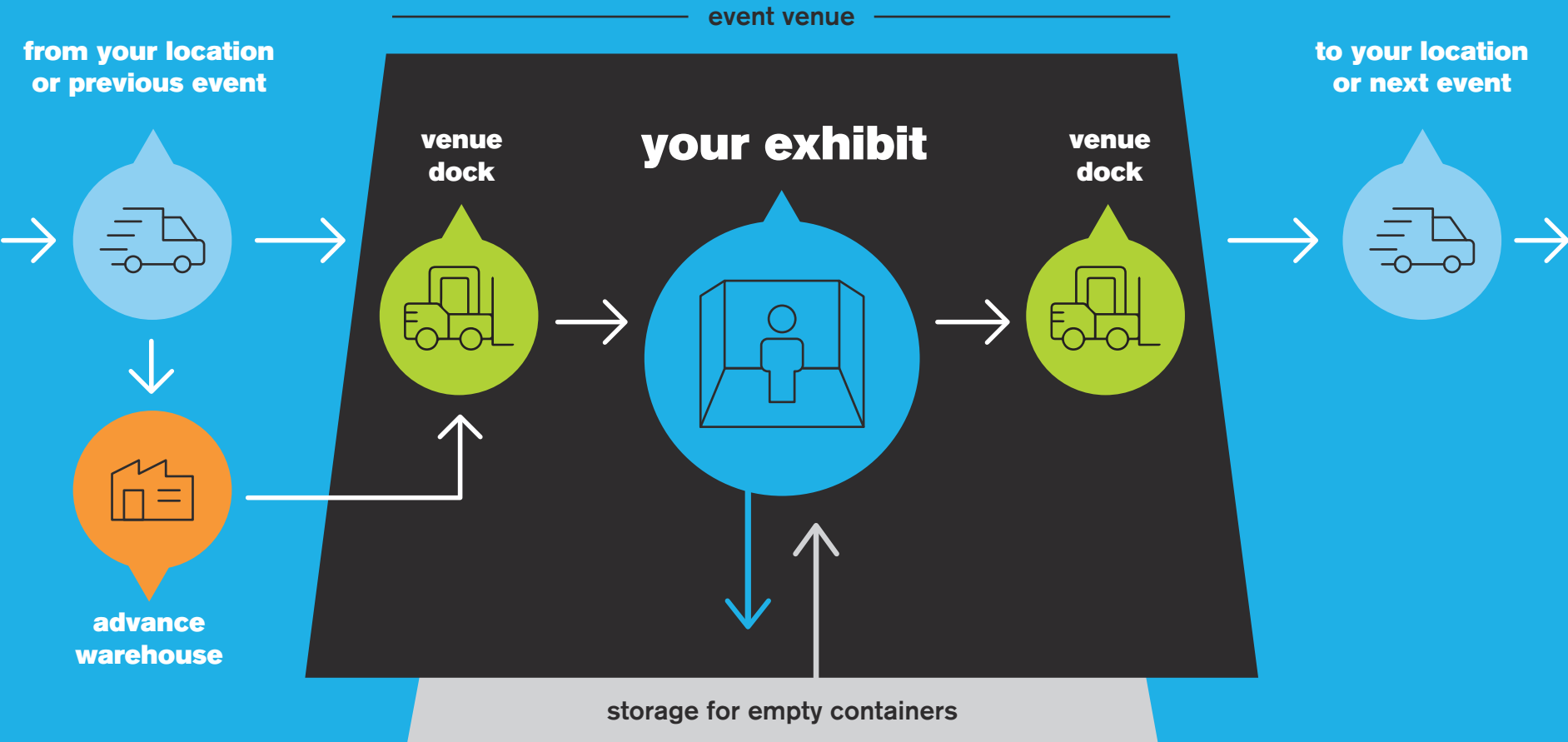
before event

during the event

after event

from your location
or previous event

to your location
or next event



advance warehouse

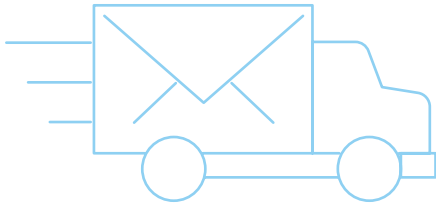
where exhibit materials are
stored before an event

shipping

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

material handling

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



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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



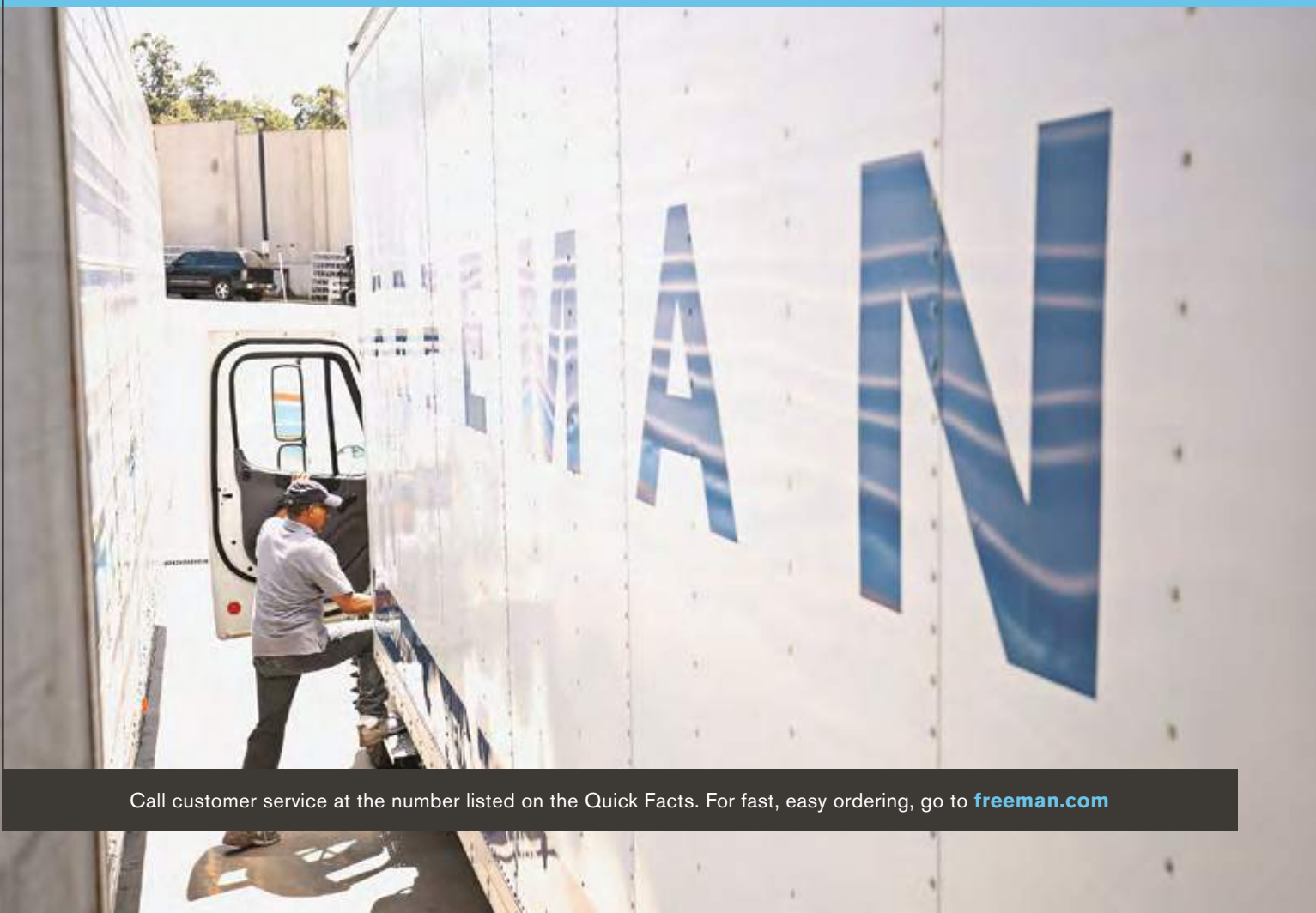
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

.....

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

Questions?

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

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

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

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





(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 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

2022 ACOG Annual Clinical & Scientific Meeting

C/O: Freeman
3456 E Miraloma Ave
Anaheim, CA 92806

MUST BE DELIVERED BY APRIL 26, 2022

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

FREEMAN / Exhibiting Company Name / Booth #

2022 ACOG Annual Clinical & Scientific Meeting

C/O: Freeman
San Diego Convention Center
111 W Harbor Drive
San Diego, CA 92101

CANNOT BE DELIVERED BEFORE MAY 03, 2022

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (511196) _____

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

material handling simplified

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

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

It's just easier!



MATERIAL HANDLING

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

RATES

Material Handling \$ **1.35 per pound**
Rate applies to shipments sent to either the warehouse or directly to show site.

Material Handling - After Deadline \$ **1.69 per pound**
Rate applies to shipments arriving at the warehouse after **April 26, 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:

Important Note: DELIVERY IS BY APPOINTMENT ONLY. Please refer to the Quick Facts for detailed information for advanced deliveries.

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **April 1, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #
2022 ACOG Annual Clinical & Scientific Meeting
C/O Freeman
3456 E Miraloma Ave
Anaheim, CA 92806**
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:

- Show site receiving begins on **May 3, 2022**.
- Show Site address: **Exhibiting Company Name / Booth #
2022 ACOG Annual Clinical & Scientific Meeting
San Diego Convention Center
C/O Freeman
111 W Harbor Drive
San Diego, CA 92101**

Outbound:

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

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

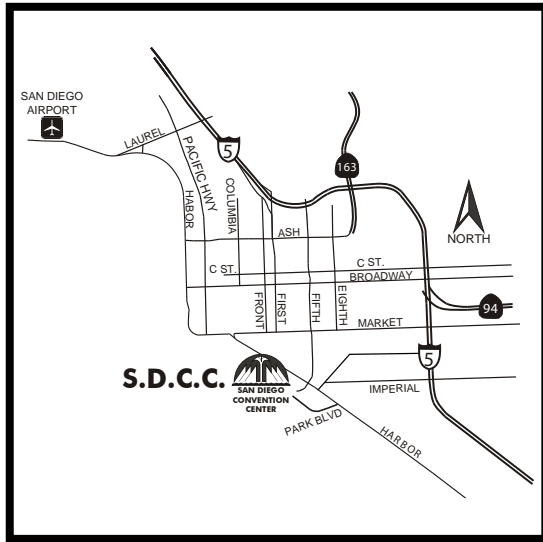
San Diego

F R E E M A N

Marshalling Yard

2383 Faivre St.

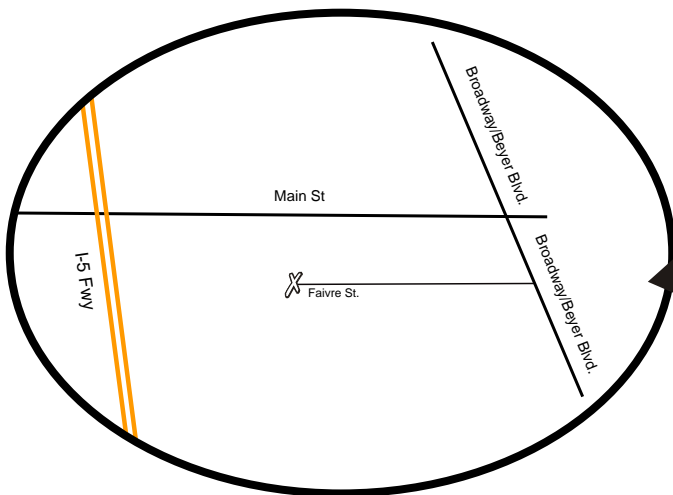
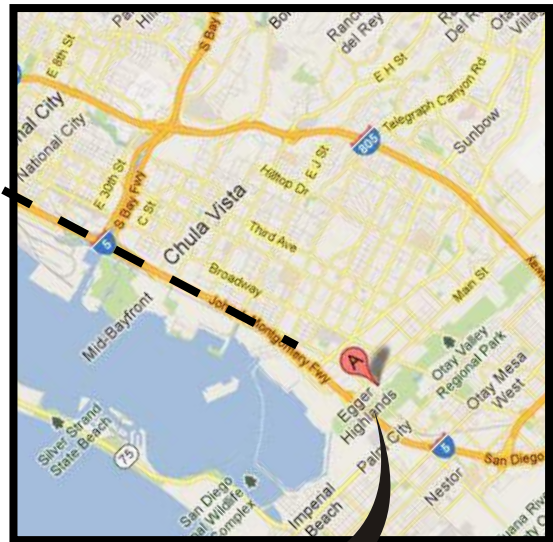
Chula Vista, CA 91911



DIRECTIONS TO MARSHALING YARD

FROM INTERSTATE 5 SOUTH

- Head south on I-5 S toward Exit 5B - Main St.
- Turn left onto Main St
- Turn right onto Broadway/East Beyer Blvd.
- Turn right onto Faivre St.



DIRECTIONS TO MARSHALING YARD

FROM INTERSTATE 5 NORTH

- Head north on I-5 N toward Exit 5B - Main St.
- Turn left onto Main St
- Turn right onto Broadway/East Beyer Blvd.
- Turn right onto Faivre St.

Full truckload and/or dedicated shipments require a certified truck scale weight certificates.

If weight certificates are not provided then the driver will be dispatched to the closest public truck scale prior to and concluding unloading.



(888) 508-5054

Fax: (469) 621-5602

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

Submit order forms here

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online Price by ordering at www.freeman.com/store by **APRIL 05, 2022**.

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.

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 01, 2022

DEADLINE DATE IS: APRIL 26, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman
3456 E Miraloma Ave

Anaheim, CA 92806

WAREHOUSE

(511196)

**2022 ACOG Annual Clinical & Scientific
Meeting**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 01, 2022

DEADLINE DATE IS: APRIL 26, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman
3456 E Miraloma Ave

Anaheim, CA 92806

WAREHOUSE

(511196)

**2022 ACOG Annual Clinical & Scientific
Meeting**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

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

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 03, 2022

TO:

EXHIBITOR NAME

C/O: Freeman

San Diego Convention Center
111 W Harbor Drive

San Diego, CA 92101

SHOW SITE

(511196)

**2022 ACOG Annual Clinical & Scientific
Meeting**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 03, 2022

TO:

EXHIBITOR NAME

C/O: Freeman

San Diego Convention Center
111 W Harbor Drive

San Diego, CA 92101

SHOW SITE

(511196)

**2022 ACOG Annual Clinical & Scientific
Meeting**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

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

Freeman⁷

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 01, 2022

DEADLINE DATE IS: APRIL 26, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman
3456 E Miraloma Ave

Anaheim, CA 92806

HANGING SIGN

(511196)

**2022 ACOG Annual Clinical & Scientific
Meeting**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman⁷

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 01, 2022

DEADLINE DATE IS: APRIL 26, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman
3456 E Miraloma Ave

Anaheim, CA 92806

HANGING SIGN

(511196)

**2022 ACOG Annual Clinical & Scientific
Meeting**

EVENT: _____

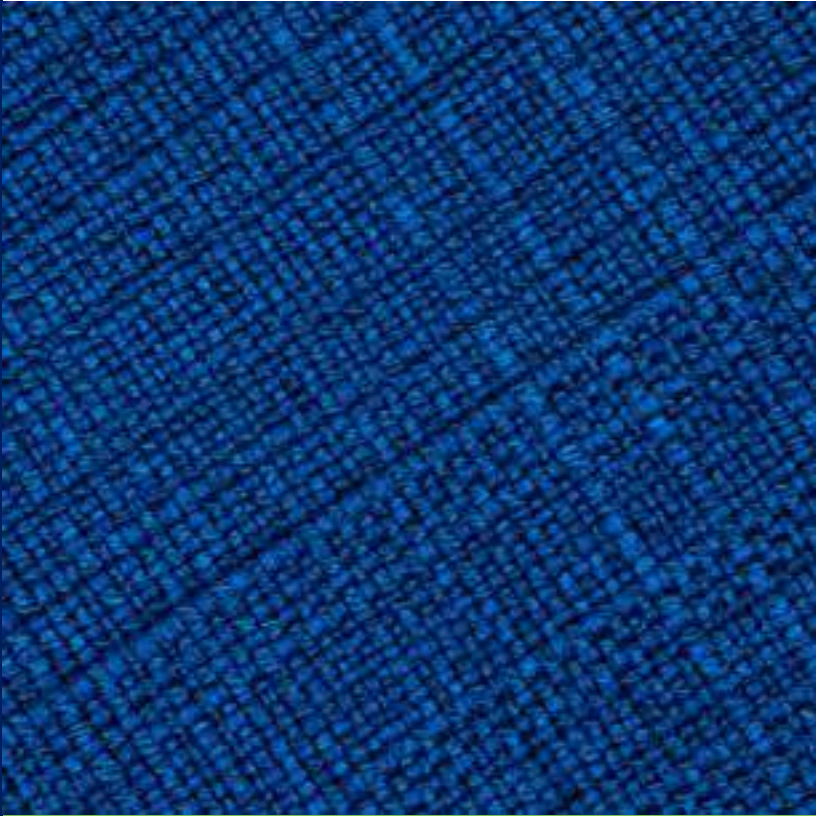
BOOTH NO: _____ NO. _____ OF _____ PCS

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

Exhibitor support

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

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



Furnishings Brochure



Comfortable and Safe Networking

Meaningful engagement doesn't have to be complicated.

