



Dear Exhibitor:

Thank you for choosing to exhibit at the 2019 NASCC: The Steel Conference and World Steel Bridge Symposium! We're looking forward to seeing you April 3-5, 2019 in St. Louis, MO.

Please visit our exhibitor resource page at www.aisc.org/nascc/exhibitors to obtain information and forms for items like exhibitor registration, housing, Exhibitor Workshops, EAC authorization, sponsorship opportunities, exhibitor guidelines and more. Whether you're experiencing The Steel Conference for the first time, or you're a veteran exhibitor, you'll find this website to be a helpful resource.

Increase your Exposure!

Enhance your return on investment at The Steel Conference by becoming a sponsor. Marketing before and during the show is key to building visibility and maximizing booth traffic, and we've provided opportunities for you. Information on the various sponsorship categories can be found at <https://www.aisc.org/nascc/sponsorship-opportunities/>. If you have any questions or would like to sponsor, please contact Elizabeth Purdy.

Questions?

Our entire team is available to help you, so please feel free to contact us at any time.

Exhibitor Manual:	Freeman	773.473.7080	FreemanChicagoES@freeman.com
Exhibit Sales	Renae Gurthet	231.995.0637	renae@gurthetmedia.com
Sponsorship Sales	Elizabeth Purdy	312.532.8053	purdy@aisc.org
MSC Advertising:	Renae Gurthet	231.995.0637	renae@gurthetmedia.com
Registration:	AISC Meetings Department	312.670.5448	nascc@aisc.org

We appreciate the commitment you've made to exhibit with us. We are confident you will have a rewarding experience at the show, and we're looking forward to seeing you in St. Louis!

Sincerely,

A handwritten signature in black ink that reads 'Elizabeth Purdy'.

Elizabeth Purdy, CMP
Director of Meetings and Conferences
American Institute of Steel Construction
purdy@aisc.org

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10 x 10 booth will be set with 8' high black backwall drape, 3' high black side dividers. Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in Tuxedo (charcoal/black mix). Please note that floor covering is mandatory. You may rent booth carpet from Freeman or you may use your own carpet or show management approved similar floor covering; however, it must cover your entire area (no concrete showing).

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **FRIDAY, MARCH 8, 2019.**

SHOW SCHEDULE

HEAVY MACHINERY MOVE IN *BY APPOINTMENT ONLY

Saturday	March 30	8:00 a.m. – 4:30 p.m.*
Sunday	March 31	8:00 a.m. – 4:30 p.m.*
Monday	April 1	8:00 a.m. – 4:30 p.m.*

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

Tuesday	April 2	7:00 a.m. – 5:00 p.m.
Wednesday	April 3	6:00 a.m. – 10:00 a.m.

EXHIBIT HOURS

Wednesday	April 3	12:00 p.m. – 7:00 p.m.
Thursday	April 4	9:30 a.m. – 5:30 p.m.
Friday	April 5	9:00 a.m. – 1:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Friday	April 5	1:00 p.m. – 10:00 p.m.
Saturday	April 6	8:00 a.m. – 5:00 p.m.

NOTE: Overtime rates will apply during the entire move out.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting once aisle carpet is removed.
- All exhibitor materials must be removed from the exhibit facility by **5:00 p.m., Saturday, April 6, 2019.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **11 a.m., Saturday, April 6, 2019.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services 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 exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (773) 473-7080 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

8201 West 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.

9260 W. 55th Street
McCook, Illinois 60525
(708) 255-7100 • Fax (469) 255-7105

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada • Fax (469) 621-5810
(817) 607-5100 Local & International Email: exhibit.transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by FRIDAY, MARCH 8, 2019. 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. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

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 www.freemanco.com/store. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

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

SHIPPING INFORMATION

Warehouse shipping address:

NASCC: THE STEEL CONFERENCE
Exhibiting Company Name
Booth # _____
UPS FREIGHT WAREHOUSE
c/o FREEMAN
8500 N Hall Street
St. Louis, MO 63147

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. **MUST** have that shipment delivered direct to Show Site and **NOT** to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **Friday, March 1, 2019** at the above address. Materials arriving after **Friday, March 22, 2019** 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 or freight requiring refrigerated or frozen storage. Certified weight tickets must accompany all shipments.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

Show site shipping address:

NASCC: THE STEEL CONFERENCE
Exhibiting Company Name
Booth # _____
c/o FREEMAN
America's Center
701 Convention Plaza
St. Louis, MO 63101

Freeman will receive shipments at the above address beginning **Saturday, March 30, 2019**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please Note: All items and materials that must be brought into the facility may be 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.

LABOR INFORMATION

If utilizing Freeman labor, please refer to the appropriate order form to place your order for Labor. Exhibitors will need to pick up and release their labor at the Service Desk. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the Labor Jurisdictions form for additional information.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888)508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by FRIDAY, MARCH 8, 2019.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Call Freeman's Exhibitor Services department at (773) 473-7080 with any questions or needs you may have.



REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.



FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

**DISCOUNT PRICE
DEADLINE DATE
MARCH 08, 2019**

**INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____ ☐ Check if you are a new Freeman customer
Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (466811) on your remittance.

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS

☐ MASTER CARD

☐ VISA

We do not accept credit card information via email.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS			GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

We do not accept credit card information via email.

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. 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.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

7. FORCE MAJEURE. Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

- (a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- (b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - (c) personal effects;
 - (d) and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- (a) whenever or wherever the claimed loss or damage may occur;
 - (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- (a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- (c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper storage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via e-mail at exhibition.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

FURNISH FORWARD

.....

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required. Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees



SUPERIOR SEATING

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

ITEMS PICTURED BELOW

Swanson Swivel Chair | 810875 | **Page 12**

Silverado Cocktail Table | 82014 | **Page 21**

Powered Locking Pedestal, 42" | 85063 | **Page 31**



SEATING

Naples



CHAIR **SELECT**
black vinyl **810119**

36"L 30"D 33"H

⚡ Powered options available



LOVESEAT **SELECT**
black vinyl **830120**

62"L 30"D 33"H

⚡ Powered options available



SOFA **SELECT**
black vinyl **830119**

87"L 30"D 33"H

⚡ Powered options available

Munich



CORNER CHAIR **SELECT**
gray **810150**

26"L 27"D 28.5"H



ARMLESS CHAIR **SELECT**
gray **810151**

22.5"L 27"D 28.5"H



ARMLESS LOVESEAT **SELECT**
gray **830200**

45"L 27"D 28.5"H



SECTIONAL - 3 PIECE **SELECT**
gray **830201**

93.5"L 27"D 28.5"H

Baja

CHAIR **SELECT**
white vinyl **81050**

36"L 30.5"D 28"H

LOVESEAT **SELECT**
white vinyl **83020**

61"L 30.5"D 28"H



⚡ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

SEATING

South Beach

SOFA **SELECT**
platinum suede **8301**

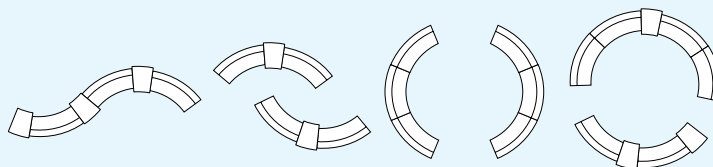
69"L 29"D 33"H

OTTOMAN **SELECT**
platinum suede **8151**

25"L 31"D 18"H



possible configurations



Key Largo



LOVESEAT **SELECT**
black fabric **830950**

57"L 35"D 34"H



SOFA **SELECT**
black fabric **830951**

79"L 35"D 34"H



CHAIR **SELECT**
black fabric **810950**

35"L 35"D 34"H

Allegro

CHAIR **SELECT**
blue fabric **81019**

36"L 34.5"D 30"H

SOFA **SELECT**
blue fabric **83015**

73"L 34.5"D 30"H



SEATING

Fairfax

CHAIR **SELECT**
white vinyl/brushed metal **810949**
27"L 26"D 30"H

SOFA **SELECT**
white vinyl/brushed metal **830949**
62"L 26"D 30"H



Hopi

CHAIR **SELECT**
gray linen **810140**
21"L 25"D 34"H

LOVESEAT **SELECT**
gray linen **830150**
48"L 25"D 34"H



Tangiers

CHAIR **SELECT**
ivory/cream/beige fabric **810118**
34"L 37"D 36"H

LOVESEAT **SELECT**
ivory/cream/beige fabric **830220**
57.5"L 37"D 37"H

SOFA **SELECT**
ivory/cream/beige fabric **830118**
78"L 37"D 36"H



CASUAL SEATING

Look no further for a great variety of **informal, modern seating options**. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

OTTOMANS

ENDLESS SQUARE OTTOMAN **SELECT**

white vinyl **815122**

black vinyl **815123**

34"L 34"D 15"H



ENDLESS CURVE OTTOMAN **SELECT**

white vinyl **815953**

black vinyl **815952**

60.5"L 37.5"D 15"H



ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | **Page 30**

Regis Bench/Table | 82074 | **Page 23**

Swanson Swivel Chair | 810875 | **Page 12**

Regis End Table | 82075 | **Page 23**



OTTOMANS

HALF BENCH OTTOMAN **SELECT** white vinyl 815119

39"L 23"D 18"H



VIBE CUBE OTTOMAN **SELECT** blue vinyl 81518 red vinyl 81519 orange vinyl 81525 pink vinyl 81520 yellow vinyl 81517 black vinyl 81530 white vinyl 81531 steel blue vinyl 81532 silver vinyl 81533 purple vinyl 81534

18"L 18"D 18"H



MARCHE SWIVEL OTTOMAN **SELECT** gray fabric 815151 red fabric 815154 blue fabric 815159 linen fabric 815152 meadow green fabric 815157 pear yellow fabric 815158 plum fabric 815156 raspberry fabric 815153 rose quartz fabric 815155 white vinyl 815150

17" Round 18"H



EDGE LED CUBE OTTOMAN* **SELECT** high-density plastic 81526

20"L 20"D 20"H



BANQUETTES

CENTER CONE **SELECT** 8506

38" Round 51"H

⚡ Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.