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

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

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



Bowery Swivel Chairs & Sedona C-Tables

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

Top Design Tips

for Tradeshow Booths.



Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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

Shown here with Banana Barstools



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

Shown here with Baja Chairs and Sydney Power Cocktail Table

Power Up In Style.

Denotes Powered Products



Powered Seating

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



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



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



POWERED
DETAIL

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 Café Tables
in your design to
facilitate conversations
while social
distancing.



A.



B.



C.

D.



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



POWERED
DETAIL



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



POWERED
DETAIL

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


Take Charge.

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)




Denotes Powered Products 



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

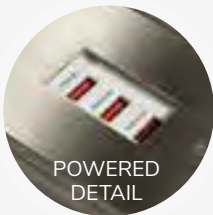
C) 84080 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

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 Poducts

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

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

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

Valencia Sofa & Chair 10'x10' Booth

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




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



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

Soft Seating

Denotes Powered Products 

Create Engaging Booth Environments



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

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


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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

Soft Seating Collections

Available in Power 



A.



B.

ALLEGRO

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



A.



B.

FAIRFAX

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



B.



A.



C.

NAPLES

A) 810119 Chair
(black vinyl)
36"L 30"D 33.25"H
810120 (Powered)

B) 830119 Sofa
(black vinyl)
87"L 30"D 33.25"H
830121 (Powered)

C) 830120 Loveseat
(black vinyl)
62"L 30"D 33.25"H
830122 (Powered)

Accent Chairs

Create Space

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



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



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



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



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

Meeting & Stage Chairs



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



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

Accent Chairs

Accent Chair Styles



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



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



Accent Tables | pg 26



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



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



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



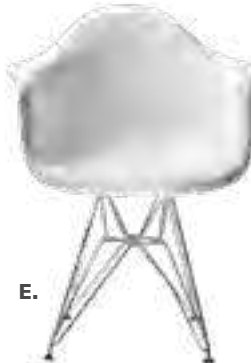
A.



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)

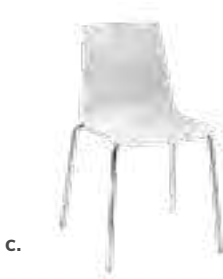


MARINA

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



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



**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

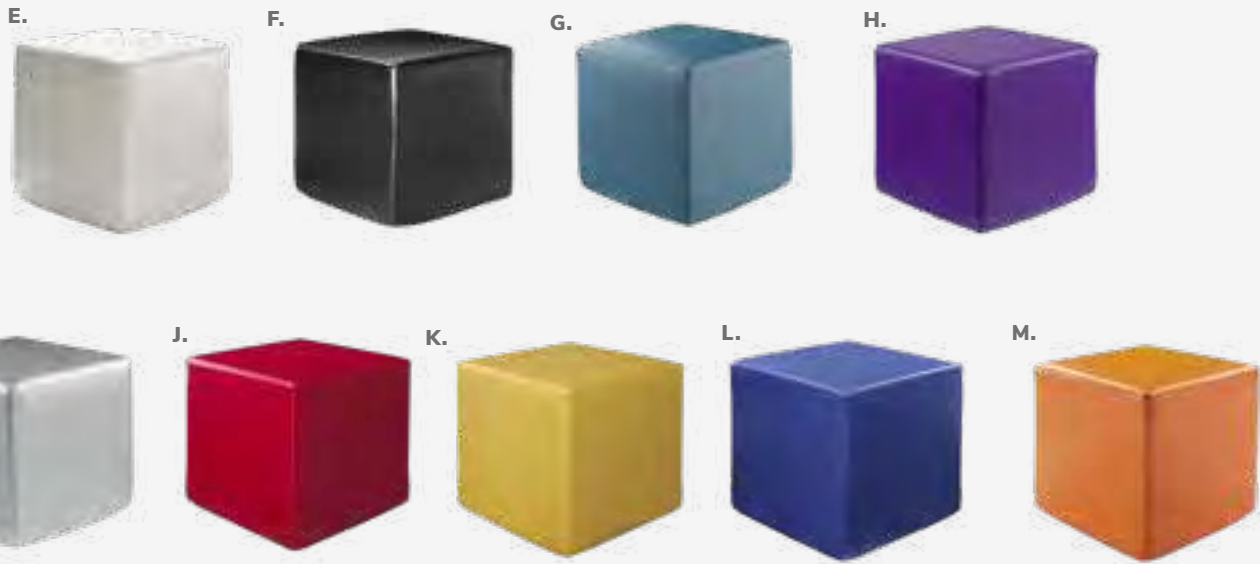
**H) 81082
Blade Chair**
(red)
20.5"L 19"D 30.5"H

Ottomans

Vibe Cube

18"L 18"D 18"H

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



Beverly Bench Ottomans



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

Styles & Shapes



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



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

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

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



Marche Swivel Ottomans



Marche Swivel Ottomans

17" RND 18"H

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

Accent Tables

Tables and Meeting Rooms

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



MESA

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

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

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

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

Styles & Shapes



ALONDRA

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

GEO

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

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

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



SEDONA SIDE TABLE

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



Styles & Shapes



Available in Power

SYDNEY

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

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

REGIS

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

SILVERADO

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

WIRELESS

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

AURA

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

Café Tables



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



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



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



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

Customize and Create

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



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

Café Tables

Standard Black Base
30" RND 29"H

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

36" RND 29"H
8201243 (black)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

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

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

Mix & Match

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



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

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



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

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

Bar Tables

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



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



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



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



Customize and Create

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



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

Bar Tables Standard Black Base 30" RND 42"H

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

36" RND 42"H
8201241 (black)

Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

Style & Design

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



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

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

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

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



Barstools

LIFT Barstools

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



Marina Barstools



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

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

All frames brushed metal.

Barstools

Mix & Match

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

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

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

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

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

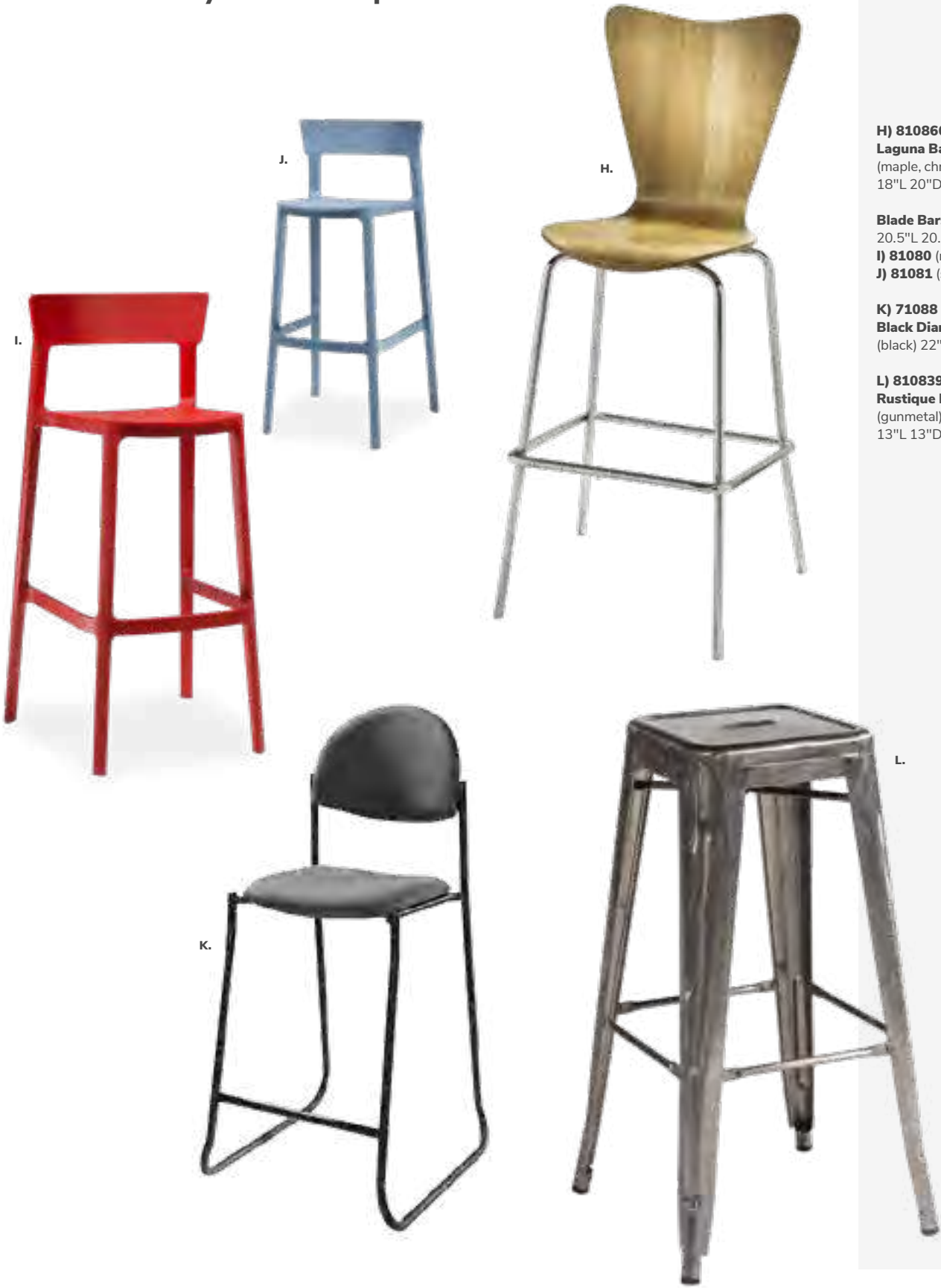
G) 81092
Lucent Barstool
(frosted, acrylic)
22"L 22.5"D 45.5"H

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

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



Barstools Styles & Shapes



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

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

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

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

Conference Tables

42" Round Conference Table

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



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

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



Geo Tables



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

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

Work Space



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

Conference Tables

Madison

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

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

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

A.



B.



C.



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

Black Rectangular Conference Table

A.



B.



C.



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

Black Rectangular Conference Table
(black top, silver)

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

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

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

Executive Seating

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



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

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



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



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



Communal and Powered Tables

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

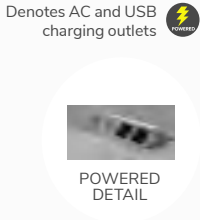
Table Top Options

BLACK

WHITE

MAPLE

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



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.

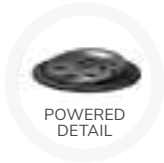
Office Essentials



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



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



ACCENT LAMPS

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

SHELVING

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

Show Essentials

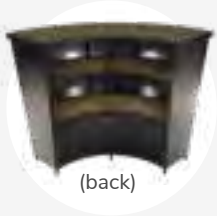
Denotes AC and USB charging outlets



Midtown Powered Counter

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

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



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



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

Midtown Bar

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

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

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



(lit-blue)



(lit-red)



(lit-green)



(lit-white)

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

Product Display Counter



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

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

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

Show Essentials

Greenery and Dividers

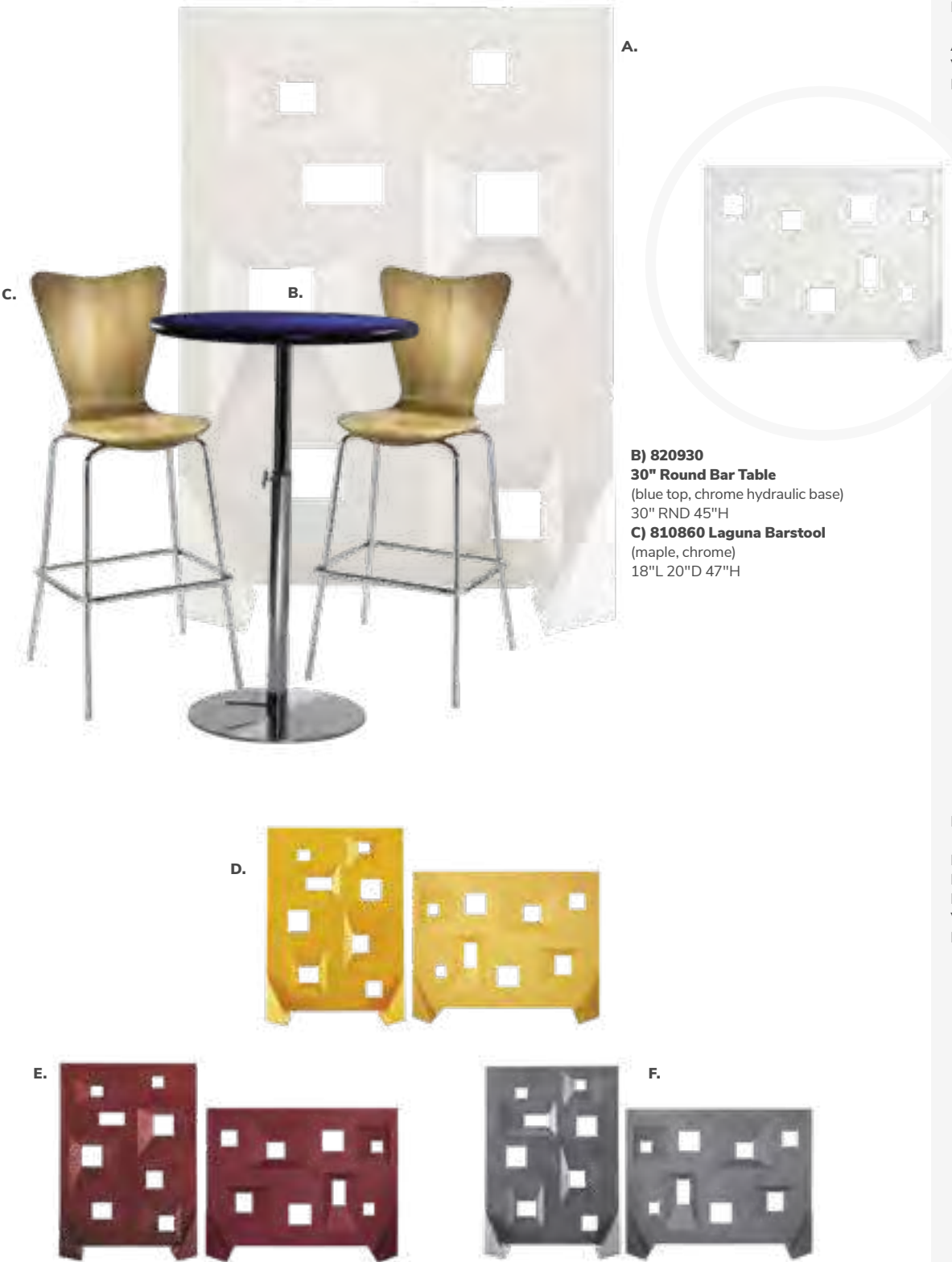
Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

HEDGE

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



Miramar Dividers



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

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

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

Show Essentials

Product Kiosk & Display

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

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

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



Stanchions & Signage

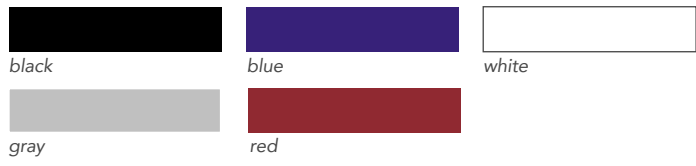
A) 220121
Chrome Stanchion
w/ 8' Retractable Belt
(black, belt) 42"H

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



Draped or Undraped Tables & Counters

Table Drape Colors



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



Sizing Chart*

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

Show Essentials

Storage



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



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

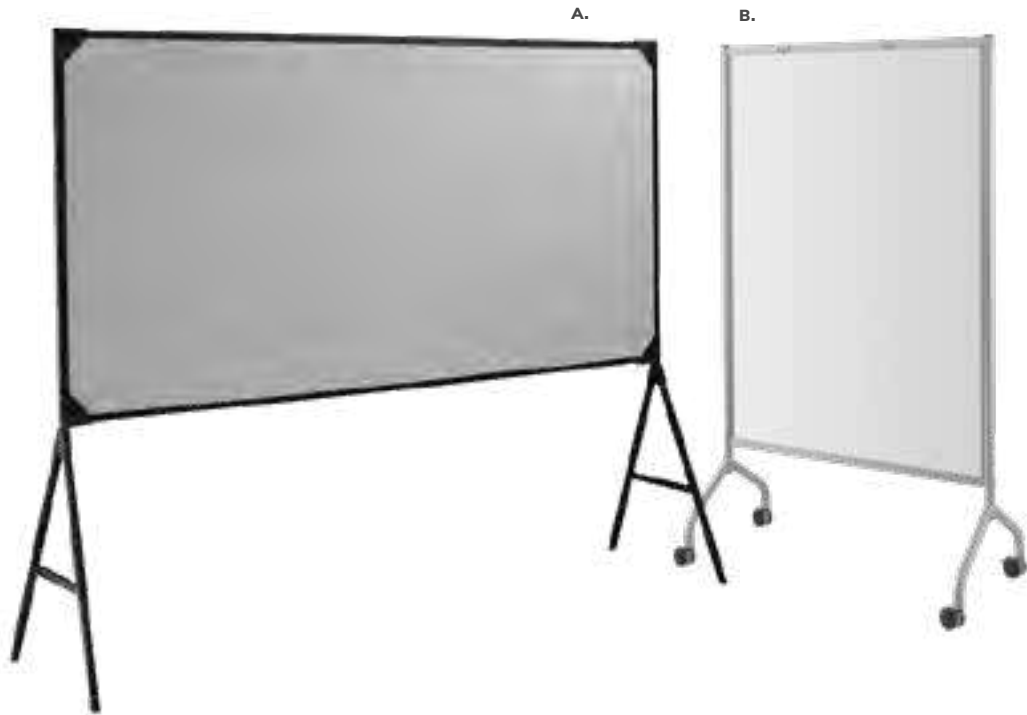


8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H



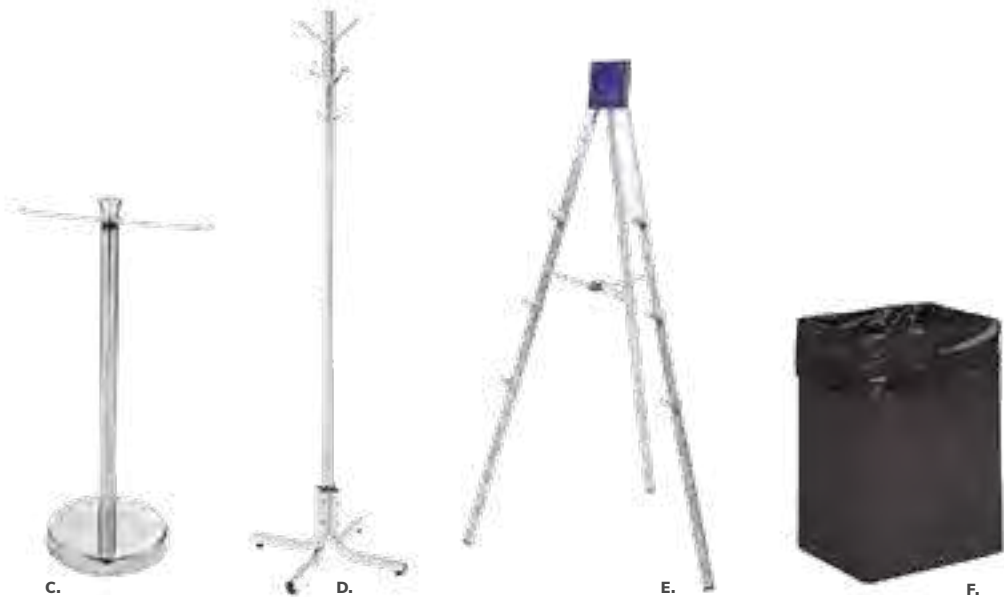
84080
3 Drawer File Cabinet
on Castors
(black metal, laminate)
16"L 20"D 28"H

Office Accessories



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

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



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

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

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

F) 220106
Corrugated
Wastebasket
(black)

Strategic planning with health & safety in mind

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

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

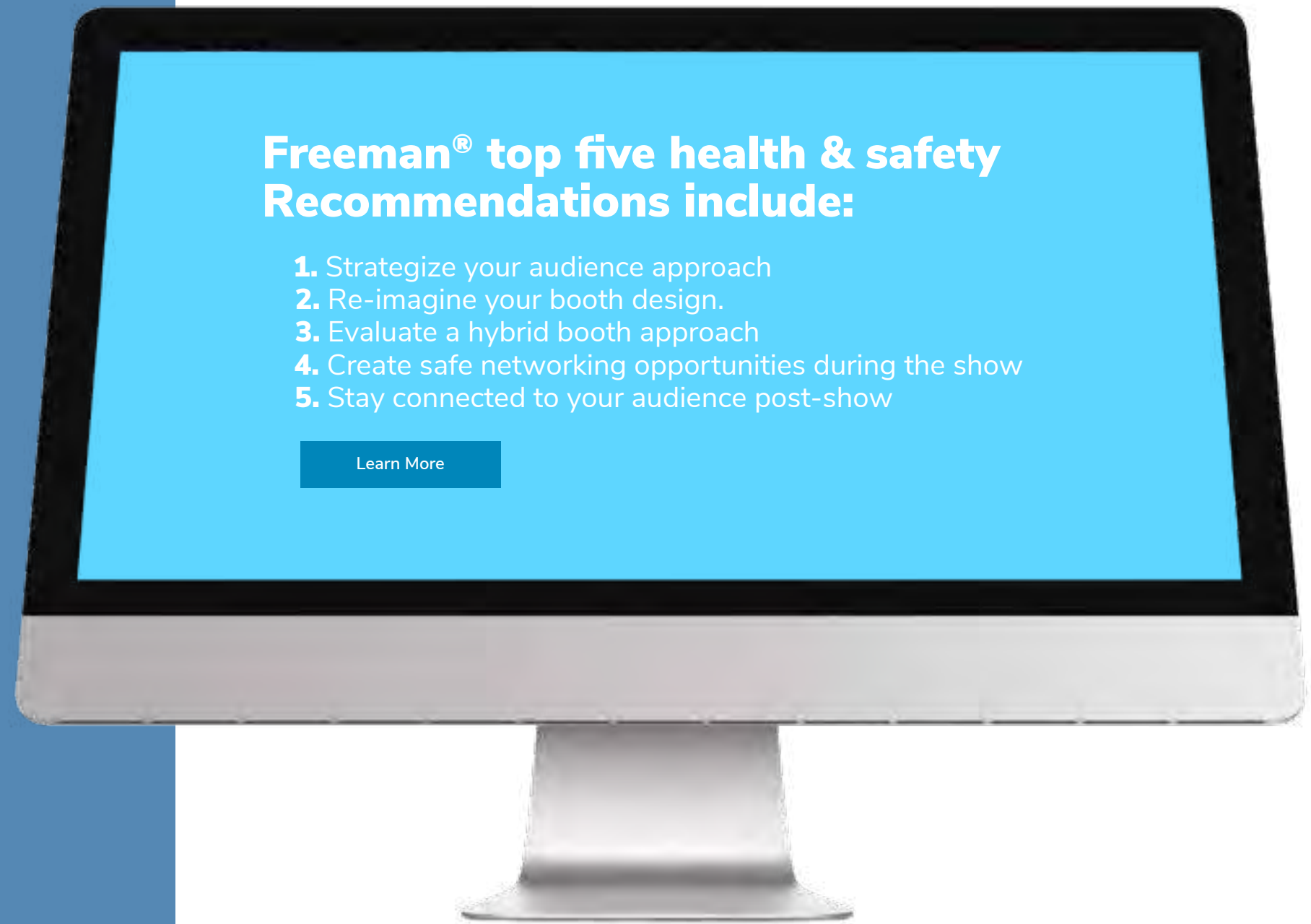
In all cases, we've put considerable thought into them.

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

Freeman® top five health & safety Recommendations include:

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

[Learn More](#)



Health & Safety

Safety Dividers

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

Personalize here

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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.



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

Also available in opaque and personalization available.

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

Also available in opaque and personalization available.



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

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

Please Note:

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

Health & Safety

Greenery and Dividers

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

20'x20' Midtown, Greenery Booth

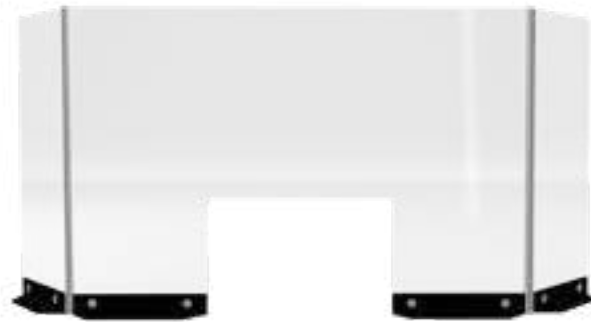
Midtown Bar | pg 46
Dividers | pg 59
Accent Chair | pg 16
Bar Tables | pg 7
Barstools | pg 33
Greenery | pg 48



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**



85050 Clear Divider Bar Counter
(silver, clear) 48-70\"/>



Personalize here



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\"/>

B) 8201233 Hydraulic Cafe Table
(orange top, chrome)
30\"/>

C) 810861 Laguna Chair
(maple, chrome)
18\"/>

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 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) 621-5602

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

Submit order forms [here](#).

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: BOOTH #:

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at www.freeman.com/store by APRIL 05, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
	810119	Chair.....	625.00	687.50	875.00	
	830120	Loveseat.....	725.00	797.50	1,015.00	
	830119	Sofa.....	825.00	907.50	1,155.00	
Munich Group - Gray Fabric						
	810151	Armless Chair.....	400.00	440.00	560.00	
Baja Group - White Vinyl						
	81050	Chair.....	625.00	687.50	875.00	
	83020	Loveseat.....	725.00	797.50	1,015.00	
	83019	Sofa.....	825.00	907.50	1,155.00	
Valencia - Velvet						
	810180	Chair - Spice Orange.....	500.00	550.00	700.00	
	83045	Sofa - Coffee Brown.....	650.00	715.00	910.00	
Key Largo Group - Black Fabric						
	830950	Loveseat.....	600.00	660.00	840.00	
	830951	Sofa.....	700.00	770.00	980.00	
	810950	Chair.....	500.00	550.00	700.00	
Allegro Group - Blue Fabric						
	81019	Chair.....	500.00	550.00	700.00	
	83015	Sofa.....	700.00	770.00	980.00	
Fairfax Group - White Vinyl						
	810949	Chair.....	400.00	440.00	560.00	
	830949	Sofa.....	600.00	660.00	840.00	
Palm Beach - White Vinyl						
	83040	Sofa.....	725.00	797.50	1,015.00	
Sterling Group - Gray Fabric						
	81037	Chair.....	725.00	797.50	1,015.00	
	8309	Sofa.....	975.00	1,072.50	1,365.00	
Cordoba Group - Taupe/Black						
	81048	Chair.....	N/A	N/A	N/A	
	83013	Loveseat.....	N/A	N/A	N/A	

CASUAL SEATING

Ottomans						
	815122	Endless Square - White Vinyl.....	410.00	451.00	574.00	
	815123	Endless Square - Black Vinyl.....	410.00	451.00	574.00	
	815953	Endless Curve - White Vinyl.....	435.00	478.50	609.00	
	815952	Endless Curve - Black Vinyl.....	435.00	478.50	609.00	
	81518	Vibe Cube - Blue Vinyl.....	150.00	165.00	210.00	
	81519	Vibe Cube - Red Vinyl.....	150.00	165.00	210.00	
	81525	Vibe Cube - Orange Vinyl.....	150.00	165.00	210.00	
	81517	Vibe Cube - Yellow Vinyl.....	150.00	165.00	210.00	
	81530	Vibe Cube - Black Vinyl.....	150.00	165.00	210.00	
	81531	Vibe Cube - White Vinyl.....	150.00	165.00	210.00	

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online price by ordering at www.freeman.com/store by APRIL 05, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
_____	81532	Vibe Cube - Steel Blue Vinyl.....	150.00	165.00	210.00	_____
_____	81533	Vibe Cube - Silver Vinyl.....	150.00	165.00	210.00	_____
_____	81534	Vibe Cube - Purple Vinyl.....	150.00	165.00	210.00	_____
_____	81535	Vibe Cube -Citrus Green Vinyl.....	150.00	165.00	210.00	_____
_____	81536	Vibe Cube - Taupe Vinyl.....	150.00	165.00	210.00	_____
_____	81537	Vibe Cube - Spice Orange Vinyl.....	150.00	165.00	210.00	_____
_____	81538	Vibe Cube - Desert Rose Vinyl.....	150.00	165.00	210.00	_____
_____	815151	Marche Swivel - Gray Fabric.....	210.00	231.00	294.00	_____
_____	815154	Marche Swivel - Red Fabric.....	210.00	231.00	294.00	_____
_____	815159	Marche Swivel - Blue Fabric.....	210.00	231.00	294.00	_____
_____	815152	Marche Swivel - Linen Fabric.....	210.00	231.00	294.00	_____
_____	815157	Marche Swivel - Meadow Green Fabric.....	210.00	231.00	294.00	_____
_____	815158	Marche Swivel - Pear Yellow Fabric.....	210.00	231.00	294.00	_____
_____	815156	Marche Swivel - Plum Fabric.....	210.00	231.00	294.00	_____
_____	815153	Marche Swivel - Raspberry Fabric.....	210.00	231.00	294.00	_____
_____	815155	Marche Swivel - Rose Quartz Fabric.....	210.00	231.00	294.00	_____
_____	815150	Marche Swivel - White Vinyl.....	210.00	231.00	294.00	_____
_____	815160	Marche Swivel - Orange Fabric.....	210.00	231.00	294.00	_____
_____	81540	Marche Swivel - Forest Green Vinyl.....	210.00	231.00	294.00	_____
_____	81541	Marche Swivel - Teal Velvet.....	210.00	231.00	294.00	_____
_____	81542	Marche Swivel - Distressed Brown Vinyl.....	210.00	231.00	294.00	_____
_____	81543	Marche Swivel - Black Vinyl.....	210.00	231.00	294.00	_____
_____	81539	Marche Swivel - Ivory Faux Sheep Fur.....	210.00	231.00	294.00	_____
Beverly Bench Ottomans						
_____	81550	Black Vinyl.....	410.00	451.00	574.00	_____
_____	81551	Brown Fabric.....	410.00	451.00	574.00	_____
_____	81552	Gray Fabric.....	410.00	451.00	574.00	_____
_____	81553	Linen Fabric.....	410.00	451.00	574.00	_____
_____	81554	Ocean Blue Fabric.....	410.00	451.00	574.00	_____
_____	81555	Red Fabric.....	410.00	451.00	574.00	_____
_____	81556	White Vinyl.....	410.00	451.00	574.00	_____
Beverly Small Bench Ottomans						
_____	81560	Black Vinyl.....	310.00	341.00	434.00	_____
_____	81561	Blue Fabric.....	310.00	341.00	434.00	_____
_____	81562	Brown Fabric.....	310.00	341.00	434.00	_____
_____	81563	Green Fabric.....	310.00	341.00	434.00	_____
_____	81565	Linen Fabric.....	310.00	341.00	434.00	_____
_____	81568	Red Fabric.....	310.00	341.00	434.00	_____
_____	81569	White Vinyl.....	310.00	341.00	434.00	_____
_____	81566	Lavender Fabric.....	310.00	341.00	434.00	_____
_____	81567	Orange Fabric.....	310.00	341.00	434.00	_____
_____	81564	Gray Fabric.....	310.00	341.00	434.00	_____
_____	81570	Yellow Fabric.....	310.00	341.00	434.00	_____
Accent Chairs						
_____	71089	Black Diamond Side Chair.....	135.00	148.50	189.00	_____
_____	71090	Black Diamond Arm Chair.....	150.00	165.00	210.00	_____
_____	810861	Laguna Chair - Maple/Chrome.....	160.00	176.00	224.00	_____