QUARTER CURVE OTTOMAN **SELECT** 8507

53"L 22"D 18"H

possible configurations



(4) quarter curve ottoman

72" Round 18"H



(1) center cone
(4) quarter curve ottomans

72" Round 51"H

⚡ See pages 30 and 31 for all Powered options.
*Electrical power must be ordered separately

OTTOMANS



BEVERLY BENCH OTTOMAN **SELECT**
black vinyl **81550**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
brown fabric **81551**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
gray fabric **81552**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
linen fabric **81553**
ivory/cream/beige

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
ocean blue fabric **81554**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
red fabric **81555**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
white vinyl **81556**

60"L 20"D 18"H

OCCASIONAL CHAIRS

BLACK DIAMOND SIDE CHAIR **ESSENTIALS** 71089

21"W 23"L 32"H

BLACK DIAMOND ARMCHAIR **ESSENTIALS** 71090

20"W 21"L 33"H

LAGUNA CHAIR **SELECT** maple/chrome 810861

18"L 19"D 34"H



LIMERICK® CHAIR BY HERMAN MILLER **ESSENTIALS** gray 210108

18"W 17.75"L 33"H

MADRID CHAIR **SELECT** black vinyl/chrome 8102 white vinyl/chrome 810816

30"L 30"D 31"H



ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 31**

White Vibe Cube Ottoman | 81531 | **Page 7**



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

white vinyl **810948**

espresso vinyl **810835**

taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR **SELECT**

gray molded plastic **810131**

green molded plastic **810130**

20"L 20"D 32"H



OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**
without arms **71045**

26"W 20"L 38"H Adjustable

LA BREA SWIVEL CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

ALTURA GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**
black vinyl **810946**

25"L 24"D 48"H Adjustable



PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**
black vinyl **810944**

24"L 22"D 40"H Adjustable



PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H

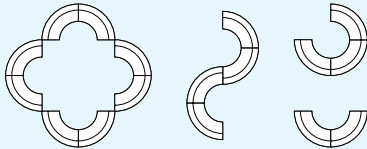
BARS & BARSTOOLS

MARTINI BAR **SELECT**

gray metal rounded bar with frosted glass top and chrome legs **8501**

67"L 22"D 45"H

possible configurations



BLACK DIAMOND STOOL **ESSENTIALS**

71088

22"W 18"L 46"H

GRAY GASLIFT STOOL **ESSENTIALS**

with arms **71048**

without arms **71047**

24"W 20"L 46"H Adjustable

LAGUNA BARSTOOL **SELECT**

maple/chrome **810860**

18"L 20"D 47"H



LIMERICK® STOOL BY HERMAN MILLER **ESSENTIALS**

gray **210109**

18"W 17.75"L 44"H

LIFT BARSTOOL **SELECT**

gray vinyl/chrome **810872**

red vinyl/chrome **810873**

black vinyl/chrome **810871**

white vinyl/chrome **810870**

15" Round 23-33.5"H Adjustable



APEX BARSTOOL **SELECT**

black vinyl **810951**

blue ultra suede **810952**

red vinyl **810953**

white vinyl **810954**

21"L 21"D 33"H



BARS & BARSTOOLS

BANANA BARSTOOL **SELECT**

white vinyl/chrome **810103**

black vinyl/chrome **810104**

21"L 22"D 41"H

ZENITH BARSTOOL **SELECT**

white/chrome **810850**

19"L 20"D 44"H

ZOEY BARSTOOL **SELECT**

white vinyl/chrome **810840**

black vinyl/chrome **810834**

15"L 16"D 26-30.5"H Adjustable



CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

SHARK BARSTOOL **SELECT**

white plastic/chrome **810202**

22"L 19"D 34-44"H Adjustable



RUSTIQUE BARSTOOL **SELECT**

gunmetal **810839**

13"L 13"D 30"H

OSLO BARSTOOL **SELECT**

blue plastic/chrome **810200**

white plastic/chrome **810201**

17"L 20"D 45"H



TURN THE TABLES IN YOUR FAVOR

Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | **Page 6**

Geo End Table | 82035 | **Page 22**



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

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

COUNTERS

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

TABLES*

30"D / 30"H	3'L	4'L	6'L	8'L
Draped	130330	130430	130630	130830
Draped on Fourth Side			12404630	12404830
Undraped	131330	131430	131630	131830

COUNTERS*

30"D / 42"H	3'L	4'L	6'L	8'L
Draped	130342	130442	130642	130842
Draped on Fourth Side			12404642	12404842
Undraped	131342	131442	131642	131842

*Table and counter widths available in select cities



PEDESTAL TABLES

Soho Series



**BLACK-TOP
CAFÉ** **ESSENTIALS**
72069

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI **ESSENTIALS**
72066

18" Round 18"H



**BLACK-TOP
BISTRO** **ESSENTIALS**
72070

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



**BUTCHER BLOCK-TOP
CAFÉ** **ESSENTIALS**
72063

30" Round 30"H

72064

36" Round 30"H



**BUTCHER BLOCK-TOP
BISTRO** **ESSENTIALS**
720163

30" Round 42"H

720164

36" Round 42"H



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
maple **8201208**

30" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
maple **8201207**

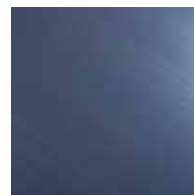
30" Round 45"H



actual color

**STANDARD BASE
CAFÉ TABLE** **SELECT**
blue steel **8201203**

30" Round 29"H



actual color

**STANDARD BASE
BAR TABLE** **SELECT**
blue steel **8201204**

30" Round 42"H

PEDESTAL TABLES



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
graphite **8201209**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
graphite **8201211**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
maple **8201206**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
maple **8201205**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
white laminate **820126**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
white laminate **820125**
36" Round 45"H



**MADISON HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
gray acajou **820241**
30" Round 29"H



**MADISON HYDRAULIC BASE
BAR TABLE** **SELECT**
gray acajou **820240**
30" Round 45"H



**MADISON
CAFÉ TABLE** **SELECT**
gray acajou **820265**
30" Round 29"H



**MADISON
BAR TABLE** **SELECT**
gray acajou **820264**
30" Round 42"H

PEDESTAL TABLES



**30" CAFE TABLE W/ BLACK
BASE - WHITE TOP** **SELECT**
white laminate **8201220**
30" Round 29"H



**30" BAR TABLE W/ BLACK
BASE - WHITE TOP** **SELECT**
white laminate **8201221**
30" Round 42"H



**30" BAR TABLE W/
HYDRAULIC BASE
-WHITE TOP** **SELECT**
white laminate **8201222**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE
-WHITE TOP** **SELECT**
white laminate **8201223**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE - RED** **SELECT**
red laminate **820920**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE - RED** **SELECT**
red laminate **820921**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE
-GRAPHITE** **SELECT**
gray laminate **820922**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE
-GRAPHITE** **SELECT**
gray laminate **820923**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE - SILVER** **SELECT**
silver **820924**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE - SILVER** **SELECT**
silver **820925**
30" Round 29"H

OCCASIONAL, END & COCKTAIL TABLES

Silverado

END TABLE **SELECT**
tempered glass/painted steel **82015**

24" Round 22"H

COCKTAIL TABLE **SELECT**
tempered glass/painted steel **82014**

36" Round 17"H



Alondra

END TABLE **SELECT**
glass/chrome **820252**

20"L 20"D 20"H

COCKTAIL TABLE **SELECT**
glass/chrome **820250**

47"L 24"D 16"H



END TABLE **SELECT**
wood/chrome **820253**

20"L 20"D 21"H

COCKTAIL TABLE **SELECT**
wood/chrome **820251**

47"L 24"D 17"H



Atomic

36" ROUND TABLE **SELECT**
glass/chrome **8201224**

36" Round 30"H

42" ROUND TABLE **SELECT**
glass/chrome **8201225**

42" Round 30"H



FREEMAN

OCCASIONAL, END & COCKTAIL TABLES

Geo

END TABLE **SELECT**
wood/black steel **82028**

20"L 20"D 21"H



COCKTAIL TABLE **SELECT**
wood/black steel **82027**

47"L 24"D 17"H

END TABLE **SELECT**
glass/chrome **82035**

26"L 26"D 20"H



COCKTAIL TABLE **SELECT**
glass/chrome **82034**

50"L 22"D 16"H

Sydney

END TABLE **SELECT**
black laminate/brushed steel **82054**
white laminate/brushed steel **82055**

27"L 23"D 22"H



COCKTAIL TABLE **SELECT**
black laminate/brushed steel **82052**
white laminate/brushed steel **82053**

48"L 26"D 18"H

⚡ Powered options available



OCCASIONAL, END & COCKTAIL TABLES

Regis

END TABLE **SELECT**
brushed metal **82075**

16"L 15.5"D 16.5"H

BENCH/TABLE **SELECT**
brushed metal **82074**

47"L 15.5"D 16"H



AURA
ROUND TABLE **SELECT**
white metal **820844**

15" Round 22"H

EDGE LED
CUBE TABLE* **SELECT**
white plastic/clear
acrylic top **82057**

20"L 20"D 20"H



GEO SQUARE-ROUND
TABLE **SELECT**
glass/black steel **82043**
glass/chrome **82044**

42"L 42"D 29"H



OCCASIONAL, END & COCKTAIL TABLES

Oliver

END TABLE **SELECT**
walnut finish **82088**

22" Round 22"H

TABLE **SELECT**
walnut finish **82087**

47"L 27"D 19"H



Rustique

SQUARE METAL BAR TABLE **SELECT**
gray finish **8201226**

23.75"L 23.75"D 41.25"H



ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | **Page 6**

Silverado Cocktail Table | 82014 | **Page 21**



CONFERENCE TABLES

GEO CONFERENCE TABLE **SELECT**

glass/black steel **82041**

glass/chrome **82051**

60"L 36"D 29"H



MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42" Round 29"H

42" ROUND WHITE CONFERENCE TABLE **SELECT**

white laminate **820708**

42" Round 29"H



6' OVAL CONFERENCE TABLE **SELECT**

granite nebula **820203**

72"L 42"D 29"H



CONFERENCE TABLES

MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H



MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H

G30 CAFÉ TABLE (MAPLE W/ GROMMETS) **SELECT**

laminate/metal

82058

72"L 26"D 30"H



G30 CAFÉ TABLE (SOLID MAPLE TOP) **SELECT**

laminate/metal

82067

72"L 26"D 30"H



G30 CAFÉ TABLE (SOLID WHITE TOP) **SELECT**

laminate/metal

82063

72"L 26"D 30"H

CONFERENCE TABLES



VENTURA BAR TABLE **SELECT**
W/ GROMMET HOLES
maple **820951**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL **SELECT**
BAR TABLE
black **820952**
 72.25"L 26.25"D 42"H



VENTURA BAR TABLE **SELECT**
W/ GROMMET HOLES
white **820953**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL **SELECT**
BAR TABLE
maple **820954**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL **SELECT**
BAR TABLE
white **820956**
 72.25"L 26.25"D 42"H

OFFICE



MADISON DESK **SELECT**
gray acajou **84075**

60"L 30"D 29"H



MADISON CREDENZA **SELECT**
gray acajou **84077**

60"L 20"D 29"H



MADISON BOOKCASE **SELECT**
gray acajou **84078**

36"L 12"D 72"H



COMPUTER DESK / TABLE



WORK DESK **SELECT**
white laminate **820706**

48"L 24"D 30"H



MERLIN TABLE **SELECT**
gray laminate **820707**

46"L 29"D 30"H

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**

Key Largo Chair | 810950 | **Page 4**

Sydney Table, Powered | 82076 | **Page 31**

Aura Round Table | 820844 | **Page 23**

Black Diamond Stool | 71088 | **Page 14**

Soho Black Top Bistro | 36" Round - 72068 | **Page 18**



POWERED

Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 33"H

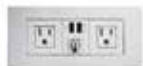


Power Panel Detail

ROMA CHAIR, POWERED* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



ROMA SOFA, POWERED* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

*Electrical power must be ordered separately

POWERED TABLES

**VENTURA COMMUNAL
BAR TABLE POWERED*** **SELECT**
black **820950**

72.25"L 26.25"D 42"H

**VENTURA COMMUNAL
BAR TABLE POWERED*** **SELECT**
white **820955**

72.25"L 26.25"D 42"H



**G30 CAFÉ TABLE,
POWERED*** **SELECT**
white top **82071**

72"L 26"D 30"H



**G30 CAFÉ TABLE,
W/ GROMMETS
POWERED*** **SELECT**
white top **82069**

72"L 26"D 30"H

**TECH DESK WITH 3 DRAWER FILE
CABINET, POWERED*** **SELECT**
black metal **84083**
desk only **84084**

60"L 30"D 30"H



**SYDNEY COCKTAIL TABLE,
POWERED*** **SELECT**
black laminate/brushed steel **82076**
white laminate/brushed steel **82073**

48"L 26"D 18"H

POWERED PRODUCT PEDESTALS

**POWERED* LOCKING
PEDESTAL, 36"** **SELECT**
black **85060**
white **85061**

24"L 24"D 36"H

**POWERED* LOCKING
PEDESTAL, 42"** **SELECT**
black **85062**
white **85063**

24"L 24"D 42"H



Power Panel Detail

BANQUETTE

**CENTER
CONE** **SELECT**
8506

38" Round 51"H

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.