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Chairs (continued)						
	210108	Limerick® Chair by Herman Miller.....	90.00	99.00	126.00	
	810816	Madrid Chair - White Vinyl/Chrome.....	625.00	687.50	875.00	
	810948	Meeting Chair - White Vinyl.....	325.00	357.50	455.00	
	810164	Marina Chair - White Vinyl.....	180.00	198.00	252.00	
	810160	Marina Chair - Black Vinyl.....	180.00	198.00	252.00	
	810161	Marina Chair - Brown Fabric.....	180.00	198.00	252.00	
	810162	Marina Chair - Ocean Blue Fabric.....	180.00	198.00	252.00	
	810163	Marina Chair - Red Fabric.....	180.00	198.00	252.00	
	810131	Malba Chair - Gray Molded Plastic.....	115.00	126.50	161.00	
	810130	Malba Chair - Green Molded Plastic.....	115.00	126.50	161.00	
	810846	Christopher Chair - White Vinyl/Chrome.....	150.00	165.00	210.00	
	810851	Zenith Chair - White/Chrome.....	160.00	176.00	224.00	
	810841	Rustique Chair - Gunmetal.....	150.00	165.00	210.00	
	810837	Razor Armless Chair - White High Density Plastic.....	110.00	121.00	154.00	
	810875	Swanson Swivel Chair - White Vinyl.....	325.00	357.50	455.00	
	81083	Blade Chair - Sky Blue.....	110.00	121.00	154.00	
	81082	Blade Chair - Red.....	110.00	121.00	154.00	
	81093	Lucent Chair - Frosted Acrylic.....	200.00	220.00	280.00	
	810145	Wentworth Chair - Brown Vinyl.....	325.00	357.50	455.00	
	81024	Atherton Chair - Brown Leather.....	725.00	797.50	1,015.00	
	81034	Bowery Chair - Yellow Fabric.....	500.00	550.00	700.00	
	81035	Century Chair - Gray Velvet.....	500.00	550.00	700.00	
	81036	Lena Chair - Green Leather.....	500.00	550.00	700.00	
	81031	Montreal Chair - Blue Fabric.....	625.00	687.50	875.00	
	81032	Pasadena Chair - White Plastic.....	315.00	346.50	441.00	
	81038	Tech Chair - Gray Vinyl.....	625.00	687.50	875.00	
	81039	Tech Tablet Chair - Gray Vinyl.....	625.00	687.50	875.00	
	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	
Executive Seating						
	71045	Gray Gaslift Chair Without Arms.....	240.00	264.00	336.00	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	400.00	440.00	560.00	
	810175	Genesis Chair - Black.....	250.00	275.00	350.00	
	810844	Pro Executive High Back Chair - White Vinyl.....	350.00	385.00	490.00	
	810946	Pro Executive High Back Chair - Black Vinyl.....	350.00	385.00	490.00	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	350.00	385.00	490.00	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	350.00	385.00	490.00	
	810947	Pro Executive Guest Chair - Black Vinyl.....	350.00	385.00	490.00	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	450.00	495.00	630.00	
Barstools						
	71088	Black Diamond Stool.....	195.00	214.50	273.00	
	71047	Gray Gaslift Stool without Arms.....	295.00	324.50	413.00	
	810860	Laguna Barstool - Maple/Chrome.....	210.00	231.00	294.00	
	210109	Limerick® Stool by Herman Miller.....	140.00	154.00	196.00	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	195.00	214.50	273.00	
	810873	Lift Barstool - Red Vinyl/Chrome.....	195.00	214.50	273.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Barstools (continued)						
_____	810871	Lift Barstool - Black Vinyl/Chrome.....	195.00	214.50	273.00	_____
_____	810870	Lift Barstool - White Vinyl/Chrome.....	195.00	214.50	273.00	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	220.00	242.00	308.00	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	220.00	242.00	308.00	_____
_____	810850	Zenith Barstool - White/Chrome.....	210.00	231.00	294.00	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	340.00	374.00	476.00	_____
_____	810848	Christopher Barstool - White Vinyl/Chrome.....	210.00	231.00	294.00	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	350.00	385.00	490.00	_____
_____	810839	Rustique Barstool - Gunmetal.....	150.00	165.00	210.00	_____
_____	81080	Blade Barstool - Red.....	160.00	176.00	224.00	_____
_____	81081	Blade Barstool - Sky Blue.....	160.00	176.00	224.00	_____
_____	81092	Lucent Barstool - Frosted Acrylic.....	260.00	286.00	364.00	_____
_____	810135	Task Stool - Black Fabric.....	305.00	335.50	427.00	_____
_____	81026	Marina Barstool - Ocean Blue.....	240.00	264.00	336.00	_____
_____	81027	Marina Barstool - Black Vinyl.....	240.00	264.00	336.00	_____
_____	81028	Marina Barstool - Brown Fabric.....	240.00	264.00	336.00	_____
_____	81029	Marina Barstool - Red Fabric.....	240.00	264.00	336.00	_____
_____	81030	Marina Barstool - White Vinyl.....	240.00	264.00	336.00	_____

Draped Tables & Counters

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

_____	124330	Draped Table 3'L x 30"H.....	175.00	192.50	245.00	_____
_____	124430	Draped Table 4'L x 30"H.....	175.00	192.50	245.00	_____
_____	124630	Draped Table 6'L x 30"H.....	210.00	231.00	294.00	_____
_____	124830	Draped Table 8'L x 30"H.....	225.00	247.50	315.00	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	50.00	55.00	70.00	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	50.00	55.00	70.00	_____
_____	124342	Draped Counter 3'L x 42"H.....	210.00	231.00	294.00	_____
_____	124442	Draped Counter 4'L x 42"H.....	210.00	231.00	294.00	_____
_____	124642	Draped Counter 6'L x 42"H.....	230.00	253.00	322.00	_____
_____	124842	Draped Counter 8'L x 42"H.....	260.00	286.00	364.00	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	60.00	66.00	84.00	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	60.00	66.00	84.00	_____

Undraped Tables & Counters

_____	125330	Undraped Table 3'L x 30"H.....	125.00	137.50	175.00	_____
_____	125430	Undraped Table 4'L x 30"H.....	125.00	137.50	175.00	_____
_____	125630	Undraped Table 6'L x 30"H.....	160.00	176.00	224.00	_____
_____	125830	Undraped Table 8'L x 30"H.....	175.00	192.50	245.00	_____
_____	125342	Undraped Counter 3'L x 42"H.....	150.00	165.00	210.00	_____
_____	125442	Undraped Counter 4'L x 42"H.....	150.00	165.00	210.00	_____
_____	125642	Undraped Counter 6'L x 42"H.....	170.00	187.00	238.00	_____
_____	125842	Undraped Counter 8'L x 42"H.....	200.00	220.00	280.00	_____

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
Table Top Risers - Risers are 8" wide (continued)						
_____	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	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	250.00	275.00	350.00	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	265.00	291.50	371.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	141.25	155.40	197.75	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	250.00	275.00	350.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	265.00	291.50	371.00	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	250.00	275.00	350.00	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	265.00	291.50	371.00	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	250.00	275.00	350.00	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	265.00	291.50	371.00	_____
Pedestal Tables						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	395.00	434.50	553.00	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	395.00	434.50	553.00	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	410.00	451.00	574.00	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	410.00	451.00	574.00	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	410.00	451.00	574.00	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	410.00	451.00	574.00	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	410.00	451.00	574.00	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	410.00	451.00	574.00	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	395.00	434.50	553.00	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	395.00	434.50	553.00	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	295.00	324.50	413.00	_____
_____	820264	Madison Bar Table - Gray Acajou.....	295.00	324.50	413.00	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	295.00	324.50	413.00	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	295.00	324.50	413.00	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	395.00	434.50	553.00	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	395.00	434.50	553.00	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	395.00	434.50	553.00	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	395.00	434.50	553.00	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	395.00	434.50	553.00	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	395.00	434.50	553.00	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	395.00	434.50	553.00	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	295.00	324.50	413.00	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	395.00	434.50	553.00	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	295.00	324.50	413.00	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	395.00	434.50	553.00	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	295.00	324.50	413.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables (continued)						
	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	395.00	434.50	553.00	
	820943	30" Cafe Table w/ Black Base - Wood.....	295.00	324.50	413.00	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	395.00	434.50	553.00	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	395.00	434.50	553.00	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	395.00	434.50	553.00	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	395.00	434.50	553.00	
	820268	30" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	395.00	434.50	553.00	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	295.00	324.50	413.00	
	820916	30" Bar Table w/ Black Base - Black.....	295.00	324.50	413.00	
	820917	30" Bar Table w/ Black Base - Green.....	295.00	324.50	413.00	
	820918	30" Bar Table w/ Black Base - Orange.....	295.00	324.50	413.00	
	820919	30" Bar Table w/ Black Base - Yellow.....	295.00	324.50	413.00	
	820269	30" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	395.00	434.50	553.00	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	395.00	434.50	553.00	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	395.00	434.50	553.00	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	395.00	434.50	553.00	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	395.00	434.50	553.00	
	820270	30" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	295.00	324.50	413.00	
	8201236	30" Cafe Table w/ Black Base - Black.....	295.00	324.50	413.00	
	8201237	30" Cafe Table w/ Back Base - Green.....	295.00	324.50	413.00	
	8201238	30" Cafe Table w/ Black Base - Orange.....	295.00	324.50	413.00	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	295.00	324.50	413.00	
	820271	30" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	410.00	451.00	574.00	
	8201241	36" Bar Table w// Black Base - Black.....	325.00	357.50	455.00	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	410.00	451.00	574.00	
	8201243	36" Cafe Table w/ Black Base - Black.....	325.00	357.50	455.00	
	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.....	295.00	324.50	413.00	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	375.00	412.50	525.00	
	820252	Alondra End Table - Glass/Chrome.....	295.00	324.50	413.00	
	820250	Alondra Cocktail Table - Glass/Chrome.....	375.00	412.50	525.00	
	820253	Alondra End Table - Wood/Chrome.....	295.00	324.50	413.00	
	820251	Alondra Cocktail Table - Wood/Chrome.....	375.00	412.50	525.00	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	380.00	418.00	532.00	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	395.00	434.50	553.00	
	82028	Geo End Table - Wood/Black Steel.....	250.00	275.00	350.00	
	82027	Geo Cocktail Table - Wood/Black Steel.....	325.00	357.50	455.00	

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	82035	Geo End Table - Glass/Chrome.....	250.00	275.00	350.00	
	82034	Geo Cocktail Table - Glass/Chrome.....	325.00	357.50	455.00	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	250.00	275.00	350.00	
	82055	Sydney End Table - White Laminate/Brushed Steel..	250.00	275.00	350.00	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	325.00	357.50	455.00	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	325.00	357.50	455.00	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	250.00	275.00	350.00	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	250.00	275.00	350.00	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	325.00	357.50	455.00	
Accent Tables (continued)						
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	325.00	357.50	455.00	
	82075	Regis End Table - Brushed Metal.....	295.00	324.50	413.00	
	82074	Regis Bench Table - Brushed Metal.....	375.00	412.50	525.00	
	820844	Aura Round Table - White Metal.....	175.00	192.50	245.00	
	82043	Geo Square-Round Table - Glass/Black Steel.....	395.00	434.50	553.00	
	82044	Geo Square-Round Table - Glass/Chrome.....	395.00	434.50	553.00	
	8201226	Rustique Square Metal Bar Table - Gray.....	350.00	385.00	490.00	
	820130	Mesa Cocktail Table - Black/Bronze.....	325.00	357.50	455.00	
	820131	Mesa Cocktail Table - Glass/Bronze.....	325.00	357.50	455.00	
	820132	Mesa Cocktail Table - Wood/Bronze.....	325.00	357.50	455.00	
	820133	Mesa End Table - Black/Bronze.....	250.00	275.00	350.00	
	820134	Mesa End Table - Glass/Bronze.....	250.00	275.00	350.00	
	820135	Mesa End Table - Wood/Bronze.....	250.00	275.00	350.00	
	820310	Sedona Side Table - Black/Bronze.....	175.00	192.50	245.00	
	820311	Sedona Side Table - Wood/Bronze.....	175.00	192.50	245.00	
	820312	Sedona Side Table - White/Bronze.....	175.00	192.50	245.00	
	820320	Taos Side Table - Black/Bronze.....	175.00	192.50	245.00	
	820321	Taos Side Table Wood/Bronze.....	175.00	192.50	245.00	
	820322	Taos Side Table - White/Bronze.....	175.00	192.50	245.00	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	495.00	544.50	693.00	
	82051	Geo Conference Table - Glass/Chrome.....	495.00	544.50	693.00	
	820260	Madison Conference Table - Gray Acajou.....	450.00	495.00	630.00	
	820708	42" Round Conference Table - White Laminate.....	450.00	495.00	630.00	
	820261	Madison 5' Conference Table - Gray Acajou.....	595.00	654.50	833.00	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,050.00	1,155.00	1,470.00	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,050.00	1,155.00	1,470.00	
	820951	Ventura Bar Table - Maple w/ Grommets.....	700.00	770.00	980.00	
	820952	Ventura Communal Bar Table - Black.....	700.00	770.00	980.00	
	820953	Ventura Bar Table - White w/ Grommets.....	700.00	770.00	980.00	
	820954	Ventura Communal Bar Table - Maple.....	700.00	770.00	980.00	
	820956	Ventura Communal Bar Table - White.....	700.00	770.00	980.00	
	820963	Ventura Communal Cafe Table - Maple.....	600.00	660.00	840.00	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	600.00	660.00	840.00	
	820961	Ventura Cafe Table - White w/ Grommets.....	600.00	660.00	840.00	

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	820966	Ventura Communal Cafe Table - White.....	600.00	660.00	840.00	
	820962	Ventura Communal Cafe Table - Black.....	600.00	660.00	840.00	
	8201244	42" Round Conference Table - Black Laminate.....	450.00	495.00	630.00	
	8201	10' Table - Black Laminate.....	1,050.00	1,155.00	1,470.00	
	8203	5' Table - Black Laminate.....	595.00	654.50	833.00	
	8205	8' Table - Black Laminate.....	1,050.00	1,155.00	1,470.00	

Office

	84075	Madison Desk - Gray Acajou.....	637.15	700.85	892.00	
	84078	Madison Bookcase - Gray Acajou.....	386.00	424.60	540.40	

Computer Desks/Tables

	820706	Work Desk - White Laminate.....	395.00	434.50	553.00	
--	--------	---------------------------------	--------	--------	--------	--

POWERED

Powered Seating

	810120	Naples Chair, Powered - Black Vinyl.....	725.00	797.50	1,015.00	
	830122	Naples Loveseat, Powered - Black Vinyl.....	825.00	907.50	1,155.00	
	830121	Naples Sofa, Powered - Black Vinyl.....	925.00	1,017.50	1,295.00	