*Electrical power must be ordered separately

POWERED

STORAGE

**3 DRAWER
FILE CABINET
ON CASTORS** **SELECT**
84080

16"L 20"D 28"H



**FILE CABINET
WITH LOCK** **ESSENTIALS**
standard size

TWO-DRAWER
74082

15"W 29"L 28"H

FOUR-DRAWER
74081

15"W 29"L 50"H



**POSH SHELVEING
W/ CHROME FRAME** **ESSENTIALS**
white **85020**

36"W 18"L 72"H



REFRIGERATOR



**SMALL
REFRIGERATOR*** **ESSENTIALS**
75057

19"W 19"L 34"H



REFRIGERATOR* **SELECT**
white - 14.0 cubic feet **8503001**

28"L 28"D 64"H

LIGHTING



**MASON TABLE
LAMP*** **SELECT**
white/brushed silver **850707**

16" Round 26"H



**MASON FLOOR
LAMP*** **SELECT**
white/brushed silver **850708**

18" Round 55"H

**Electrical power must be ordered separately*

DISPLAY

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.

DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

Computer not included.



DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



ACCESSORIES

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

TABLET STAND

MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



TABLET STAND ACCESSORIES

BROCHURE HOLDER* **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER* **SELECT**

black **850712**

3.3"L 1.9"D 5.28"H

CHARGING SHELF* **SELECT**

black **850713**

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand

ACCESSORIES

CHROME STANCHION WITH 8' RETRACTABLE BELT **ESSENTIALS** 220121

42"H

CHROME SIGN HOLDER **ESSENTIALS** 220118

Holds 22" x 66" sign

ROUND LITERATURE RACK **ESSENTIALS** 750135

17"W 17"L 57"H

Revolving black display holds printed materials for easy access from 20 pockets.



FLAT LITERATURE RACK **ESSENTIALS** 750136

10"W 55"H

Forward-facing black display presents printed materials in six pockets.

CHROME COAT TREE **ESSENTIALS** 220109

8 1/4"W (21"W at the base) x 69 1/2"H

BRUSHED ALUMINUM EASEL **ESSENTIALS** 220134

When open 5 1/4" (W) x 64 1/4" (H) 26"W x 62"H

CHROME BAG RACK **ESSENTIALS** 220110

1"W (3" at center) x 41" H x 26"W



SPECIAL DRAPING (not pictured)

Special drape is available in a variety of colors. Refer to the order form for details.



FLOOR-STANDING BULLETIN BOARD **ESSENTIALS** 10201484

48"W 96"L 78"H



CORRUGATED WASTEBASKET **ESSENTIALS** 220106



WASTEBASKET **ESSENTIALS** wastebasket color may vary. 220107

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE**

MARCH 08, 2019

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Vinyl						
_____	810119*	Chair.....	367.85	404.65	515.00	_____
_____	830120*	Loveseat.....	493.75	543.15	691.25	_____
_____	830119*	Sofa.....	547.20	601.90	766.10	_____
Munich Group - Gray Fabric						
_____	810150*	Corner Chair.....	448.30	493.15	627.60	_____
_____	810151*	Armless Chair.....	391.90	431.10	548.65	_____
_____	830200*	Armless Loveseat.....	657.30	723.05	920.20	_____
_____	830201*	Sectional - 3 Piece.....	1,497.50	1,647.25	2,096.50	_____
Baja Group - White Vinyl						
_____	81050*	Chair.....	446.50	491.15	625.10	_____
_____	83020*	Loveseat.....	475.00	522.50	665.00	_____
South Beach Group - Platinum Suede						
_____	8301*	Sofa.....	479.55	527.50	671.35	_____
_____	8151*	Ottoman.....	210.50	231.55	294.70	_____
Key Largo Group - Black Fabric						
_____	830950*	Loveseat.....	381.90	420.10	534.65	_____
_____	830951*	Sofa.....	424.25	466.70	593.95	_____
_____	810950*	Chair.....	302.00	332.20	422.80	_____
Allegro Group - Blue Fabric						
_____	81019*	Chair.....	371.90	409.10	520.65	_____
_____	83015*	Sofa.....	593.10	652.40	830.35	_____
Fairfax Group - White Vinyl						
_____	810949*	Chair.....	254.70	280.15	356.60	_____
_____	830949*	Sofa.....	406.50	447.15	569.10	_____
Hopi Group - Gray Linen						
_____	810140*	Chair.....	168.50	185.35	235.90	_____
_____	830150*	Loveseat.....	215.25	236.80	301.35	_____
Tangiers Group - Beige Fabric						
_____	810118*	Chair.....	324.55	357.00	454.35	_____
_____	830220*	Loveseat.....	552.80	608.10	773.90	_____
_____	830118*	Sofa.....	458.35	504.20	641.70	_____
CASUAL SEATING						
Ottomans						
_____	815122*	Endless Square - White Vinyl.....	235.60	259.15	329.85	_____
_____	815123*	Endless Square - Black Vinyl.....	235.60	259.15	329.85	_____
_____	815953*	Endless Curve - White Vinyl.....	313.95	345.35	439.55	_____
_____	815952*	Endless Curve - Black Vinyl.....	313.95	345.35	439.55	_____
_____	815119*	Half-Bench - White Vinyl.....	267.80	294.60	374.90	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	106.20	116.80	148.70	_____
_____	81519*	Vibe Cube - Red Vinyl.....	106.20	116.80	148.70	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	106.20	116.80	148.70	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	106.20	116.80	148.70	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	106.20	116.80	148.70	_____
_____	81530*	Vibe Cube - Black Vinyl.....	94.00	103.40	131.60	_____
_____	81531*	Vibe Cube - White Vinyl.....	94.00	103.40	131.60	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	106.20	116.80	148.70	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	106.20	116.80	148.70	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	106.20	116.80	148.70	_____
_____	815151*	Marche Swivel - Gray Fabric.....	166.15	182.75	232.60	_____
_____	815154*	Marche Swivel - Red Fabric.....	166.15	182.75	232.60	_____
_____	815159*	Marche Swivel - Blue Fabric.....	166.15	182.75	232.60	_____
_____	815152*	Marche Swivel - Linen Fabric.....	166.15	182.75	232.60	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	166.15	182.75	232.60	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	166.15	182.75	232.60	_____
_____	815156*	Marche Swivel - Plum Fabric.....	166.15	182.75	232.60	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	166.15	182.75	232.60	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	166.15	182.75	232.60	_____
_____	815150*	Marche Swivel - White Vinyl.....	166.15	182.75	232.60	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	149.50	164.45	209.30	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	442.55	486.80	619.55	_____
_____	8507*	Quarter Curve Ottoman.....	292.50	321.75	409.50	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	333.35	366.70	466.70	_____
_____	81551*	Brown Fabric.....	333.35	366.70	466.70	_____
_____	81552*	Gray Fabric.....	333.35	366.70	466.70	_____
_____	81553*	Linen Fabric.....	333.35	366.70	466.70	_____
_____	81554*	Ocean Blue Fabric.....	333.35	366.70	466.70	_____
_____	81555*	Red Fabric.....	333.35	366.70	466.70	_____
_____	81556*	White Vinyl.....	333.35	366.70	466.70	_____
Occasional Chairs						
_____	71089	Black Diamond Side Chair.....	124.10	136.50	173.75	_____
_____	71090	Black Diamond Arm Chair.....	149.40	164.35	209.15	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	103.20	113.50	144.50	_____
_____	210108	Limerick® Chair by Herman Miller.....	127.20	139.90	178.10	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	560.50	616.55	784.70	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	560.50	616.55	784.70	_____
_____	810948*	Meeting Chair - White Vinyl.....	176.35	194.00	246.90	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	137.70	151.45	192.80	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	179.00	196.90	250.60	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	298.75	328.65	418.25	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	338.10	371.90	473.35	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	74.70	82.15	104.60	
	810130*	Malba Chair - Green Molded Plastic.....	71.85	79.05	100.60	
	810846*	Christopher Chair - White Vinyl/Chrome.....	90.50	99.55	126.70	
	810851*	Zenith Chair - White/Chrome.....	116.25	127.90	162.75	
	810841*	Rustique Chair - Gunmetal.....	72.20	79.40	101.10	
	810837*	Razor Armless Chair - White High Density Plastic....	42.45	46.70	59.45	
	810875*	Swanson Swivel Chair - White Vinyl.....	256.50	282.15	359.10	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome....	82.60	90.85	115.65	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	82.60	90.85	115.65	
	810847*	Wendy Chair - Clear Acrylic.....	88.25	97.10	123.55	
Conference Chairs						
	71046	Gray Gaslift Chair With Arms.....	244.90	269.40	342.85	
	71045	Gray Gaslift Chair Without Arms.....	205.95	226.55	288.35	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	234.10	257.50	327.75	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	123.50	135.85	172.90	
	810844*	Pro Executive High Back Chair - White Vinyl.....	205.45	226.00	287.65	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	205.45	226.00	287.65	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	260.20	286.20	364.30	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	260.30	286.35	364.40	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	269.80	296.80	377.70	
Bars & Barstools						
	8501*	Martini Bar.....	999.40	1,099.35	1,399.15	
	71088	Black Diamond Stool.....	188.80	207.70	264.30	
	71048	Gray Gaslift Stool with Arms.....	349.30	384.25	489.00	
	71047	Gray Gaslift Stool without Arms.....	307.95	338.75	431.15	
	810860*	Laguna Barstool - Maple/Chrome.....	129.30	142.25	181.00	
	210109	Limerick® Stool by Herman Miller.....	197.75	217.55	276.85	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	121.60	133.75	170.25	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	121.60	133.75	170.25	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	121.60	133.75	170.25	
	810870*	Lift Barstool - White Vinyl/Chrome.....	121.60	133.75	170.25	
	810951*	Apex Barstool - Black Vinyl.....	150.10	165.10	210.15	
	810952*	Apex Barstool - Blue Ultra Suede.....	150.10	165.10	210.15	
	810953*	Apex Barstool - Red Vinyl.....	150.10	165.10	210.15	
	810954*	Apex Barstool - White Vinyl.....	150.10	165.10	210.15	
	810103*	Banana Barstool - White Vinyl/Chrome.....	142.55	156.80	199.55	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	142.55	156.80	199.55	
	810850*	Zenith Barstool - White/Chrome.....	116.25	127.90	162.75	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	223.70	246.05	313.20	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	233.70	257.05	327.20	
	810848*	Christopher Barstool - White.....	155.70	171.25	218.00	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	248.60	273.45	348.05	
	810839*	Rustique Barstool - Gunmetal.....	79.80	87.80	111.70	
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	179.65	197.60	251.50	
	810201*	Oslo Barstool - White Plastic/Chrome.....	179.65	197.60	251.50	