Powered Tables

	820950	Ventura Communal Bar Table, Powered - Black.....	800.00	880.00	1,120.00	
	820955	Ventura Communal Bar Table, Powered - White.....	800.00	880.00	1,120.00	
	820964	Ventura Communal Cafe Table, Powered - Black.....	700.00	770.00	980.00	
	820965	Ventura Communal Cafe Table, Powered - White.....	700.00	770.00	980.00	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	889.30	978.25	1,245.00	
	84084	Tech Desk, Powered - Black Metal.....	779.90	857.90	1,091.85	
	82076	Sydney Cocktail Table, Powered - Black.....	425.00	467.50	595.00	
	82073	Sydney Cocktail Table, Powered - White.....	425.00	467.50	595.00	
	8202	10' Table, Powered - Black Laminate.....	1,150.00	1,265.00	1,610.00	
	8204	5' Table, Powered - Black Laminate.....	695.00	764.50	973.00	
	8206	8' Table, Powered - Black Laminate.....	1,150.00	1,265.00	1,610.00	

Powered Pedestals

	85060	Powered Locking Pedestal 36" H, Black.....	727.20	799.90	1,018.10	
	85061	Powered Locking Pedestal 36" H, White.....	727.20	799.90	1,018.10	
	85062	Powered Locking Pedestal 42" H, Black.....	869.00	955.90	1,216.60	
	85063	Powered Locking Pedestal 42" H, White.....	869.00	955.90	1,216.60	
	820710	Wireless Charging Table, Powered.....	395.00	434.50	553.00	

Midtown Counters & Bars

	850103	Midtown Powered Counter Unlighted - Pewter.....	1,797.00	1,976.70	2,515.80	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	2,097.00	2,306.70	2,935.80	
	850101	Midtown Bar Unlighted - Pewter.....	1,617.00	1,778.70	2,263.80	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,917.00	2,108.70	2,683.80	

DISPLAY & ACCESSORIES

Product Storage

	84080	3 Door File Cabinet on Castors - Black	271.45	298.60	380.05	
	85020	Posh Shelving w/ Chrome Frame - White.....	678.35	746.20	949.70	

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: BOOTH #:

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at www.freeman.com/store by APRIL 05, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Refrigerator						
	8503001	Refrigerator - White.....	1,177.50	1,295.25	1,648.50	
	8983000	Small Refrigerator.....	N/A	N/A	N/A	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	240.45	264.50	336.65	
	850708	Mason Floor Lamp - White/Brushed Silver.....	353.10	388.40	494.35	
Display						
	75030	Display Cube - Black - 12" Small.....	280.85	308.95	393.20	
	75031	Display Cube - Black - 18" Medium.....	301.05	331.15	421.45	
	75032	Display Cube - Black - 24" Large.....	341.40	375.55	477.95	
	72056	Display Counter - Black.....	522.25	574.50	731.15	
Boxwood Hedges						
	85030	7' Boxwood Hedge.....	568.00	624.80	795.20	
	85035	4' Boxwood Hedge.....	304.00	334.40	425.60	
Accessories						
	220121	Chrome Stanchion w/ 8' Retractable Belt.....	180.85	198.95	253.20	
	220118	Chrome Sign Holder.....	180.85	198.95	253.20	
	750135	Round Literature Rack.....	252.35	277.60	353.30	
	750136	Flat Literature Rack.....	223.35	245.70	312.70	
	220109	Chrome Coat Tree.....	84.45	92.90	118.25	
	220134	Aluminum Easel.....	69.40	76.35	97.15	
	220110	Chrome Bag Rack.....	104.20	114.60	145.90	
	10201484	Floor Standing Bulletin Board.....	402.00	442.20	562.80	
	220106	Corrugated Wastebasket.....	25.00	27.50	35.00	
	8502	Village Charging Hub.....	194.00	213.40	271.60	
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
	12103	Special Drape 3'H (per ft.).....	25.20	27.70	35.30	
	12108	Special Drape 8'H (per ft.).....	27.75	30.55	38.85	

TOTAL COST

Total Cost = \$ _____

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

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

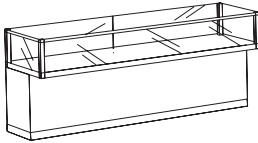
COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

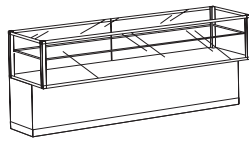
E-MAIL ADDRESS: _____

Take advantage of the Online Price by ordering at www.freeman.com/store by April 5, 2022.

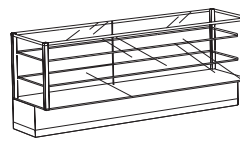
SHOWCASES



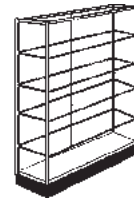
QUARTERVIEW



HALFVIEW



FULL VIEW CASE



**WALL DISPLAY
SHOWCASE**

STANDARD WHITE LINE (FLUORESCENT)

Qty	Part#	Description	Online Price	Discount Price	Standard Price	Total
Fluorescent Lighting. Solid Sides (1/2 & 1/4 view). White formica exterior. Closed storage. Sliding Doors with locks (no mirrors).						
___	101043	Full View 4'	665.80	732.40	932.10	___
___	101051	Full View 5'	665.80	732.40	932.10	___
___	101061	Full View 6'	665.80	732.40	932.10	___
___	101042	Half View 4'	665.80	732.40	932.10	___
___	101050	Half View 5'	665.80	732.40	932.10	___
___	101060	Half View 6'	665.80	732.40	932.10	___
___	101090	Half View 34" Corner.....	725.45	798.00	1015.65	___
___	101044	Quarter View 4'	665.80	732.40	932.10	___
___	101052	Quarter View 5'	665.80	732.40	932.10	___
___	101062	Quarter View 6'	665.80	732.40	932.10	___
___	101092	Quarter View 34" Corner	725.45	798.00	1015.65	___

WALL DISPLAY SHOWCASES

Fluorescent Lighting. Solid Sides. White formica exterior. Glass Sliding Doors. Adjustable Shelves. See through or Front View.

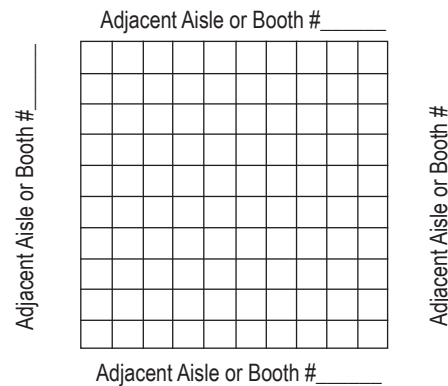
___	1010203	Wall (Front View)	772.35	849.60	1,081.30	___
84"H x 70"W x 18"D						
___	1010204	Wall (See Through)	772.35	849.60	1,081.30	___
84"H x 70"W x 19"D						

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

DESIGNER LINE (FLUORESCENT)

Qty	Part#	Description	Online Price	Discount Price	Standard Price	Total
Fluorescent Lighting. Brushed Silver Frame. Textured Gray Formica Exterior. Mirrored Sliding Doors w/Lock. Glass Sides. Rear Storage w/Locked Sliding Doors.						
___	1012401	Half View 4'	744.60	819.05	1,042.45	___
___	1012501	Half View 5'	744.60	819.05	1,042.45	___
___	1012601	Half View 6'	744.60	819.05	1,042.45	___
___	101212	Half View 34" Corner.....	797.45	877.20	1,116.45	___
___	1012400	Quarter View 4'	744.60	819.05	1,042.45	___
___	1012500	Quarter View 5'	744.60	819.05	1,042.45	___
___	1012600	Quarter View 6'	744.60	819.05	1,042.45	___
___	101214	Quarter View 34" Corner	797.45	877.20	1,116.45	___

Please use diagram below to indicate the placement of showcase(s) within your booth space.



Electrical service and extension cords are **NOT INCLUDED**. For electrical services, please refer to the electrical services order forms located in this manual.

TOTAL COST

Total Cost = \$ _____

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

Freeman[™]

Flooring solutions

Stand out in style.

Visit us at 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.

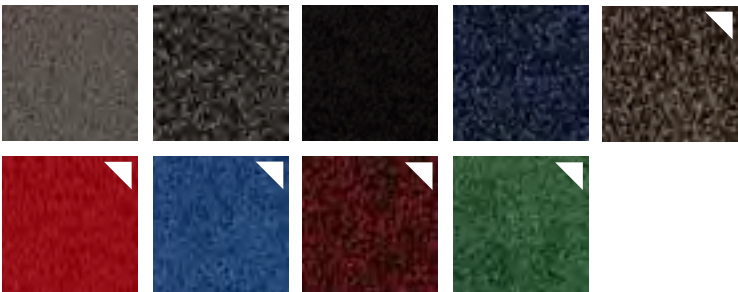
Be sure to order before the discount deadline!

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

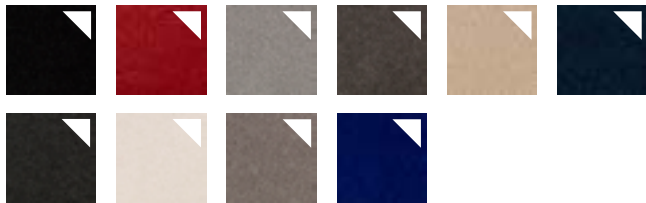
NEW



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



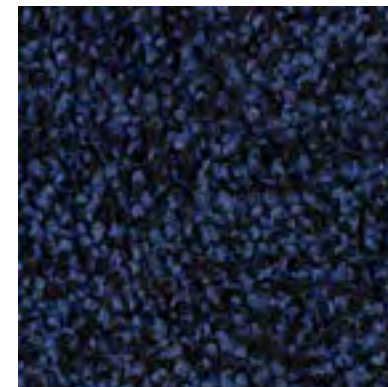
Gray



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

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



Gray



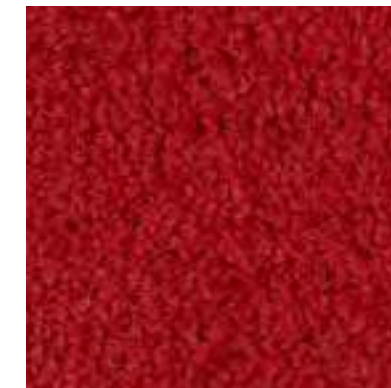
Tuxedo



Black



Midnight



Red



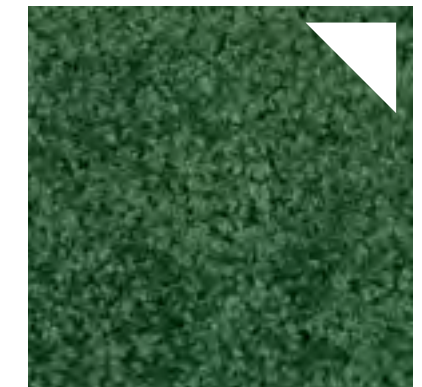
Blue



Latte



Red Pepper



Green

▼ = Available only before the discount deadline

NEW

Designer Plus Collection

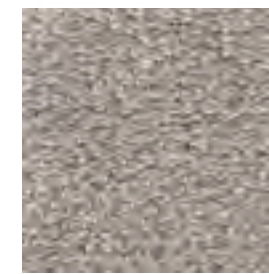
30oz

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

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



Black



Grey Pearl



Red



Navy



Lava Rock



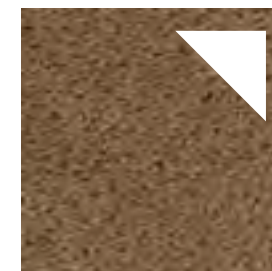
Paprika



Graphite



Royal Blue



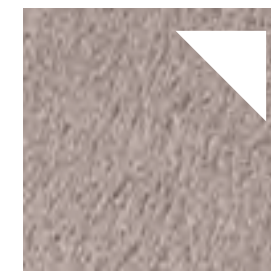
Silky Beige



Ivory



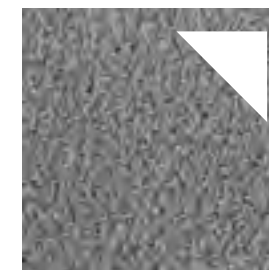
Smoke



Sword



White



Silver Cloud

▼ = Available only before the discount deadline

NEW

Supreme Collection

45oz

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



Black



Red



Silver Cloud



Navy



Charcoal



Reflex Blue



Cream



Silver Mist



Smoke



White

▼ = Available only before the discount deadline

Ordering after the discount deadline? Don't fret.

You can select from these options.

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

Classic Collection

16oz



Gray



Tuxedo



Black



Midnight

Custom Cut Classic Collection

16oz



Gray



Tuxedo



Black



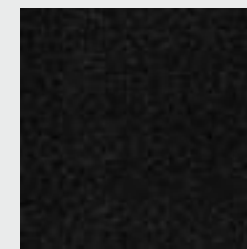
Midnight



Red

Designer Plus Collection

30oz



Black



Gray Pearl



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

Now offering vinyl and turf
flooring solutions.

NEW

Expo Vinyl Collection

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



Birch



Light Maple



Dark Maple



Ash



Smoke

▼ = Available only before the discount deadline

NEW

Event Flex Collection

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

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



Whitewood



Silverwood



Dark Maple



Blackwood



Barnwood

▼ = Available only before the discount deadline

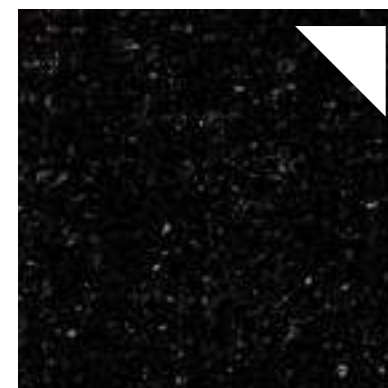
NEW

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

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

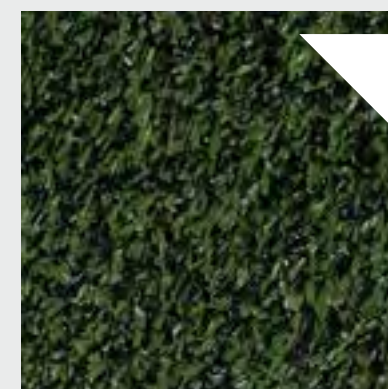


Riviera Black



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



Freeman⁷

Order before the discount deadline.

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

freeman.com/find-show

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



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NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online Price by ordering at www.freeman.com/store by APRIL 05, 2022.

FLOORING

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

10' Classic Carpet, Padding & Plastic Covering

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue* ☐ Gray ☐ Midnight Blue ☐ Red* ☐ Tuxedo

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

Custom Cut Classic Carpet

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

CHOOSE YOUR CARPET COLOR:

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

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

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

Vinyl*

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

10 ft Expo Event Vinyl, choose your flooring color:

☐ Ash ☐ Birch ☐ Dark Maple ☐ Light Maple ☐ Smoke

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

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

12 ft Event Flex Vinyl, choose your flooring color:

☐ Barnwood ☐ Blackwood ☐ Dark Maple ☐ Silverwood ☐ Whitewood

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

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

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____



Upgraded Carpet*

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

30 oz Designer Plus Carpet, choose your carpet color:

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

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

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

45 oz Supreme Carpet, choose your carpet color:

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

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

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



Carpet Padding

- Pricing includes delivery, material handling, installation and removal.
- Order padding by the sqft if your size is not listed on the standard size order form.

Carpet Padding- Price per sqft (100 sqft minimum)

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

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

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

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

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

Turf*

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

Riviera Turf, choose your color:

- ☐ Black ☐ Ivy Green

Riviera Turf - Price per sqft (100 sqft minimum)

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

Parkside Turf, choose your color:

- ☐ Green

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

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

TOTAL COST

Total Cost = \$ _____

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



(888) 508-5054

Fax: (469) 621-5602

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

Submit order forms [here](#).

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Discount Price by ordering at www.freeman.com/store by APRIL 05, 2022

CLEANING SERVICES

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

VACUUMING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.					
_____	610100	Booth Vacuuming - One Time89	1.25	_____
_____	610200	Booth Vacuuming - 2 Days	1.78	2.50	_____
_____	610300	Booth Vacuuming - 3 Days	2.67	3.75	_____

SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.25	1.75	_____
_____	630200	Shampoo Carpet - 2 Days	2.50	3.50	_____
_____	630300	Shampoo Carpet - 3 Days	3.75	5.25	_____

FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time78	1.10	_____
_____	690200	Floor Surface Cleaning - 2 Days	1.56	2.20	_____
_____	690300	Floor Surface Cleaning - 3 Days	2.34	3.30	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.					
_____	620500	Exhibit Area / Under 500 sqft.	121.05	169.45	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	158.85	222.40	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	201.30	281.80	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	239.25	334.95	_____

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.

cleaning

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

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GRAPHICS

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

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
\$ 22.00 per sqft discount price
sqft _____ x or _____ = \$ _____
\$ 33.00 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 _____

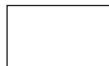
PMS Colors _____

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"	96.70	145.05 =	_____
7" x 22"	99.45	149.20 =	_____
7" x 44"	101.70	152.55 =	_____
9" x 44"	107.80	161.70 =	_____
11" x 14"	107.80	161.70 =	_____
14" x 22"	122.10	183.15 =	_____
14" x 44"	150.65	226.00 =	_____
22" x 28"	153.05	229.60 =	_____
28" x 44"	184.85	277.30 =	_____
20" x 60"	302.00	453.00 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Total Cost = \$ _____

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

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

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

UNION REGULATIONS

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

DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment). Installation of all lighting hung from truss or beams & distribution of all cabling throughout (San Francisco includes the lighting truss assembly and hanging). All stage hand labor used in the exhibit area will be supplied through Freeman with exception of a company representative/supervision, plasma screen mounting, computer set up and interconnectivity. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

TIPPING

Freeman request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Freeman employees.

LET US DO THE HEAVY LIFTING

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



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

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

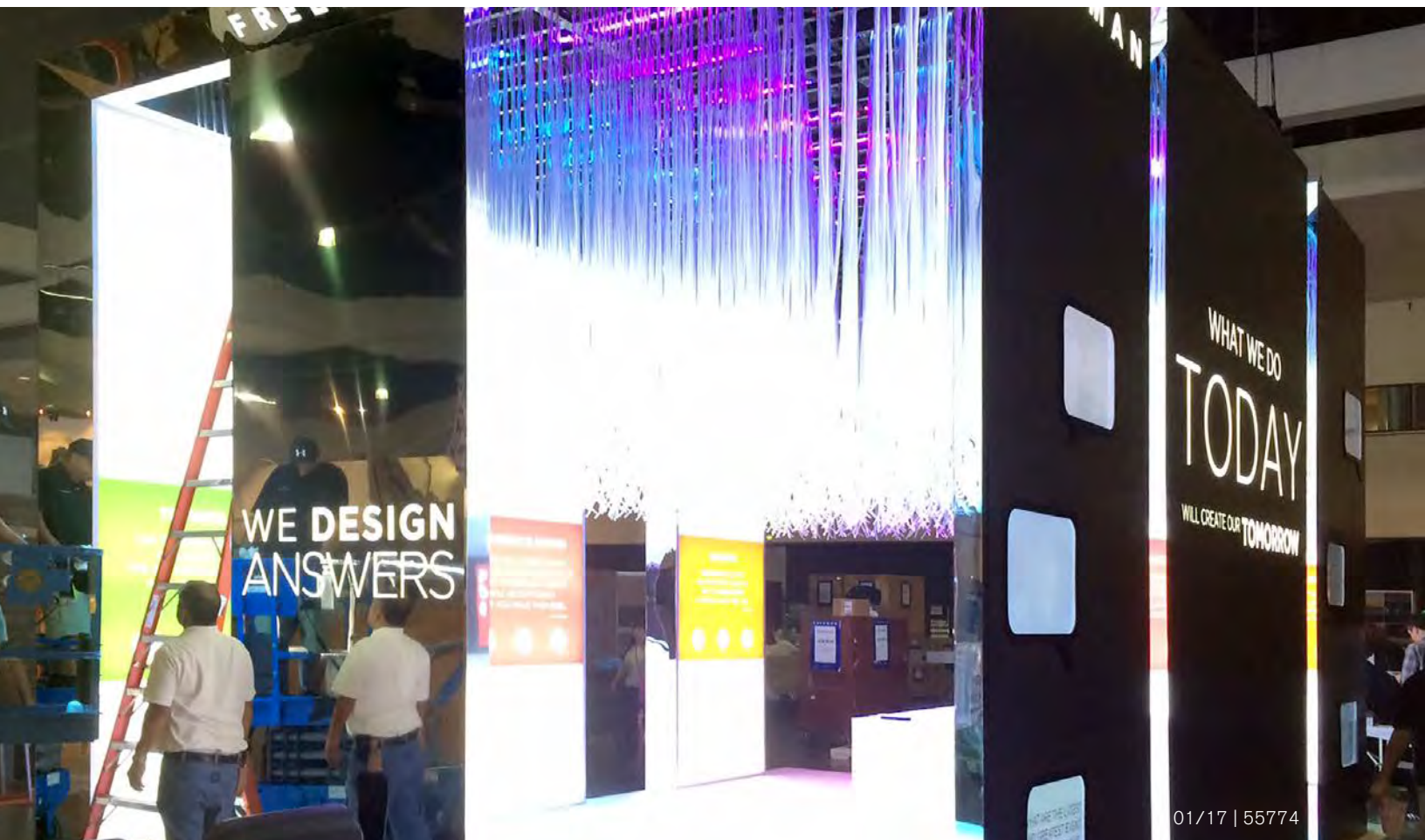
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 4:30 PM Monday through Friday.....	\$156.00	\$218.50
Overtime: 4:30 PM to 8:00 AM Monday through Friday, ALL Day on Saturday and Sunday	\$281.00	\$393.50
Holiday: ALL DAY on recognized holidays	\$358.50	\$502.00

• **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 = \$ _____						

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐ **Freeman Exhibit Transportation:**

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

☐ **Other Carrier:**

Carrier Name: _____

Carrier Phone: _____

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

☐ 1 Day: Delivery next business day

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

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

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

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

installation & dismantle labor



(888) 508-5054
Fax: (469) 621-5602

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

Submit order forms [here](#).

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COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 4:30 PM Monday through Friday

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

Double Time: ALL Day on Saturday and Sunday

Holiday: ALL Day on recognized holiday

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

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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$233.25	\$326.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$310.50	\$434.75
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$356.75	\$499.50
304053	Forklift w/operator - up to 5,000 lbs - HOL.....	\$433.75	\$607.25
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$304.00	\$425.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$381.25	\$533.75
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$427.50	\$598.50
3040153	Forklift w/operator - up to 15,000 lbs - HOL.....	\$504.50	\$706.50
304040	Forklift w/operator - 4-Stage - ST.....	\$256.25	\$358.75
304041	Forklift w/operator - 4-Stage - OT.....	\$333.50	\$467.00
304042	Forklift w/operator - 4-Stage - DT.....	\$379.75	\$531.75
304043	Forklift w/operator - 4-Stage - HOL.....	\$456.50	\$639.25
RIGGING LABOR			
3020100	Rigger - ST.....	\$190.75	\$267.25
3020101	Rigger - OT.....	\$286.00	\$400.50
3020102	Rigger - DT.....	\$343.50	\$481.00
3020106	Rigger - HOL.....	\$437.50	\$612.50
EQUIPMENT			
3090600	Forklift Cage.....	\$33.25	
3090700	Forklift Boom.....	\$33.25	
3090800	Pallet Jack.....	\$33.25	

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.

HANGING SIGN INSTRUCTIONS / RULES & REGULATIONS

**Exhibitors who comply with all outlined regulations will be given first priority.
Incomplete or missing information may delay your installation.**

- Hanging Structures are permitted in most areas of the convention center with the exception of meeting rooms and lobbies. All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Freeman is the exclusive contractor for all ceiling-hung materials. All truss systems must also meet all facility rules and regulations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Services Manual as it relates.
- Please attach **Certified Weigh Bill** and **Certified Structural Engineered Drawing**.
- Refer to Show Management Rules & Regulations for height restrictions.
- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
- Set up instructions must be provided for signs needing assembly.
- 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 SERVICE Order Form.
- All truss systems that are to be suspended from the ceiling will require detailed blue prints that indicate all hanging points and weight loads for each point.
- All truss and motor systems will be operated by Freeman personnel only. At no time will any Exhibitor Appointed Contractor be permitted to operate the motor controls in raising or lowering truss systems. All Distros will be handled by Freeman.
- **Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline date.**
- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- If these instructions are not followed and/or orders are not complete and submitted by the order deadline date, Freeman cannot guarantee the hanging of your sign or advance pricing. Show Site orders might not be accepted due to advance clearance requirements.
- Any part of an exhibit or structure must have a supporting base equaling 1/3 the height of the structure or may need seismic safety cables.

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

- **Complete the Method of Payment**
- **Complete the Structural Integrity Statement**
- **Complete the Hanging Sign Order Form**
- **Complete the Hanging Sign Details & Placement Form**
- **Complete the Motor & Truss Order Form** *(If applicable)*
- **Send the above information to Freeman at the address on order forms.**

For more details or clarification regarding the above instructions / rules and regulations, please contact San Diego Rigging Department, by email at sdrigging@freeman.com or call at 858-320-7846.

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

HANGING SIGN LABOR

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday and all day Saturday and Sunday.

Holidays - All day on Holidays.

- Standard prices will apply to all hanging sign orders placed at show site.
- **Standard prices will apply for all Hanging Signs shipped direct to show site.**
- Crew Size - **MINIMUM** of two people.
- **Materials - Cable, clamps, etc. are additional and charged accordingly.**
- Rates are per lift and crew per hour.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- **Straight time cannot be guaranteed. Requested dates and times cannot be guaranteed.**

	<u>Straight Time</u>	<u>Overtime</u>	<u>Holiday</u>
Boom Lift With Crew (Per Hour)			
Discount Price	\$763.00	\$1,017.00	\$1,175.00
Standard Price	\$1,068.25	\$1,424.00	\$1,645.00
Additional Crew/Assembly Labor (Per person / Per hour)			
Discount Price	\$158.75	\$285.75	\$364.75
Standard Price	\$222.25	\$400.25	\$510.75

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.

CEILING POINT FEE

Ceiling point fees apply to any sign and/or chain hoist hung from the ceiling in the San Diego Convention Center. This is in addition to the quoted rates for hanging signs, truss or equipment.

_____ Points @ \$371.25 ea = \$ _____

ESTIMATE

Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Requested Install Date: _____ Time: _____

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Requested Dismantle Date: _____ Time: _____

INBOUND SHIPPING:

☐ **Shipping to Advance Warehouse**
Deadline for Receipt: April 26, 2022

☐ **Shipping to Show Site (Standard Prices Apply)**
Date of Arrival: _____

STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 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? ☐ Exhibitor ☐ Freeman (Refer to Motors & Truss Order Form)

Does your sign require truss? ☐ Yes ☐ No ☐ Exhibitor Provided * ☐ Freeman Provided (Refer to Motors & Truss Order Form)

Are you using chain motors? ☐ Yes ☐ No ☐ Exhibitor Provided * ☐ Freeman Provided (Refer to Motors & Truss Order Form)

*** Any non-Freeman supplied chain hoists will require current yearly maintenance records.**

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: _____



(888) 508-5054
Fax: (469) 621-5602

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

Submit order forms [here](#).

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

MOTORS & TRUSS

- For custom quotes on truss or lighting, please call Exhibitor Support at (888) 508-5054.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the ELECTRICAL SERVICES ORDER FORM.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered in advance on the appropriate order form.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with *. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

Qty	Description	Advance Price	Standard Price	Total
EQUIPMENT				
_____	Quarter Ton Hoist	\$670.70	\$939.00	\$ _____
_____	Half Ton Hoist	\$670.70	\$939.00	\$ _____
_____	One Ton Hoist.....	\$670.70	\$939.00	\$ _____
_____	Rotating Motor.....	\$625.70	\$876.00	\$ _____
_____	12" Box Truss (per foot)*	\$27.95	\$39.15	\$ _____
_____	12" Corner Blocks*	\$96.30	\$134.80	\$ _____
_____	20.5" Box Truss (per foot)*	\$36.50	\$51.10	\$ _____
_____	20.5" Corner Blocks*	\$107.15	\$150.00	\$ _____
Total for Equipment.....				\$ _____

* Select Color for Truss and Corner Blocks:

☐ Black ☐ Silver

Please indicate what you will be hanging with the above equipment:

_____ Hanging Sign

_____ Lighting Truss

_____ Combination of Both

**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.
(511196) FY23 SD CC

motors & truss

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

_____, the contracted exhibitor at the **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 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, San Diego 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: _____

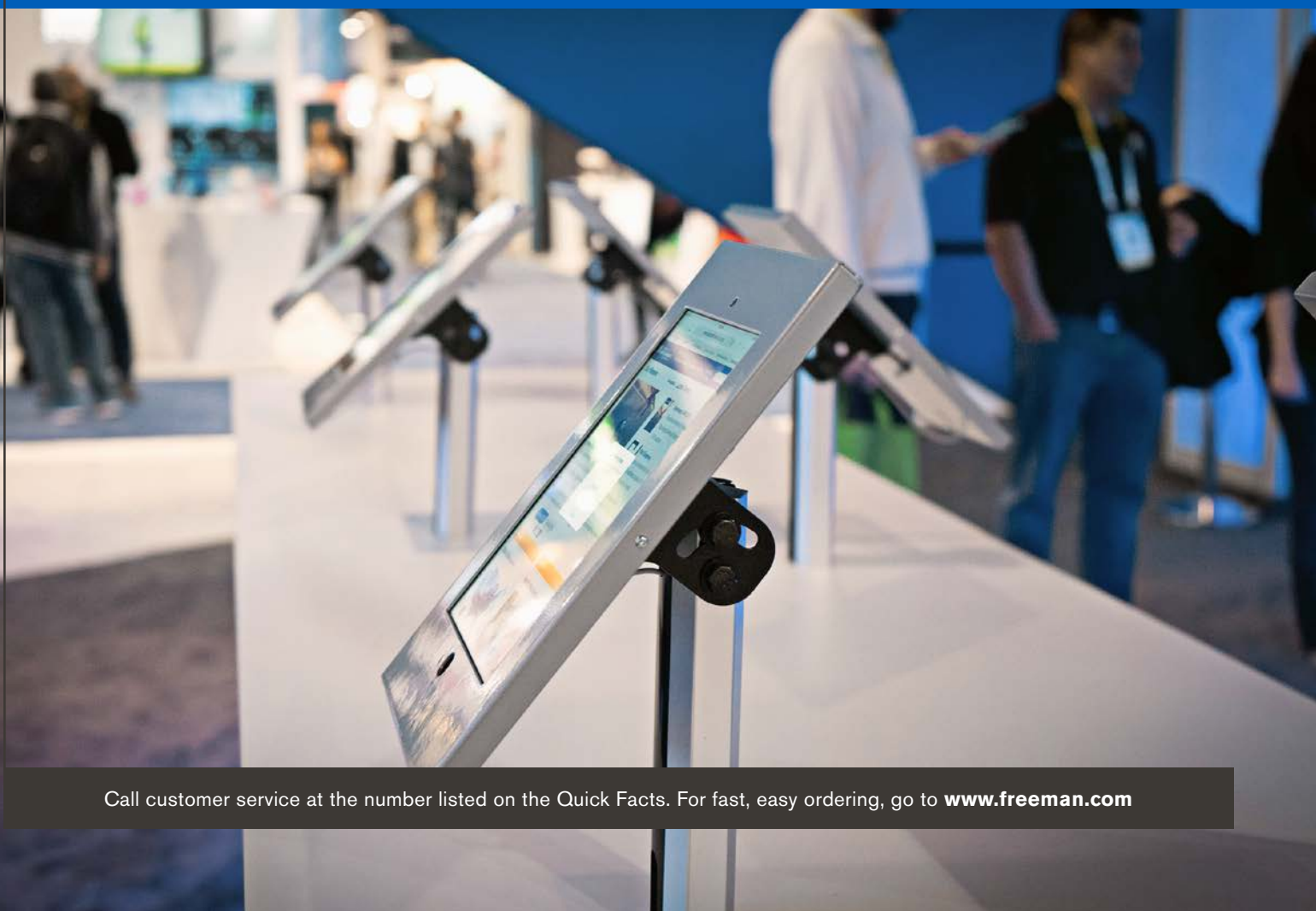
E-Mail: _____

EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

.....