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CONTACT NAME : _____ PHONE #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

Draped Tables & Counters**Draped Tables** - Tables are 24" wide
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	124330	Draped Table 3'L x 30"H.....	113.20	124.50	158.50	_____
_____	124430	Draped Table 4'L x 30"H.....	121.70	133.85	170.40	_____
_____	124630	Draped Table 6'L x 30"H.....	155.95	171.55	218.35	_____
_____	124830	Draped Table 8'L x 30"H.....	188.70	207.55	264.20	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	50.10	55.10	70.15	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	50.10	55.10	70.15	_____
_____	124342	Draped Counter 3'L x 42"H.....	135.45	149.00	189.65	_____
_____	124442	Draped Counter 4'L x 42"H.....	150.25	165.30	210.35	_____
_____	124642	Draped Counter 6'L x 42"H.....	186.70	205.35	261.40	_____
_____	124842	Draped Counter 8'L x 42"H.....	216.95	238.65	303.75	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	67.20	73.90	94.10	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	67.20	73.90	94.10	_____

Undraped Tables & Counters

_____	125330	Undraped Table 3'L x 30"H.....	35.50	39.05	49.70	_____
_____	125430	Undraped Table 4'L x 30"H.....	40.80	44.90	57.10	_____
_____	125630	Undraped Table 6'L x 30"H.....	51.60	56.75	72.25	_____
_____	125830	Undraped Table 8'L x 30"H.....	65.05	71.55	91.05	_____
_____	125342	Undraped Counter 3'L x 42"H.....	65.05	71.55	91.05	_____
_____	125442	Undraped Counter 4'L x 42"H.....	69.90	76.90	97.85	_____
_____	125642	Undraped Counter 6'L x 42"H.....	81.95	90.15	114.75	_____
_____	125842	Undraped Counter 8'L x 42"H.....	93.25	102.60	130.55	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	41.25	45.40	57.75	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	41.25	45.40	57.75	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	48.35	53.20	67.70	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	48.35	53.20	67.70	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	55.75	61.35	78.05	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	55.75	61.35	78.05	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	63.15	69.45	88.40	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	63.15	69.45	88.40	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	77.30	85.05	108.20	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	77.30	85.05	108.20	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	91.40	100.55	127.95	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	91.40	100.55	127.95	_____

Pedestal Tables - Soho Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	209.75	230.75	293.65	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	198.85	218.75	278.40	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	107.15	117.85	150.00	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	228.50	251.35	319.90	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	202.20	222.40	283.10	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	198.75	218.65	278.25	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	198.75	218.65	278.25	_____

FREEMAN furnishings

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NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	198.75	218.65	278.25	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	198.75	218.65	278.25	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	259.05	284.95	362.65	
	8201207*	Hydraulic Base Bar Table - Maple.....	269.75	296.75	377.65	
	8201203**	Standard Base Cafe Table - Blue Steel.....	179.35	197.30	251.10	
	8201204**	Standard Base Bar Table - Blue Steel.....	188.10	206.90	263.35	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	288.85	317.75	404.40	
	8201211*	Hydraulic Base Bar Table - Graphite.....	296.60	326.25	415.25	
	8201206*	Hydraulic Base Cafe Table - Maple.....	294.70	324.15	412.60	
	8201205*	Hydraulic Base Bar Table - Maple.....	290.85	319.95	407.20	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	294.70	324.15	412.60	
	820125*	Hydraulic Base Bar Table - White Laminate.....	308.25	339.10	431.55	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.....	230.60	253.65	322.85	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou.....	230.60	253.65	322.85	
	820265*	Madison Cafe Table - Gray Acajou.....	181.85	200.05	254.60	
	820264*	Madison Bar Table - Gray Acajou.....	199.10	219.00	278.75	
	8201220*	30" Cafe Table Black Base - White Laminate.....	193.30	212.65	270.60	
	8201221*	30" Bar Table Black Base - White Laminate.....	207.95	228.75	291.15	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	297.80	327.60	416.90	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	297.80	327.60	416.90	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	230.60	253.65	322.85	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	230.60	253.65	322.85	
	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	230.60	253.65	322.85	
	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	230.60	253.65	322.85	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	281.10	309.20	393.55	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	281.10	309.20	393.55	
Occasional, End & Cocktail Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	192.75	212.05	269.85	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	204.60	225.05	286.45	
	820252*	Alondra End Table - Glass/Chrome.....	168.50	185.35	235.90	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	233.80	257.20	327.30	
	820253*	Alondra End Table - Wood/Chrome.....	168.50	185.35	235.90	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	233.80	257.20	327.30	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	260.20	286.20	364.30	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	260.20	286.20	364.30	
	82028*	Geo End Table - Wood/Black Steel.....	199.60	219.55	279.45	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	203.75	224.15	285.25	
	82035*	Geo End Table - Glass/Chrome.....	147.55	162.30	206.55	
	82034*	Geo Cocktail Table - Glass/Chrome.....	137.70	151.45	192.80	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	179.00	196.90	250.60	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	179.00	196.90	250.60	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	216.60	238.25	303.25	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	216.60	238.25	303.25	

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Occasional, End & Cocktail Tables (continued)

_____	82075*	Regis End Table - Brushed Metal.....	176.60	194.25	247.25	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	249.75	274.75	349.65	_____
_____	820844*	Aura Round Table - White Metal.....	97.50	107.25	136.50	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	149.50	164.45	209.30	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	236.05	259.65	330.45	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	236.05	259.65	330.45	_____
_____	82088*	Oliver End Table - Walnut Finish.....	173.10	190.40	242.35	_____
_____	82087*	Oliver Table - Walnut Finish.....	194.75	214.25	272.65	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	228.85	251.75	320.40	_____

Conference Tables

_____	82041*	Geo Conference Table - Glass/Black Steel.....	294.50	323.95	412.30	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	291.15	320.25	407.60	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	311.40	342.55	435.95	_____
_____	820708*	42" Round Conference Table - White Laminate.....	306.55	337.20	429.15	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	419.00	460.90	586.60	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	377.25	415.00	528.15	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	753.45	828.80	1,054.85	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	753.45	828.80	1,054.85	_____
_____	82058*	G30 Cafe Table - Maple w/ Grommets.....	375.70	413.25	526.00	_____
_____	82067*	G30 Cafe Table - Maple.....	375.70	413.25	526.00	_____
_____	82063*	G30 Cafe Table - White.....	375.70	413.25	526.00	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	564.55	621.00	790.35	_____
_____	820952*	Ventura Communal Bar Table - Black.....	552.90	608.20	774.05	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	564.55	621.00	790.35	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	564.55	621.00	790.35	_____
_____	820956*	Ventura Communal Bar Table - White.....	564.55	621.00	790.35	_____

Office

_____	84075*	Madison Desk - Gray Acajou.....	443.80	488.20	621.30	_____
_____	84077*	Madison Credenza - Gray Acajou.....	370.15	407.15	518.20	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	415.90	457.50	582.25	_____

Computer Desks/Tables

_____	820706*	Work Desk - White Laminate.....	264.10	290.50	369.75	_____
_____	820707*	Merlin Table - Gray Laminate.....	274.70	302.15	384.60	_____

POWERED**Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	522.40	574.65	731.35	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	701.35	771.50	981.90	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	807.45	888.20	1,130.45	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	522.40	574.65	731.35	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	807.45	888.20	1,130.45	_____

Powered Tables

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	684.00	752.40	957.60	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	621.80	684.00	870.50	_____
_____	82071*	G30 Cafe Table, Powered - White.....	476.00	523.60	666.40	_____
_____	82069*	G30 Cafe Table w/ Grommets, Powered - White.....	375.70	413.25	526.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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POWERED

Powered Tables (continued)

_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	458.75	504.65	642.25	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	402.30	442.55	563.20	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	311.40	342.55	435.95	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	311.40	342.55	435.95	_____

Powered Product Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	380.80	418.90	533.10	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	380.80	418.90	533.10	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	455.05	500.55	637.05	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	455.05	500.55	637.05	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	140.05	154.05	196.05	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	166.20	182.80	232.70	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	259.25	285.20	362.95	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	416.10	457.70	582.55	_____

Refrigerator

_____	75057	Small Refrigerator.....	567.95	624.75	795.15	_____
_____	8503001*	Refrigerator - White.....	592.80	652.10	829.90	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	116.05	127.65	162.45	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	173.10	190.40	242.35	_____

Display

_____	75020	Display Cylinder - Black - Low.....	245.40	269.95	343.55	_____
_____	75021	Display Cylinder - Black - Medium.....	245.40	269.95	343.55	_____
_____	75022	Display Cylinder - Black - High.....	245.40	269.95	343.55	_____
_____	75030	Display Cube - Black - 12" Small.....	263.25	289.60	368.55	_____
_____	75031	Display Cube - Black - 18" Medium.....	281.20	309.30	393.70	_____
_____	75032	Display Cube - Black - 24" Large.....	319.60	351.55	447.45	_____
_____	75079	Orion Computer Kiosk - Black.....	474.90	522.40	664.85	_____
_____	72056	Display Counter - Black.....	428.25	471.10	599.55	_____

Tablet Stand

_____	850714*	Mobile Tablet Stand - White.....	142.50	156.75	199.50	_____
_____	850715*	Mobile Tablet Stand - Black.....	142.50	156.75	199.50	_____

Tablet Stand Accessories

_____	850711*	Brochure Holder - Black.....	21.65	23.80	30.30	_____
_____	850712*	Wireless Printer Holder - Black.....	21.65	23.80	30.30	_____
_____	850713*	Charging Shelf - Black.....	21.65	23.80	30.30	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	95.85	105.45	134.20	_____
_____	220118	Chrome Sign Holder.....	122.25	134.50	171.15	_____
_____	750135	Round Literature Rack.....	256.85	282.55	359.60	_____
_____	750136	Flat Literature Rack.....	227.10	249.80	317.95	_____

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DISPLAY & ACCESSORIES						

Accessories (continued)

_____	220109	Chrome Coat Tree.....	45.50	50.05	63.70	_____
_____	220134	Aluminum Easel.....	49.45	54.40	69.25	_____
_____	220110	Chrome Bag Rack.....	122.25	134.50	171.15	_____
_____	10201484	Floor Standing Bulletin Board.....	266.95	293.65	373.75	_____
_____	220106	Corrugated Wastebasket.....	14.30	15.75	20.00	_____

Special Drape

☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	12103	Special Drape 3'H (per ft.).....	24.70	27.15	34.60	_____
_____	12108	Special Drape 8'H (per ft.).....	33.55	36.90	46.95	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	9.179% Tax	Total Cost

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

*Asterisk indicates item is a Freeman Select furnishing

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MARCH 08, 2019**

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NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

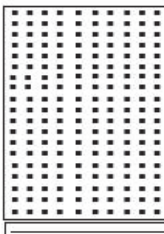
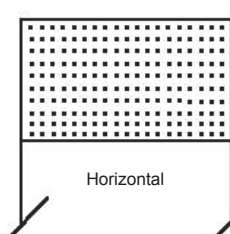
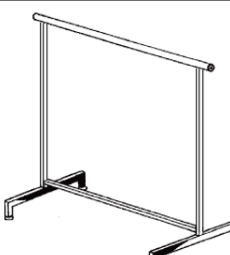
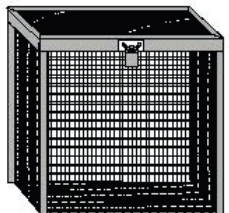


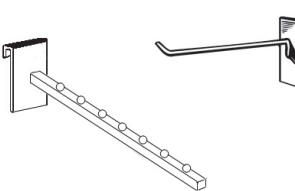
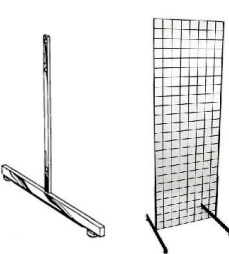
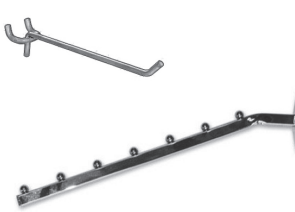
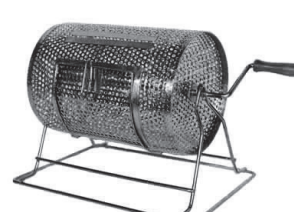
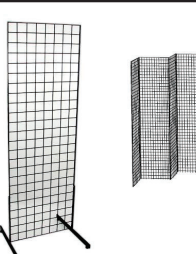
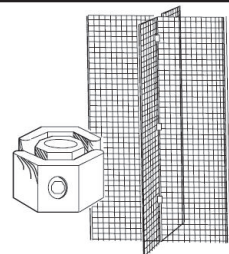
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ACCESSORIES

 <p>Vertical</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>Horizontal</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>CHROME GARMENT RACK</p>	 <p>COLLAPSIBLE SECURITY CONTAINER</p>
 <p>2 WAY STRAIGHT ARM</p>	 <p>4 WAY SLANT ARM</p>	 <p>GRID ACCESSORIES</p>	 <p>GRID LEGS</p>
 <p>PERFBOARD HOOKS AND ACCESSORIES</p>	 <p>TICKET TUMBLER</p>	 <p>2' x 8' GRID PANELS</p>	 <p>4 WAY CONNECTORS</p>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
___	10201178	1M x 8'H Single Side-Vert (White)...	279.15	307.05	390.80	
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	
___	10201182	1/2 M x 8'H Single Side-Vert.....	210.20	231.20	294.30	
___	10201480	4' x 8' Single Side-Horz.....	279.15	307.05	390.80	
___	102040	4" Single Hook.....	3.60	3.95	5.05	
___	102060	6" Single Hook.....	3.60	3.95	5.05	
___	102080	8" Single Hook.....	3.60	3.95	5.05	
___	10205	12" Shelf Bracket.....	23.20	25.50	32.50	
___	10207	7-Ball Waterfall Arm.....	43.15	47.45	60.40	

GRIDS						
___	103028	Chrome Grid.....	125.40	137.95	175.55	
___	103010	Black Grid.....	125.40	137.95	175.55	
___	103011	White Grid.....	N/A	N/A	N/A	
___	103040	Grid Legs (Chrome).....	48.25	53.10	67.55	
___	103041	Grid Legs (Black).....	48.25	53.10	67.55	
___	103042	Grid Legs (White).....	N/A	N/A	N/A	
___	103030	Grid Connectors.....	15.75	17.35	22.05	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
___	10303	3-Ball Waterfall Arm.....	36.25	39.90	50.75	
___	10305	5-Ball Waterfall Arm.....	38.65	42.50	54.10	
___	10307	7-Ball Waterfall Arm.....	43.15	47.45	60.40	
___	10309	Cleaver Clip.....	N/A	N/A	N/A	
___	103044	4" Single Hook.....	3.75	4.15	5.25	
___	103046	6" Single Hook.....	3.75	4.15	5.25	
___	103048	8" Single Hook.....	3.75	4.15	5.25	

ACCESSORIES						
___	151010	Collapsible Security Container.....	N/A	N/A	N/A	
___	15905	Fish Bowl.....	40.80	44.90	57.10	
___	159011	Ticket Tumbler - Small.....	154.00	169.40	215.60	
___	10405	Garment Rack.....	167.75	184.55	234.85	
___	10404	4-way Slant Arm.....	210.20	231.20	294.30	
___	10403	2-way Straight Arm.....	167.05	183.75	233.85	

TOTAL COST		
Sub-Total	9.179 % Tax	Total Cost

FREEMAN accessories

Take advantage of the Online price
by ordering at www.freeman.com
before MARCH 08, 2019

FROM THE GROUND UP

.....

Engage your audience from the moment they set foot in your exhibit with Freeman's custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in both our classic and prestige carpeting lines.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
- Renting carpet from Freeman minimizes your shipping footprint



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

PRESTIGE CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



*black**



cardinal



*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

***Colors available in both 28 oz. and 40 oz.**

CLASSIC CARPET

Custom Cut

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

Standard Cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MARCH 08, 2019**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**


COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- 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.

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 306.75	\$ 337.45	\$ 429.45	_____
_____	10' x 20' Classic Carpet	\$ 613.55	\$ 674.90	\$ 858.95	_____
_____	10' x 30' Classic Carpet	\$ 920.35	\$ 1,012.40	\$ 1,288.50	_____
_____	10' x 40' Classic Carpet	\$ 1,227.10	\$ 1,349.80	\$ 1,717.95	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 93.70	\$ 103.05	\$ 131.20	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 187.45	\$ 206.20	\$ 262.45	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 281.15	\$ 309.25	\$ 393.60	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 374.85	\$ 412.35	\$ 524.80	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 187.45	\$ 206.20	\$ 262.45	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 374.85	\$ 412.35	\$ 524.80	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 562.25	\$ 618.50	\$ 787.15	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 749.70	\$ 824.65	\$ 1,049.60	_____
_____	Plastic Covering (price per sq. ft.).....	\$.35	\$.40	\$.50	_____

TOTAL COST

_____	+	_____	=	_____
Sub- Total		9.179% Tax		Total Cost

standard size carpet

FREEMAN

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by ordering at www.freeman.com
before MARCH 08, 2019

FREEMAN

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**ONLINE PRICE
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**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

- **Guaranteed new, high-quality carpet.**
- **Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.**
- **All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.25

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.25	\$ 3.60	\$ 4.55	

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 4.40	\$ 4.85	\$ 6.15	
Over 700 sq. ft.		\$ 3.80	\$ 4.20	\$ 5.30	

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.30	\$ 5.85	\$ 7.40	
Over 700 sq. ft.		\$ 4.75	\$ 5.25	\$ 6.65	

CARPET PADDING - includes delivery, material handling, installation and removal

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.00

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.00	\$ 1.10	\$ 1.40	
	Carpet Padding-1/2" (Over 700 sq. ft.)		\$.60	\$.65	\$.85	
	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.00	\$ 2.20	\$ 2.80	
	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 1.20	\$ 1.30	\$ 1.70	

TOTAL COST

Sub- Total	+	9.179% Tax	=	Total Cost
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Take advantage of the Online price
by ordering at www.freeman.com
before MARCH 08, 2019

cut to size carpet
FREEMAN

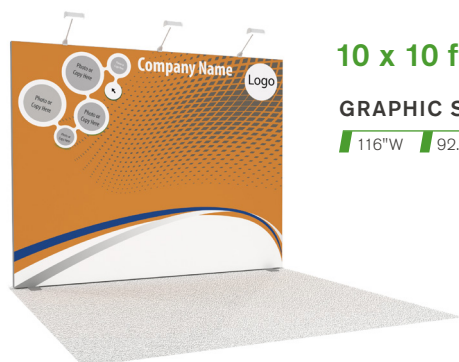
FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.



* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.

SMARTFABRIC® RENTAL EXHIBITS



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

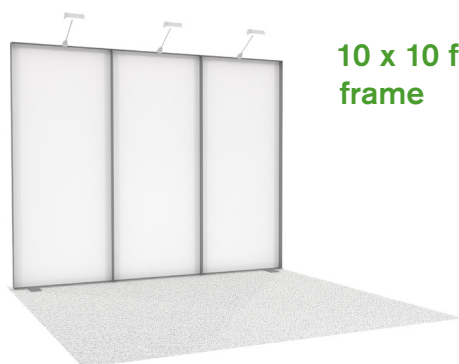
233.5"W 92.5"H

RENTAL EXHIBITS INCLUDE:

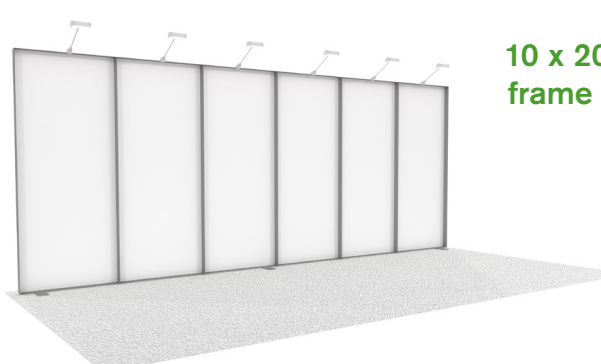
- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

FRAME ONLY UNIT

If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.**



**10 x 10 ft.
frame**



**10 x 20 ft.
frame**

RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. **Only Freeman SmartFabric will be installed on the frame.

CLASSIC CARPET

Freeman Classic carpet is reused a minimum of four times before being retired from inventory and recycled. Darker-colored carpets such as black and gray, as well as two-toned carpets, are made of 20-25 percent recycled content.