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

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



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

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

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

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



NAME OF SHOW: **2022 ACOG Annual Clinical / May 6-8, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Online Price by ordering at www.freeman.com/store by April 05, 2022.

AUDIO VISUAL

- Orders received after the deadline date or without payment will be charged the Standard Price.
- Electrical labor and internet services are NOT included in equipment pricing.
- Pricing is for the length of the event and includes product delivery.
- Please call for meeting room support or items that are not listed.

FLAT SCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All screens are 1080p with dual post stand				
_____	32" Flat Screen.....	\$740.00	\$962.00	\$ _____
_____	42" Flat Screen.....	\$900.00	\$1,170.00	\$ _____
_____	55" Flat Screen.....	\$1,510.00	\$1,963.00	\$ _____
_____	70" Flat Screen.....	\$2,145.00	\$2,788.50	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$3,810.00	\$4,953.00	\$ _____
• All screens are 1080p with dual post stand and external USB media player.				
_____	32" Flat Screen.....	\$870.00	\$1,131.00	\$ _____
_____	42" Flat Screen.....	\$1,025.00	\$1,332.50	\$ _____
_____	55" Flat Screen.....	\$1,635.00	\$2,125.50	\$ _____
_____	70" Flat Screen.....	\$2,270.00	\$2,951.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$3,935.00	\$5,115.50	\$ _____
• All screens are 1080p with dual post stand and laptop.				
_____	32" Flat Screen.....	\$1,085.00	\$1,410.50	\$ _____
_____	42" Flat Screen.....	\$1,245.00	\$1,618.50	\$ _____
_____	55" Flat Screen.....	\$1,850.00	\$2,405.00	\$ _____
_____	70" Flat Screen.....	\$2,485.00	\$3,230.50	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,155.00	\$5,401.50	\$ _____

TOUCHSCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All packages include dual post stand and laptop.				
_____	32" Touchscreen.....	\$1,430.00	\$1,859.00	\$ _____
_____	46" Touchscreen.....	\$1,850.00	\$2,405.00	\$ _____
_____	55" Touchscreen.....	\$2,275.00	\$2,957.50	\$ _____
• All packages include dual post stand.				
_____	32" Touchscreen.....	\$1,085.00	\$1,410.50	\$ _____
_____	46" Touchscreen.....	\$1,510.00	\$1,963.00	\$ _____
_____	55" Touchscreen.....	\$1,930.00	\$2,509.00	\$ _____

NAME OF SHOW: **2022 ACOG Annual Clinical / May 6-8, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

FLAT SCREEN DISPLAYS

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

- Please call for pricing on Flat Screens 98" and larger, 4K UHD, & LED Video Wall options.

_____	24" Monitor - 1080p, (no sound).....	\$305.00	\$396.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	32" Flat Screen - 1080p, with Internal Speakers.....	\$505.00	\$656.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	42" Flat Screen - 1080p, with Internal Speakers.....	\$660.00	\$858.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Flat Screen - 1080p, with Internal Speakers.....	\$1,270.00	\$1,651.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	70" Flat Screen - 1080p, with Internal Speakers.....	\$1,905.00	\$2,476.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

TOUCHSCREEN DISPLAYS

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

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

_____	32" Touchscreen with Internal Speakers.....	\$845.00	\$1,098.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	46" Touchscreen with Internal Speakers.....	\$1,270.00	\$1,651.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Touchscreen with Internal Speakers.....	\$1,695.00	\$2,203.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

VIDEO PLAYERS

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

_____	USB Media Player.....	\$125.00	\$162.50	\$ _____
_____	Blu-ray Player.....	\$160.00	\$208.00	\$ _____
	HDCP Compliant, compatible with Blu-ray and DVD			

COMPUTERS & ACCESSORIES

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

_____	Desktop Computer with 24" Monitor.....	\$290.00	\$377.00	\$ _____
	includes wired keyboard and mouse			
_____	Laptop Computer	\$345.00	\$448.50	\$ _____
_____	Wireless Keyboard with Mouse.....	\$105.00	\$136.50	\$ _____
_____	Apple 21.5" iMac (includes wired keyboard and mouse)	\$315.00	\$409.50	\$ _____
_____	Apple 15" MacBook Pro	\$475.00	\$617.50	\$ _____
_____	iPad Stands - White	\$160.00	\$208.00	\$ _____
	<input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand			

audio visual

NAME OF SHOW: **2022 ACOG Annual Clinical / May 6-8, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

AUDIO EQUIPMENT

Qty	Description	Discount Price	Standard Price	Total
_____	Sound Bar - 2.1 Full Range, with Built-in Subwoofer	\$80.00	\$104.00	\$ _____
	Compatible with 42" monitors and above			
_____	Small High Performance PA System	\$630.00	\$819.00	\$ _____
	Includes wireless microphone, 2 speakers, 1 Mixer/Amp, computer interface box			
	<input type="checkbox"/> Handheld <input type="checkbox"/> Headset (for best sound quality, choose Headset)			

EXHIBIT LIGHTING PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• Exhibit lighting packages are ground supported install only. For additional mounting, lighting styles and custom color options, call for a quote.				
_____	Six (6) 12" LED Lighting Fixtures	\$795.00	\$1033.50	\$ _____
	<input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red			
_____	Twelve (12) 12" LED Lighting Fixtures	\$1,585.00	\$2,060.50	\$ _____
	<input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red			

DELIVERY INFORMATION

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

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

On-Site Contact Person: _____ Cell Phone: _____

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

PAYMENT INFORMATION

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

PURCHASE TERMS

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

ELECTRICAL SERVICE

Please log on to Freeman Online to place your electrical order, www.freeman.com/store.

READY FOR DELIVERY ONSITE

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

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.

audio visual

ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

F R E E M A N

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.freemanco.com/store.

FREEMAN

ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),
5 - 100 watt light bulbs = (5x100 = 500 watts)

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

F R E E M A N
ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please **do not** simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

DATES _____

BOOTH # _____

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth #

A measurement scale can be applied as necessary to reflect the size of your booth.


10 x 10 use 1 square = 1/4 foot

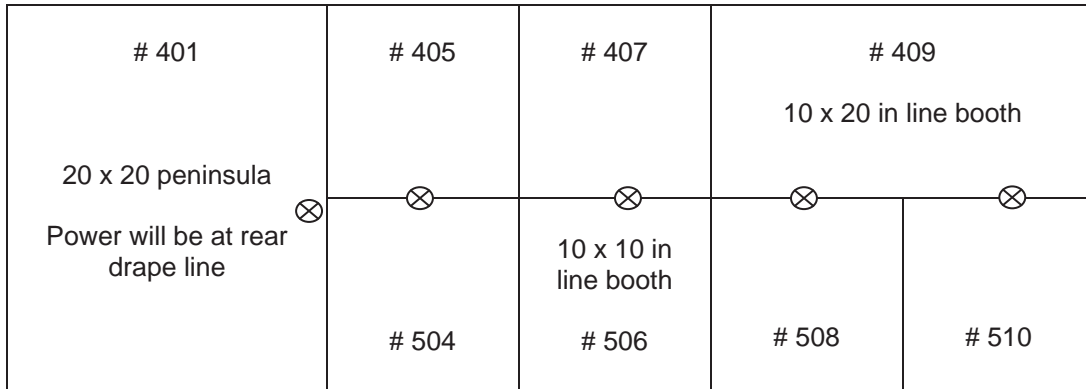
20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

SAMPLE LAYOUTS

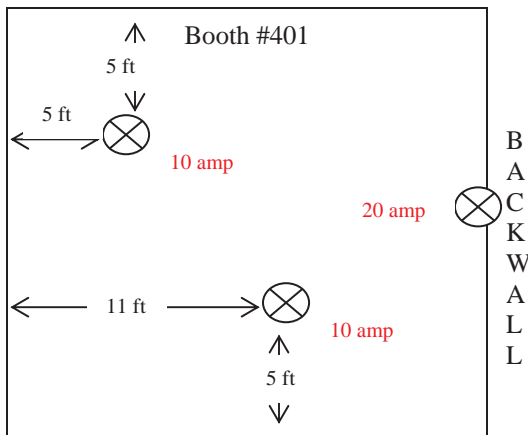
IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

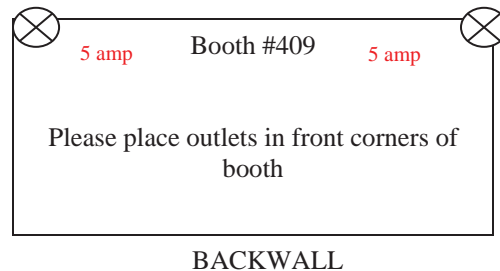


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401
Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409
Order = 2 x 5 amp outlets



ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

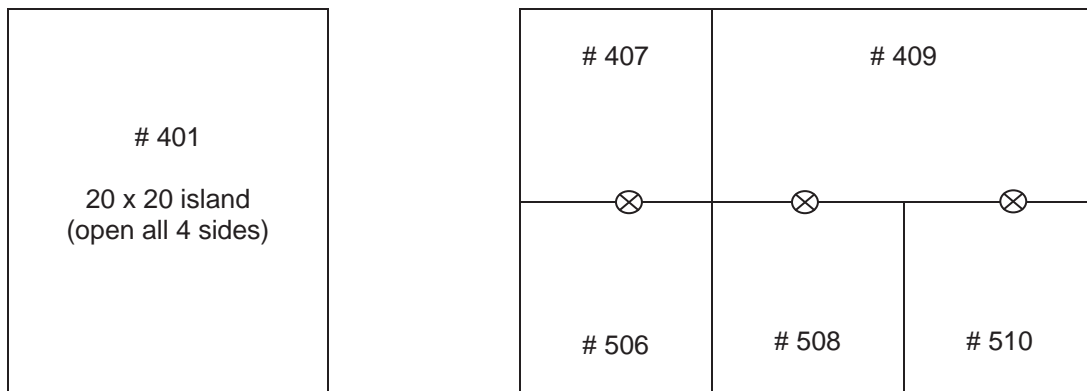
2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. Booth orientation.

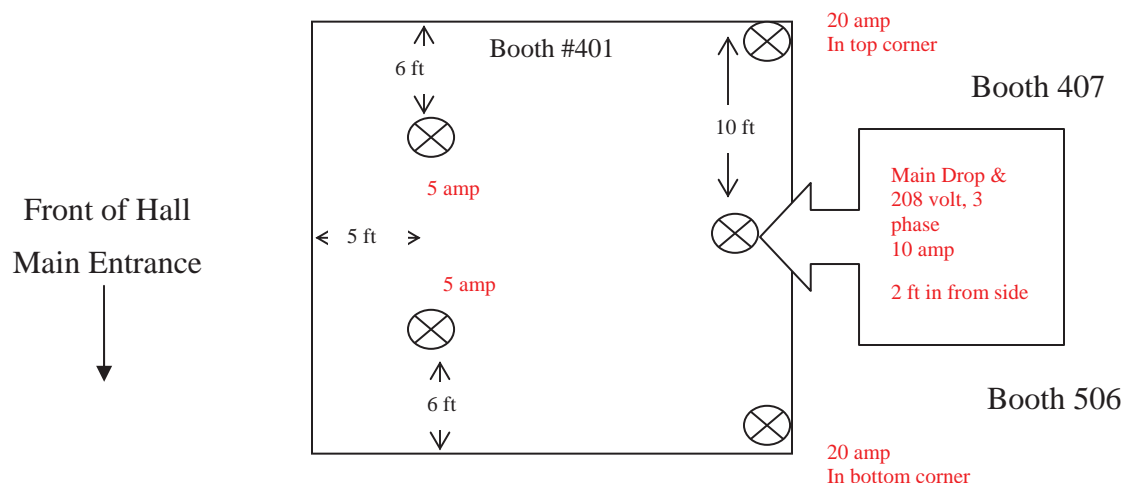
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

ELECTRICAL

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

	Quantity Show (For Show Hours Only)	Quantity 24 Hr. (For 24 hrs/day Double Price)	Discount Price	Standard Price	TOTAL
110/120 VOLT					
500 Watts (5 amps)	_____	_____	192.50	288.75	= \$ _____
1000 Watts (10 amps)	_____	_____	337.75	506.65	= \$ _____
2000 Watts (20 amps)	_____	_____	451.00	676.50	= \$ _____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	849.00	1,273.50	= \$ _____
30 Amps	_____	_____	1,014.75	1,522.15	= \$ _____
60 Amps	_____	_____	1,330.50	1,995.75	= \$ _____
100 Amps	_____	_____	1,747.75	2,621.65	= \$ _____
200 Amps	_____	_____	2,500.25	3,750.40	= \$ _____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	1,132.50	1,698.75	= \$ _____
30 Amps	_____	_____	1,352.50	2,028.75	= \$ _____
60 Amps	_____	_____	1,773.75	2,660.65	= \$ _____
100 Amps	_____	_____	2,328.75	3,493.15	= \$ _____
200 Amps	_____	_____	3,333.50	5,000.25	= \$ _____
400 Amps	_____	_____	4,555.25	6,832.90	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$8.90 per Amp (20 Amp Min.)

Qty of Amps _____ X Price \$ _____ = \$ _____

480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	1,319.00	1,978.50	= \$ _____
30 Amps	_____	_____	1,575.75	2,363.65	= \$ _____
60 Amps	_____	_____	2,065.00	3,097.50	= \$ _____
100 Amps	_____	_____	2,715.50	4,073.25	= \$ _____
200 Amps	_____	_____	3,878.75	5,818.15	= \$ _____

LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)**	_____	_____	186.00	279.00	= \$ _____
Double Light Stand (400w)**	_____	_____	308.00	462.00	= \$ _____
Arm Light***	_____	_____	228.35	342.55	= \$ _____
Overhead Quartz Light*	_____	_____	626.75	940.15	= \$ _____

* Requires labor and a lift at additional charge(s).

** For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

*** Requires a hard wall surface for installation.

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to **April 5, 2022**.

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact Freeman.

EXTENSION CORDS & POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Center.

LIGHT STAND PLACEMENT

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

TOTAL COST

Total Cost = \$ _____

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

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

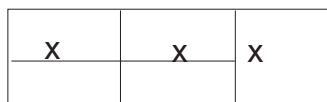
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

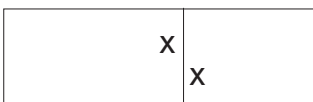
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

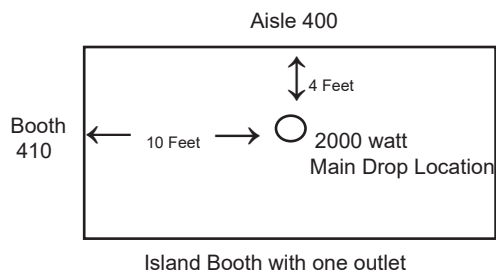


BACK TO BACK PENINSULA

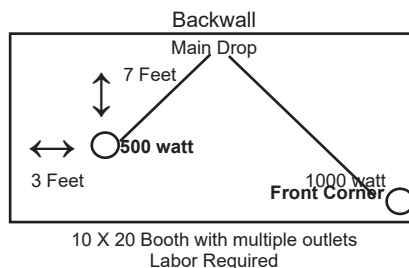
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at www.freeman.com/store to print as a base layout.