9' x 10' or 9' x 20' (16 oz.) – Color Options Included with Rental Package Options



black



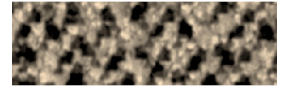
blue



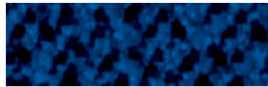
gray



green



latte



midnight blue



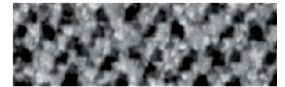
plum



red



red pepper



tuxedo

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(28 oz.) – Available Upgrade Color Options



black*



cardinal



charcoal*



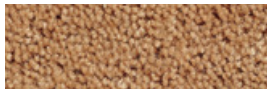
cream



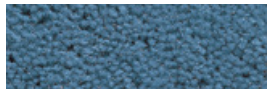
gray pearl*



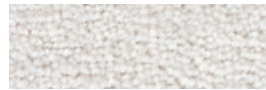
navy*



toast



wedgewood



white*

**Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.*

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D

One SmartFabric zipper bag is included with purchase.



CLEAR ACRYLIC SHELF

36"W .25"H 12"D

(holds up to 15 lbs each)



CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

FREEMAN SUSTAINABILITY FOCUS



This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.

F R E E M A N

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

**DISCOUNT PRICE
DEADLINE DATE
MARCH 08, 2019**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.



SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 2,155.00	\$ 3,017.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 4,155.00	\$ 5,817.00	_____

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,410.00	\$ 1,974.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 2,350.00	\$ 3,290.00	_____

ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 150.00	\$ 210.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 28.00	_____

QUICK TIPS

• Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.

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

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

TOTAL COST

Sub-Total	+	9.179 % Tax	=	Total Cost
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RENTAL EXHIBITS THAT IMPRESS

When it comes to designing your exhibit, effective solutions don't require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Freeman. With quality rental options that meet your budget requirements, we'll have you exhibit ready at a moment's notice, without the hassle of ownership.

PACKAGE 1



10 X 20



10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 2



10 X 20



10 X 10

PACKAGE 3



10 X 20



10 X 10

PACKAGE 4



10 X 20



10 X 10

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

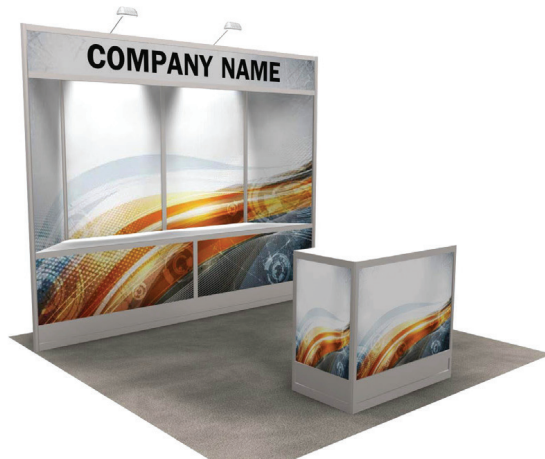
10 X 10



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 5



10 X 20



10 X 10

PACKAGE 6



10 X 20



10 X 10

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10

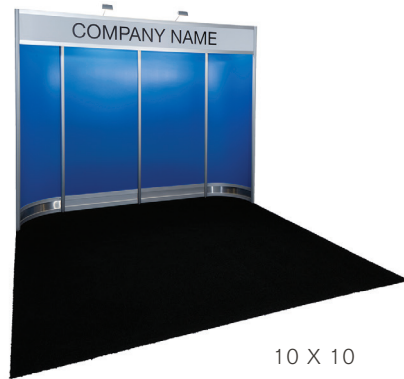


FREEMAN

There are upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



SLATWALL



COLORED PANELS



SHELVES



BLACK METAL



CABINETS

Booth Panel Options – Color Options Included with Rental Package



black fabric

blue fabric

gray fabric

white

white perforated board

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



black

blue

gray

green

latte

midnight blue

plum

red

red pepper

tuxedo

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

Prestige Carpet (28 oz.) – Available Upgrade Color Options



black*

cardinal

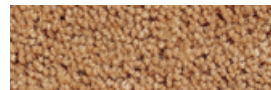
charcoal*

cream

gray pearl*



navy*



toast



wedgewood



white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10' Booth
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.



“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, conerd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

FREEMAN

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PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(773) 473-7080** to speak with one of our experts.

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

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	4,538.95	6,354.55	<input type="checkbox"/> 10' x 20'	8,749.15	12,248.80
Package 2	<input type="checkbox"/> 10' x 10'	2,808.55	3,931.95	<input type="checkbox"/> 10' x 20'	5,288.45	7,403.85
Package 3	<input type="checkbox"/> 10' x 10'	3,880.65	5,432.90	<input type="checkbox"/> 10' x 20'	7,432.65	10,405.70
Package 4	<input type="checkbox"/> 10' x 10'	3,542.25	4,959.15	<input type="checkbox"/> 10' x 20'	6,755.75	9,458.05
Package 5	<input type="checkbox"/> 10' x 10'	3,441.25	4,817.75	<input type="checkbox"/> 10' x 20'	6,410.25	8,974.35
Package 6	<input type="checkbox"/> 10' x 10'	3,489.55	4,885.35	<input type="checkbox"/> 10' x 20'	6,713.05	9,398.25

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____
☐ Red ☐ Teal ☐ White ☐ Green ☐ Font Type _____

Indicate exactly how you want your company name to appear:

*Unless font type is indicated, Helvetica will be used.

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

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

TOTAL COST

Sub-Total	+	9.179 % Tax	=	Total Cost
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FREEMAN

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Mc Cook, IL 60525
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PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

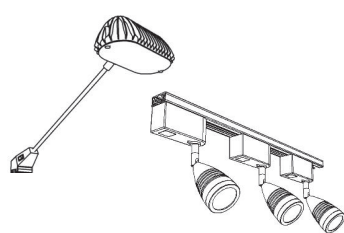
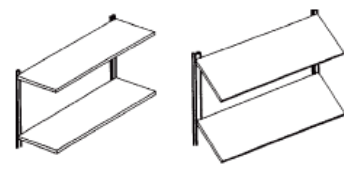
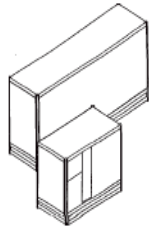
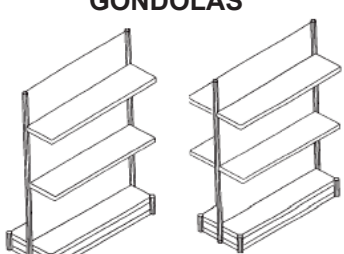
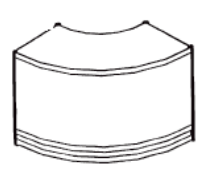
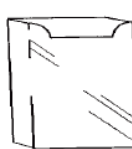
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

LIGHTS (use only on rentals) 	SHELVES (use only on rentals) 	CABINETS 
GONDOLAS 	RADIUS CABINET (does not have doors) 	LITERATURE POCKETS 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Arm Light	109.75	153.65	_____
___	172514	4' Tracklight (3 lights)	323.40	452.75	_____
___	17252	Halogen Light	N/A	N/A	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	587.65	822.70	_____
___	17306	1M x 1/2M x 42" High.....	624.90	874.85	_____
___	17308	2M x 1/2M x 36" High.....	704.10	985.75	_____
___	17309	2M x 1/2M x 42" High.....	737.05	1,031.85	_____
___	173010	1M Radius x 1/2M x 36" High.	564.70	790.60	_____
___	173011	1M Radius x 1/2M x 42" High..	660.85	925.20	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	27.25	38.15	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	358.75	502.25	_____
___	174542	Double Sided 1M x 4' High..	477.40	668.35	_____
___	174581	Single Sided 1M x 8' High...	525.10	735.15	_____
___	174582	Double Sided 1M x 8' High..	668.00	935.20	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
SHELVES					
___	17201	1M Straight (37" x 12")	83.75	117.25	_____
___	17206	1M Angled (37" x 12")	102.45	143.45	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	33.10	46.35	_____

TOTAL COST			
Sub-Total	+	9.179% Tax	= Total Cost

Don't see what you need?
Please call Exhibitor Sales at (773) 473-7080.

FREEMAN

TOTALFLEX®

FLEXING TO FIT YOUR NEEDS

.....

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.

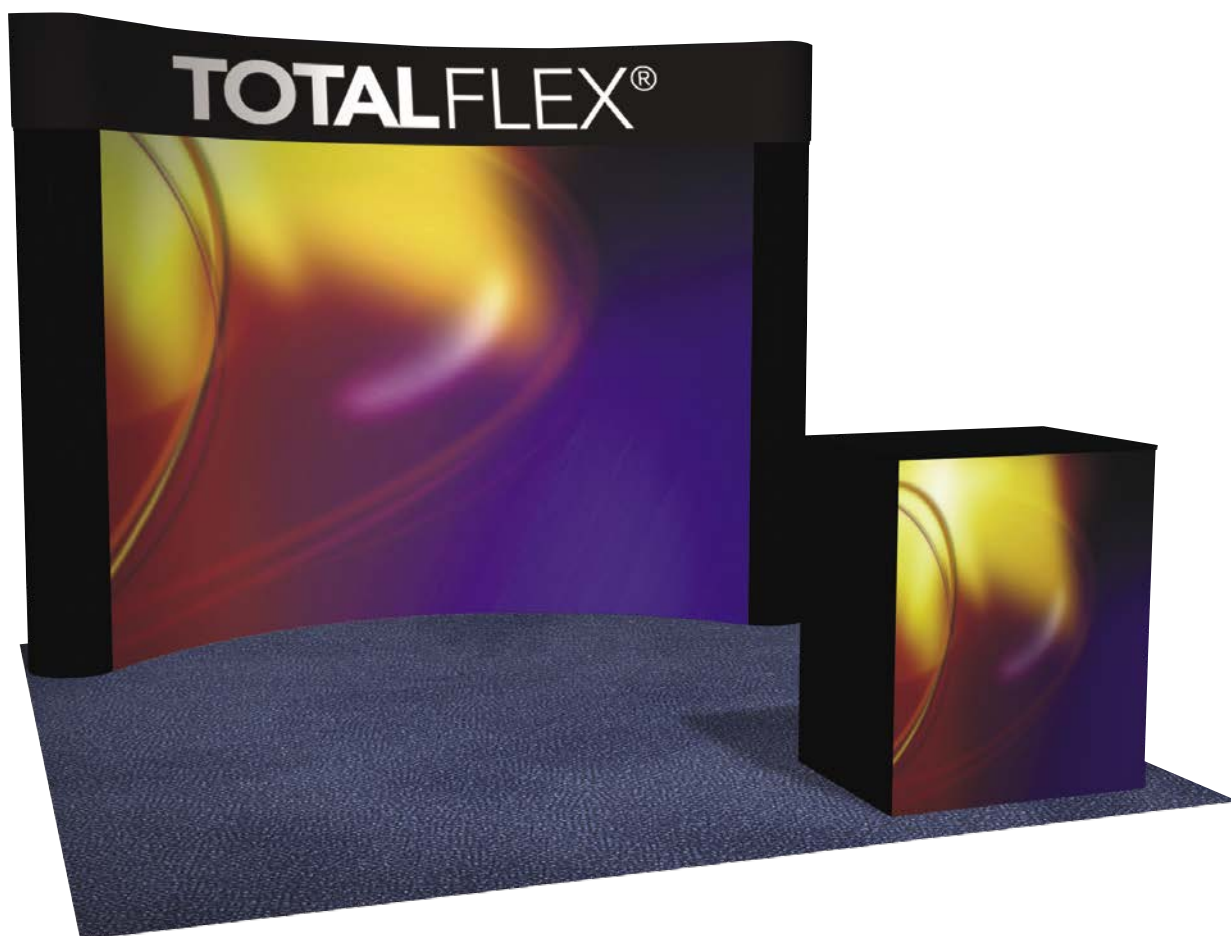


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9'x10' or 9'x20' Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

**Graphic design elements are priced separately and not included with TotalFlex® order.*



FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

**DISCOUNT PRICE
DEADLINE DATE
MARCH 08, 2019**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

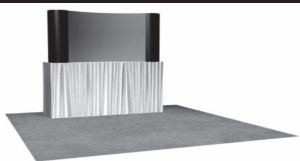
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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TABLETOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,263.10	1,768.35	_____	_____
40"H x 8"W	1,472.95	2,062.15	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,580.30	2,212.40	_____	_____
40"H x 8"W	1,790.35	2,506.50	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (select color below)
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

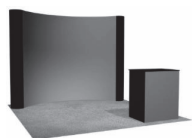
*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:

☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,107.60	2,950.65	_____	_____
8'H x 10'W	2,518.30	3,525.60	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	3,582.10	5,014.95	_____	_____
8'H x 10'W	4,207.50	5,890.50	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total		Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	240.65	336.90	_____		_____	338.65	474.10	_____
1715801	1-200 Watt Halogen Light Kit	_____	124.20	173.90	_____		_____	248.35	347.70	_____
1715802	Straight Shelf	_____	94.95	132.95	_____		_____	171.60	240.25	_____
1715803	Angled Shelf	_____	94.95	132.95	_____		_____	171.60	240.25	_____

QUICK TIPS

* If shipping literature or products, material handling rates will apply.

* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST

Sub-Total + 9.179% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 9.179% Tax = Total Cost

FREEMAN

8201 West 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MARCH 8, 2019

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**

COMPANY NAME: _____ BOOTH #: _____

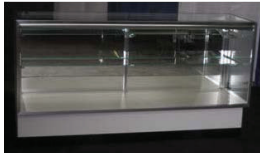
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

SHOWCASES



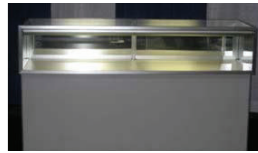
FULL VISION CASE



HALF VISION CASE



TOWER CASE



QUARTER VISION CASE



CORNER VISION CASE



WALLCASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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FULL VISION CASE

1-8" & 1-10" Glass Shelf with Adjustable Brackets
26" High Front Glass Display Section
Case is 20" Deep
Available in 4', 5' and 6' lengths

_____	101043	4'.....	\$717.40	\$789.15	\$1004.35	\$ _____
_____	101051	5'.....	\$717.40	\$789.15	\$1004.35	\$ _____
_____	101061	6'.....	\$717.40	\$789.15	\$1004.35	\$ _____

HALF VISION CASE

1-10" Glass Shelf with Adjustable Brackets
18" High Front Glass Display Section
Case is 20" Deep
Available in 4', 5' and 6' lengths

_____	101042	4'.....	\$717.40	\$789.15	\$1004.35	\$ _____
_____	101050	5'.....	\$717.40	\$789.15	\$1004.35	\$ _____
_____	101060	6'.....	\$717.40	\$789.15	\$1004.35	\$ _____

TOWER CASE

Dimensions are 20"L x 20"D x 80"H
3 Glass Shelves
Lights
Locks
Available in 20 x 20 Square Only

_____	1010200	20 x 20.....	\$940.50	\$940.50	\$1316.70	\$ _____
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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

QUARTER VISION CASE

12" High Front Glass Display Section
Case is 20" Deep
Available in 4', 5' and 6' lengths

_____	101044	4'.....	\$717.40	\$789.15	\$1004.35	\$ _____
_____	101052	5'.....	\$717.40	\$789.15	\$1004.35	\$ _____
_____	101062	6'.....	\$717.40	\$789.15	\$1004.35	\$ _____

CORNER VISION CASE

Includes Rear Access and Glass Shelves
Case is 20" Deep
Available in Full, Half, and Quarter Sizes
*Cases on the sides in picture above are not included

_____	101091	Full.....	\$876.75	\$964.75	\$1227.45	\$ _____
_____	101090	Half.....	\$876.75	\$964.75	\$1227.45	\$ _____
_____	101092	Quarter.....	\$876.75	\$964.75	\$1227.45	\$ _____

WALLCASE

Dimensions are 48"L x 20"D x 72" H
(4) 12" Glass Shelves
Adjustable Brackets
Lights
Locks
60" High Sliding Glass Doors
Available in See-Thru (pictured above) and Solid

_____	1010203	Solid.....	\$908.65	\$999.50	\$1272.10	\$ _____
_____	1010204	See-Thru.....	\$908.65	\$999.50	\$1272.10	\$ _____

- All showcases are 20"D x 38"H, have lights, locks, sliding mirror doors, gray exterior, and off-white interior aluminum frames.
- All keys must be left with the showcase or a charge of \$10.00 will be assessed.
- Electrical services are **NOT** included. Please order the electrical service from the electrical contractor.

TOTAL COST

Sub-Total _____ + Tax (9.179%) _____ = TOTAL _____

FREEMAN showcases

Take advantage of the Online price
by ordering online at www.freeman.com

SHOWCASE PLACEMENT

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
- Freeman's 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



FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

**DISCOUNT PRICE
DEADLINE DATE
MARCH 08, 2019**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 18.85 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 28.30 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. 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 sq. ft.

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"	@ 34.80	52.20 =	_____
7" x 22"	@ 34.80	52.20 =	_____
7" x 44"	@ 48.95	73.45 =	_____
9" x 44"	@ 63.00	94.50 =	_____
11" x 14"	@ 34.80	52.20 =	_____
14" x 22"	@ 48.95	73.45 =	_____
14" x 44"	@ 97.90	146.85 =	_____
22" x 28"	@ 97.90	146.85 =	_____
28" x 44"	@ 131.60	197.40 =	_____
20" x 60"	@ 197.50	296.25 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	9.179 % Tax	=	Total Cost
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FREEMAN graphics

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. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and 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

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (773) 473-7080 for assistance.

UNION JURISDICTIONS

ST. LOUIS AREA

To assist you in planning your participation in the upcoming exhibition, 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 jurisdiction that 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. *In connection with Exhibits and Displays in booths no larger than 300 net square feet, exhibitors or full time Company Representatives only, may install and dismantle exhibits and displays by hand, without power tools. In booths no larger than 300 net square feet, exhibitors or full time Company Representatives only, may hang signs or graphics. Non-Union exhibit appointed contractor employees and non-union temporary labor are excluded from working in booths.*

TEAMSTERS UNION

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material from their privately owned passenger vehicle with the use of a two-wheel handcart. (See *Letter of Understanding Regarding Privately Owned Vehicles--POV*)

TIPPING

Freeman requests that exhibitors do not tip Freeman employees. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk, or correspondence may be directed to the attention of the General Manager at the Chicago office address.

NOTE TO ALL EXHIBITORS

Personnel of Freeman cannot lend material handling equipment or tools to exhibitors.

LETTER OF UNDERSTANDING REGARDING PRIVATELY OWNED VEHICLE UNLOADING

This is a Letter of Understanding regarding privately owned vehicle unloading. In order to qualify for this value-added feature, the following guidelines apply:

- Ground level unloading
- Car or passenger van
- No rental trucks or contract carriers
- No pallet jacks or motorized equipment to be used in the unloading process
- Two (2) full-time employees may handle the movement of material, not hired day labor or display house personnel
- Two (2) wheel handcarts are allowed
- A person to remain with keys at the vehicle while the unloading is taking place
- Exhibitor name and booth number clearly displayed in dashboard window
- Any damaged caused by your unloading or movement of the material will be at your own cost
- A twenty-minute time frame will be allowed at the designated POV door. No set-up is allowed while unloading
- The time frame will be determined by demand and may require scheduling by the contractor and the show organizer. One (1) Teamster employee will be assigned to manage and monitor the POV process.

If the above CANNOT be met, the official show contractor will handle the company's drayage.



EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

This authorization must be submitted by the exhibitor planning to use an installation/dismantling service or contractor other than the official show contractors listed in the exhibitor service manual. Forms must be received by Friday, March 15, 2019.

The contractor must submit to show management a General Liability Certificate of Insurance in the amount of \$1,000,000 combined single limit of liability each occurrence and subject to a deductible of \$250 per claim for bodily injury, personal injury and broad form property damage with named insured being:

*American Institute of Steel Construction (AISC)
NASCC: The Steel Conference
Freeman
Gurthet Media Inc.
America's Center Convention Complex*

EXHIBITOR _____ BOOTH # _____

CONTACT NAME _____ DATE _____

AUTHORIZATION SIGNATURE (MUST BE SIGNED) _____

EXHIBITOR APPOINTED CONTRACTOR _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____ CONTACT EMAIL _____

DATE SERVICE TO BE PROVIDED _____

TYPE OF SERVICE TO BE PROVIDED _____

CONTRACTOR'S INSURANCE CO _____

Exhibitors must provide their contractor with any necessary information regarding the installation and servicing of the exhibit. It is the responsibility of the exhibitor to see that their contractor abides by the official rules and regulations of NASCC: The Steel Conference.

Email this form with Insurance Certificate to nascc@aisc.org

LET US DO THE HEAVY LIFTING

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



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

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



F R E E M A N

8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
MARCH 8, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

DISPLAY LABOR (Half Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
Straight Time - 8:00 a.m. to 4:30 p.m. Monday through Friday	\$ 111.50	\$ 156.10
Overtime - 4:30 p.m. to 6:30 p.m. Monday through Friday; 8:00 a.m. to 4:30 p.m. Saturday....	\$ 167.25	\$ 234.15
Double Time - 6:30 p.m. to 8:00 a.m. Monday through Friday; after 4:30 p.m. Saturday ALL DAY Sunday and Holidays	\$ 223.00	\$ 312.20

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- Half hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervising 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 and inbound shipping information with this order.

INSTALLATION LABOR

☐ **SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

- 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: _____

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

☐ **SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

- 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: _____

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: _____ Phone Number: _____

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

Freeman installation & dismantle labor

F R E E M A N

8201 West 47th Street

McCook, Illinois 60525

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

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 AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

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

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

Other (Specify) _____

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: _____

METHOD OF SHIPMENT

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ OTHER CARRIER: (Please indicate the carrier's name)

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: _____

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

☐ Reroute via Freeman's choice

☐ Delivery back to warehouse at Exhibitor's Expense.