Island Booth with one outlet



OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the next half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

ELECTRICAL LABOR

LABOR RATES & SCHEDULE

Straight Time: Monday - Friday, 8:00 AM - 4:30 PM (Excluding Holidays)

Overtime: Monday - Friday, 4:30 PM - 8:00 AM, All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	\$179.75	\$251.75
Electrician - OT	\$359.50	\$503.50
Scissor Lift - (Labor not included).....	\$251.50	
Boom Lift - (Labor not included).....	\$450.25	

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show Site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Center to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

Print Name: _____

Authorized Signature: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED)**

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

LABOR REQUEST

Date _____ Time _____ # Electrician _____ Est. # Hours _____

Date _____ Time _____ # Electrician _____ Est. # Hours _____

Date _____ Time _____ # Electrician _____ Est. # Hours _____

Name of On-Site Contact: _____ Cell Phone: _____

Special Instructions: _____

SELECT WORK TYPE

Floor Work _____ Booth Work _____

Floor Work _____ Booth Work _____

Floor Work _____ Booth Work _____

TOTAL COST

Total Cost = \$ _____

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

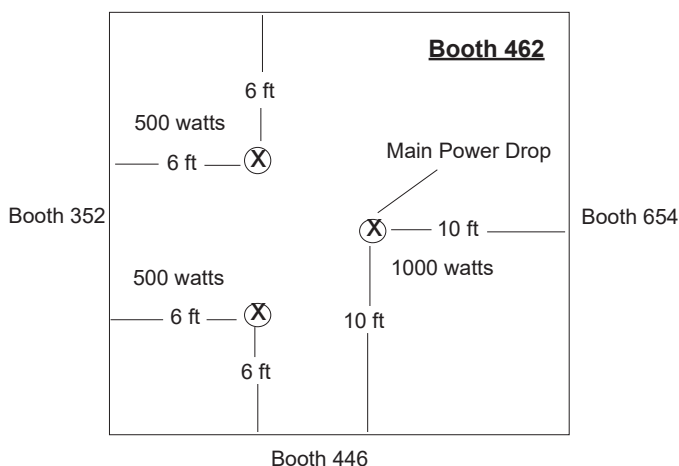
ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3. Labor must be picked up at the Freeman Service Center. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



NAME OF SHOW: **2022 ACOG Annual Clinical & Scientific Meeting / May 6-8, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

AIR / WATER / DRAIN / GAS

COMPRESSED AIR: 90-100 lbs PSI

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet (includes 1st 90 feet of air line).....	_____	\$821.75	\$1,232.65 = \$	_____
Each additional air outlet (within 5 feet of 1st outlet).....	_____	\$619.75	\$929.65 = \$	_____
Additional footage per foot (after 1st 90 feet).....	_____	\$13.30	\$13.30 = \$	_____
CFM requirements (minimum 5 CFM per outlet - price is per CFM)	_____	\$15.95	\$23.90 = \$	_____
		Total	\$	_____

Exhibitors are not allowed to bring air compressors on the show floor.

WATER

Service Charge for water outlet (includes first 90 feet of water line).....	_____	\$821.75	\$1,232.65 = \$	_____
Each additional water outlet (within 5 feet of 1st outlet).....	_____	\$619.75	\$929.65 = \$	_____
Additional footage per foot (after 1st 90 feet).....	_____	\$13.30	\$13.30 = \$	_____
		Total	\$	_____

DRAINS

Service Charge for first drain outlet at rear of booth (includes 1st 90 ft.)	_____	\$821.75	\$1,232.65 = \$	_____
Each additional drain outlet within 5 feet.....	_____	\$619.75	\$929.65 = \$	_____
Additional Footage per foot (after 1st 90 ft.).....	_____	\$13.30	\$13.30 = \$	_____
		Total	\$	_____

FILL & DRAINS

0 - 200 Gallons.....	_____	\$343.00	\$514.50 = \$	_____
201 - 400 Gallons.....	_____	\$508.00	\$762.00 = \$	_____
Each Additional 100 Gallons (after 400 Gallons).....	_____	\$58.25	\$87.40 = \$	_____
		Total	\$	_____

GAS & MISCELLANEOUS EQUIPMENT

Please call for an estimate and complete the following:

Equipment/Material _____ \$ _____

Gas Type _____ \$ _____

Exhibitors are not permitted to bring in any type of cylinder gas. Safety Regulations require all cylinder gases to be purchased and managed through Freeman. Labor rates will apply for all orders.

LABOR

Installation labor for booth work/distribution will be billed in one-hour increments with a minimum of one hour. Dismantle labor will be billed at half of the install time with a minimum of one hour (excluding Fill & Drains).

	Advance Price	Show Site Price	Total
Straight Time: Monday-Friday, 8:00 AM - 4:30 PM (except Holidays)	\$158.00	\$221.25 = \$	_____
Overtime: Monday-Friday, 4:30 PM - 8:00 AM, All day Saturday, Sunday and Holidays	\$316.00	\$442.50 = \$	_____

TOTAL COST

Total Cost = \$ _____

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

PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Credit will not be given for outlets installed and not used.
3. Compressed Air connection size and fitting is determined by CFM requirements. Note: Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
4. Pump may be required for drain to function properly and will be charged a rental fee.
5. Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Fill & drain prices do not include labor. There will be a minimum charge of one hour labor in and one hour labor out. Additional labor charges may be incurred if equipment leaks and/or endangers other property.
6. Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.
7. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
8. All equipment must comply with state and local safety codes.
9. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
10. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
11. All equipment using water must have inlet and outlet properly tagged.
12. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
13. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment.
14. Service outlet size will be determined by the volume required.
15. All work performed within booth attaching lines to equipment will incur a connection fee for each connection.
16. All outlets will be installed on the floor at the backwall of booth.
17. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
18. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
19. First outlet includes up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
20. Exhibitors are not allowed to bring air compressors on the show floor.
21. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
22. Additional charges may be incurred if a lift is needed to bring services to the booth.
23. Please contact Exhibitor Support at (888) 508-5054 for an estimate regarding labor or additional footage.

- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
- **All electrical requirements must be ordered on the Electrical Rental Order Form.**

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		85.00		
TROPICAL FLORAL ARRANGEMENT		95.00		
CUSTOM FLORAL ARRANGEMENT		BUDGET		
HEIGHT: WIDTH:				

TO ORDER CUSTOMIZED FLORAL ARRANGEMENTS CONTACT US FOR DESIGN ASSISTANCE AND PRICING (702) 956-8011 OR EXHIBITORSERVICE@NATIONALPLANTFLORAL.COM

TROPICAL PLANT AND BLOOMING FOLIAGE

MUM PLANTS: Yellow ____ White ____ Lavender ____	30.00		
AZALEAS: Pink ____ Red ____	35.00		
BROMELIAD	35.00		
SMALL Ivy ____ Pothos ____	30.00		
LARGE BOSTON FERN	40.00		
3 FOOT TROPICAL PLANT	49.50		
4 FOOT TROPICAL PLANT	59.50		
5 FOOT TROPICAL PLANT	69.50		

CUSTOM TROPICAL PLANTS

5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING	125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
8 FOOT - 16 FOOT TROPICAL PLANT	Price on Request		

CONTAINERS:

☐ WHITE ☐ BLACK

SUB TOTAL

DELIVERY, PICK UP & MAINTENANCE 10% - \$20.00 MINIMUM

(\$20.00 MIN)

GRAND TOTAL

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.
 We accept Checks, VISA, MasterCard, and American Express.

Contact National Plant & Floral to speak with one of our designers for assistance or to schedule a consult on-site.

PAYMENT: ☐ VISA ☐ MASTERCARD ☒ AMEX ☐ CHECK

CREDIT CARD #: _____

EXP DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

CREDIT CARD BILLING ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE #: _____

COMPANY NAME: _____

BOOTH CONTACT: _____

PHONE#: (_____) _____

EMAIL: _____

☐ EMAIL CONFIRMATION COPY ☐ EMAIL STATEMENT COPY

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
exhibitorservice@nationalplantfloral.com

EXHIBITOR LEAD MANAGEMENT SERVICES



Reliable, easy to use, indispensable lead-tracking technology for your booth.

CAPTURE! Handheld

A light weight, battery powered barcode, magstripe & RFID reader with color graphical LCD display and touchscreen. Features include: Custom Qualifiers, Wireless Printing, Operates 30-40 hours on a single charge.

- Intuitive navigation
- Easy-to-add qualifiers
- Ability to add full text notes
- 30-hour battery
- Lead delivery via USB thumb drive



Early-bird Rate (by 3/28/22) \$450 | Standard Rate (after 3/28/22) \$500 | Onsite Rate (after 4/29/22) \$550

Maximum mobility for capturing and qualifying data.

Capture! Mobile for Smartphone or Tablet



Capture! Mobile for Smartphone or Tablet is the newest addition to ExpoTools' robust suite of lead retrieval and attendee tracking solutions. This versatile app enables trade show exhibitors to capture, qualify and follow up on leads or surveys directly from their smart phones or tablets, and then securely access this data in real time from any location.

- Works with Android phone, Android tablet, iPhone and iPad
- Scan the badge with your built in camera
- All scans are safely stored and backed up on the device and in the cloud
- Use it at your hotel, social function or shuttle bus
- Easily add custom qualifiers
- Survey capable

Early-bird Rate (by 3/28/22) \$370 | Standard Rate (after 3/28/22) \$400 | Onsite Rate (after 4/29/22) \$430

Additional Activations: \$155 - \$175 per activation

Privacy Notice - Attendee badges are encrypted. Badges may only be read by official lead retrieval equipment and Lead Direct App. If using outside equipment, a developer's kit is necessary to read the badge and can be ordered by contacting captureleads@spargoinc.com

Contact Us! phone: 703-995-1800 email: captureleads@spargoinc.com



Order Now at www.orderdirectlead.com

*** INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT SAN DIEGO CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: ACOG American College of Obstetricians and Gynecologists	
Billing Company Name:		Show Start Date: May 6, 2022	Show End Date: May 8, 2022	
Billing Company Address:		INCENTIVE ORDER DEADLINE: April 18, 2022		
City, State, Zip:	Country:	On-site Authorized Contact:	On-site Cell Number:	
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective August 09, 2021 – December 31, 2022 - V080921A

BASIC INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
1.5 Mbps Burstable To 3 Mbps (DHCP), <i>Intended for light Internet usage</i>		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports		\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	

WIRELESS INTERNET, Full products catalog available online
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 10% TAX/FEEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: <https://orders.smartcitynetworks.com>
 Or fax order to (702) 943-6001

Customer Number:

2022-025-219

ORDER NOW ➔

*** INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



TELEPHONE & CABLE TV SERVICE CONTRACT

SAN DIEGO CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: ACOG American College of Obstetricians and Gynecologists	
Billing Company Name:		Show Start Date: May 6, 2022	Show End Date: May 8, 2022	
Billing Company Address:		INCENTIVE ORDER DEADLINE: April 18, 2022		
City, State, Zip:	Country:	On-site Authorized Contact:	On-site Cell Number:	
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective August 09, 2021 – December 31, 2022 - V080921A

VOICE SERVICES, PBX Service – Domestic Long Distance Included					QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance						\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line						\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument						\$465	\$575	\$690	
CABLE TV SERVICES					QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Cable TV Circuit						\$500	\$625	\$750	
Converter / Set-Top Box deposit						\$150	\$150	\$150	
SPECIAL SERVICES					QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Labor / Floor Work – four lines per hour						\$125	\$125	\$125	
Distance Fee for each Telephone line delivered outside the facility						\$100	\$100	\$100	
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)									

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

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Or fax order to (702) 943-6001

Customer Number:

2022-025-219

ORDER NOW ➔

"COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:

Show:

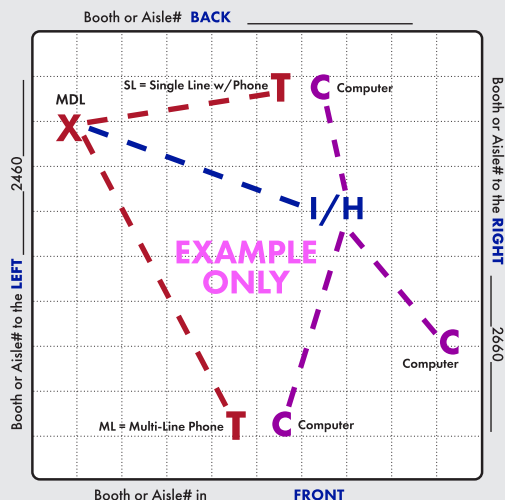
Booth/Room #:

ACOG American College of Obstetricians and Gynecologists

Center: **San Diego Convention Center**

Customer / Ref #:

2022-025-219



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required.

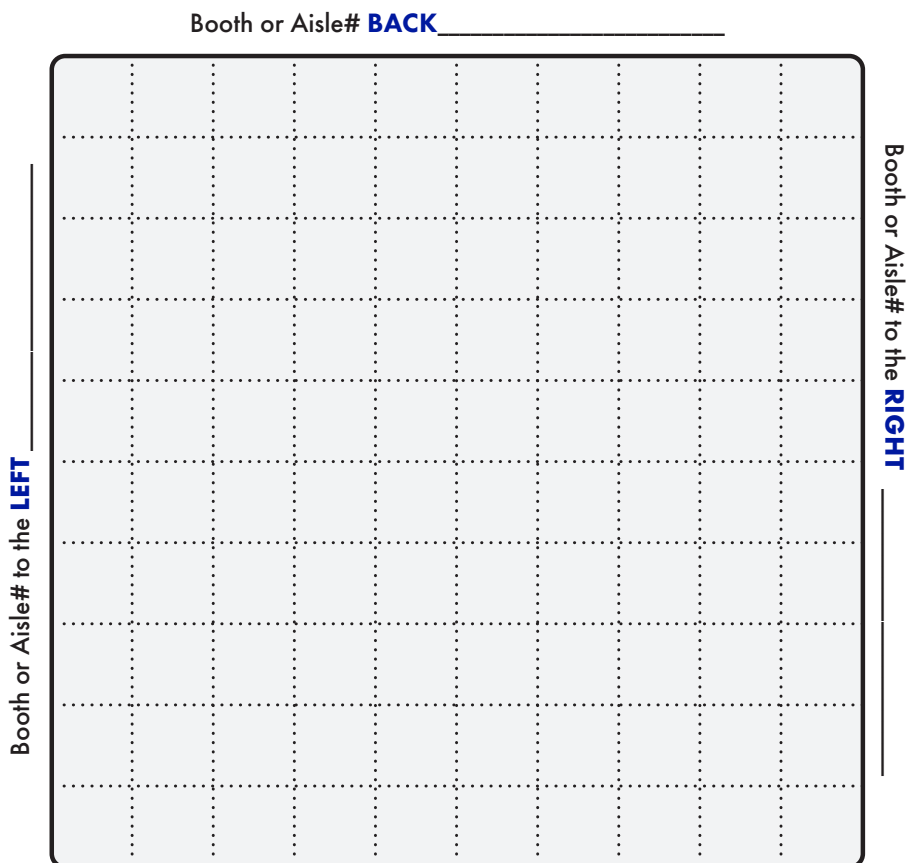
Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft

SCALE: 1 BOX IS = TO _____ ft

BOOTH TYPE ☐ Island ☐ Inline



You may reach us with questions at:

Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com

Order online at: <https://orders.smartcitynetworks.com>

Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: ACOG American College of Obstetricians and Gynecologists Booth/Room #:
Center: San Diego Convention Center	Customer / Ref #: 2022-025-219

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: <https://orders.smartcitynetworks.com>
Or fax order to (702) 943-6001

INTERNET | TELEPHONE | CABLE TV

SAN DIEGO

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where TECHNOLOGY Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET



TELEPHONE



CABLE TV



Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the
FASTEST AND MOST RELIABLE way
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides
SIMPLE & SECURE WIRELESS
connectivity ideal for checking emails, browsing the web,
processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines
HIGH BANDWIDTH WIRELESS
with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED CABLE TV SERVICES?



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

****Cable services may require a deposit in some locations.**

ORDER NOW



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”