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

FREEMAN installation & dismantle labor

F R E E M A N

8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
MARCH 8, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Freeman. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign. Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Hanging signs greater than 500 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- 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 Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than **(WAREHOUSE DEADLINE DATE)**. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign. Ship to:

Exhibiting Company & Booth #
SHOW NAME
Freeman
c/o UPS WAREHOUSE
8500 N Hall Street
St. Louis, MO 63147

- In order to accommodate your PREFERRED Installation & Dismantle requests please send us back the information on the next 3 pages as soon as possible.
- Scheduling is done on a first come, first served basis.
- If you have any questions or require further assistance, you may reach us at the email address below:
ChicagoHangingSigns@Freeman.com

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 a.m. to 4:00 p.m., Monday through Friday

Overtime

Prior to 8:00 a.m., After 4:30 p.m. Monday through Friday;
ALL Day Saturday

Double Time

ALL DAY SUNDAY AND HOLIDAYS

Crew Size-Three Laborers

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Show site rates will apply to ALL labor orders placed at show site.**
- Rates are per lift and crew per hour
- One hour minimum per lift and crew
- Straight Time cannot be guaranteed.

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
--	------------------	----------	----------------

Condor

Condor With Crew	\$ 605.75	\$ 773.00	\$ 940.25
Show Site Pricing	\$ 848.05	\$1082.20	\$1316.35

Assembly Crew/Additional Labor

Display Assembly Labor	\$ 111.50	\$ 167.25	\$ 223.00
(Per Person/Per Hour)			
Show Site Pricing	\$ 156.10	\$ 234.15	\$ 312.20

FREEMAN hanging sign

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

SUPERVISION

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

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

☐ **SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE**

Supervisor will be: _____ Phone Number: _____

Date: _____ Time: _____

Installation Condor/Crew Estimate

Preferred Installation Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Condor/Crew Estimate

Preferred Dismantle Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Installation Assembly Estimate

Preferred Installation Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Assembly Estimate

Preferred Dismantle Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: _____ Weight of Sign: _____

Size: Height _____ Length _____ Width _____

Does Your Sign Require Electricity _____ Assembly Crew Size: _____

Is Your Sign Designed to Rotate? _____

Are You Shipping to the Adv. Warehouse? _____

Does your sign require a Chain Fall? (**A Chain Fall is a manual Hoist**) _____

Number of feet from floor to top of sign: _____

Location of sign within booth: _____

Tie off structure/wall? _____

F R E E M A N

HANGING SIGN PLACEMENT DIAGRAM

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

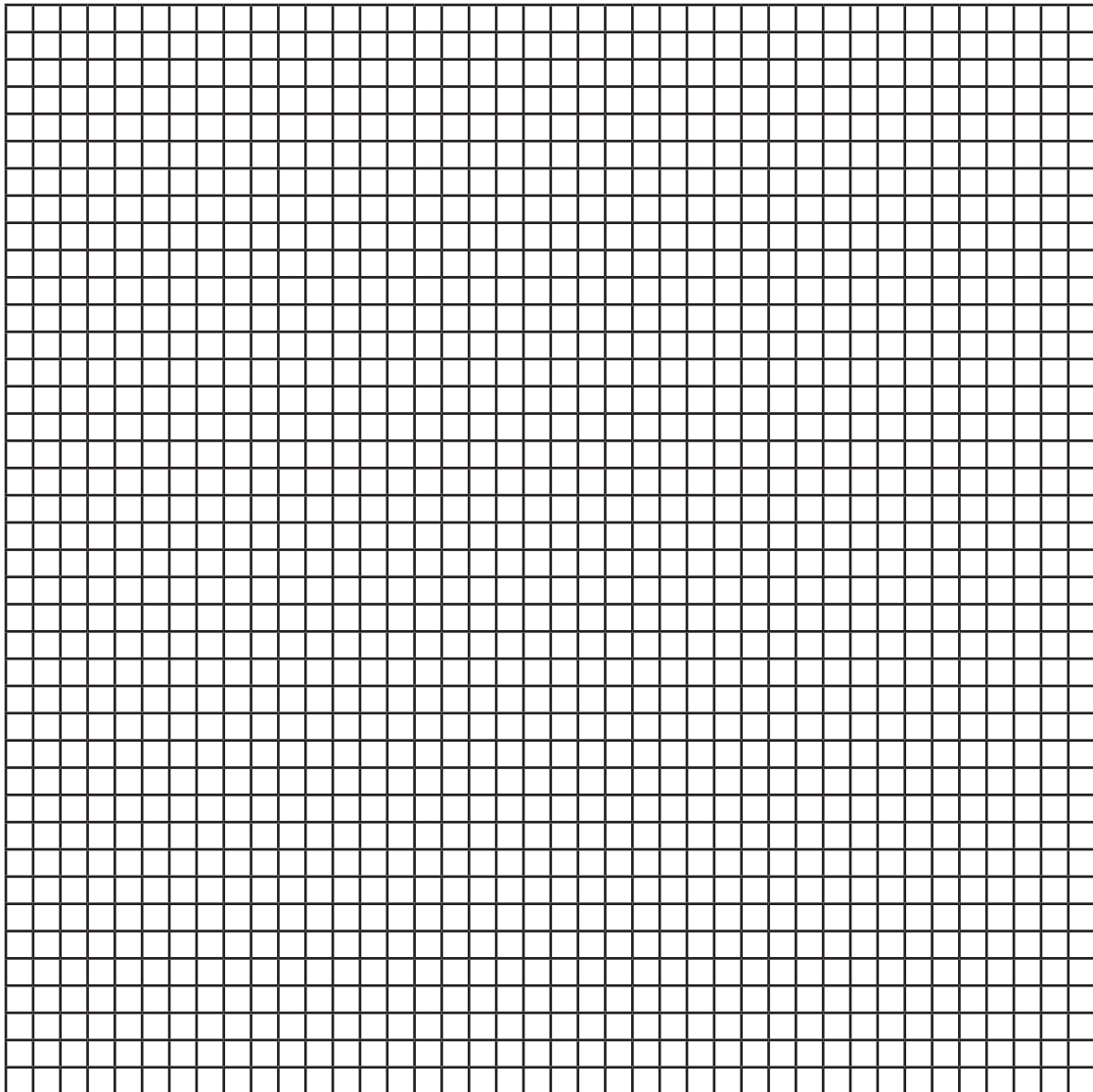
1. Booth orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
2. Use diagram below to represent your booth space. Indicate how far in from each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

Show Name: _____ Dates: _____

Company Name: _____ Booth #: _____

_____ Feet in from the back Aisle # _____

Feet in from the left Aisle # _____



Feet in from the right Aisle # _____

_____ Feet in from the front Aisle # _____

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

10 x 10 use 1 square = ¼ foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

F R E E M A N

8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DEADLINE DATE
MARCH 8, 2019

PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED

FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **NASCC: THE STEEL SHOW** 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, AMERICA'S 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: _____

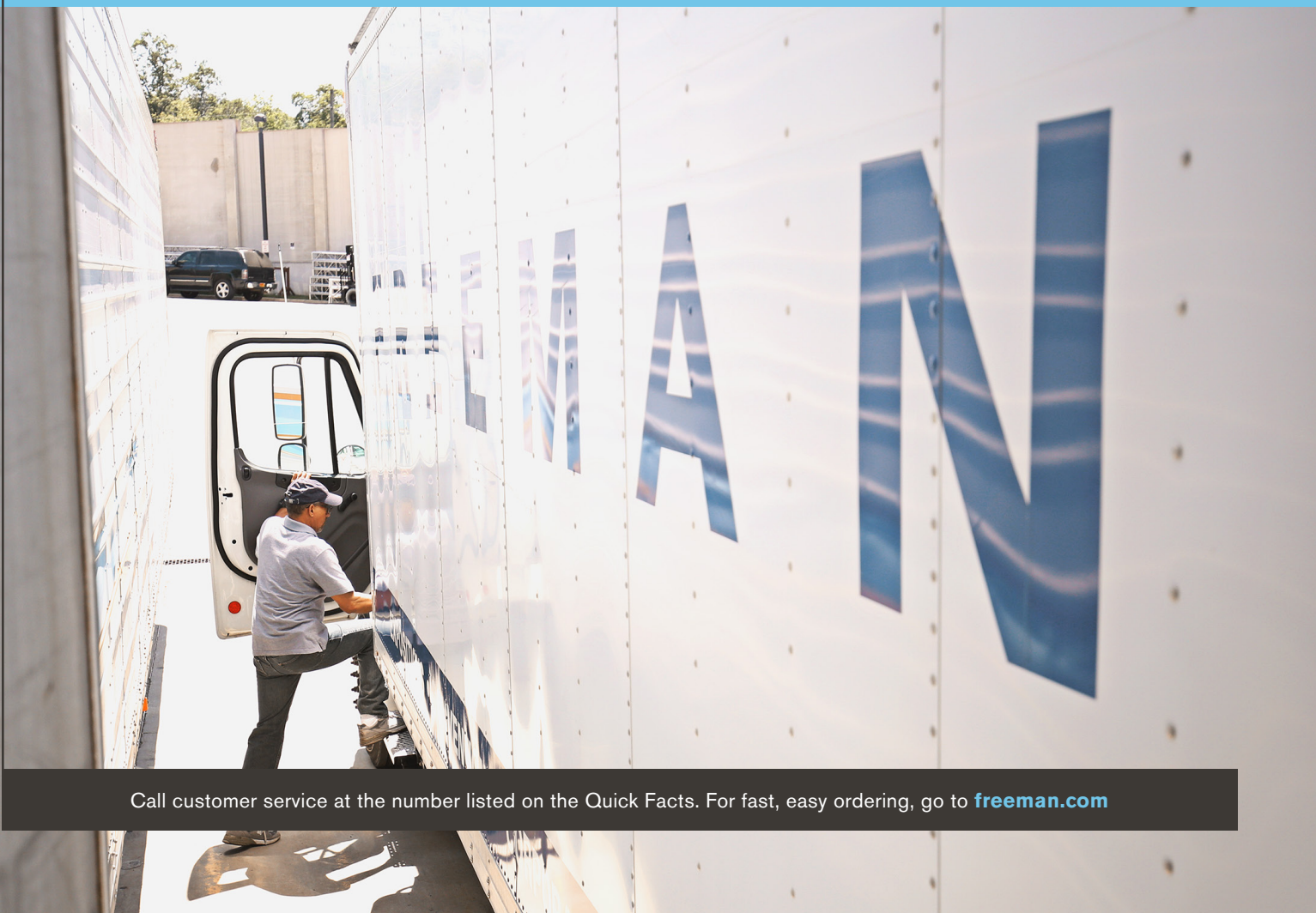
Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement

RESULTS, DELIVERED

With more than 85 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 works directly with you and show site decision makers to transport your exhibit to any location with ease. Freeman Exhibit Transportation is an EPA Smartway Partner dedicated to supporting efforts and partners that are focused on improving fuel efficiency, and reducing greenhouse gas and air pollution from the transportation supply chain.

The 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

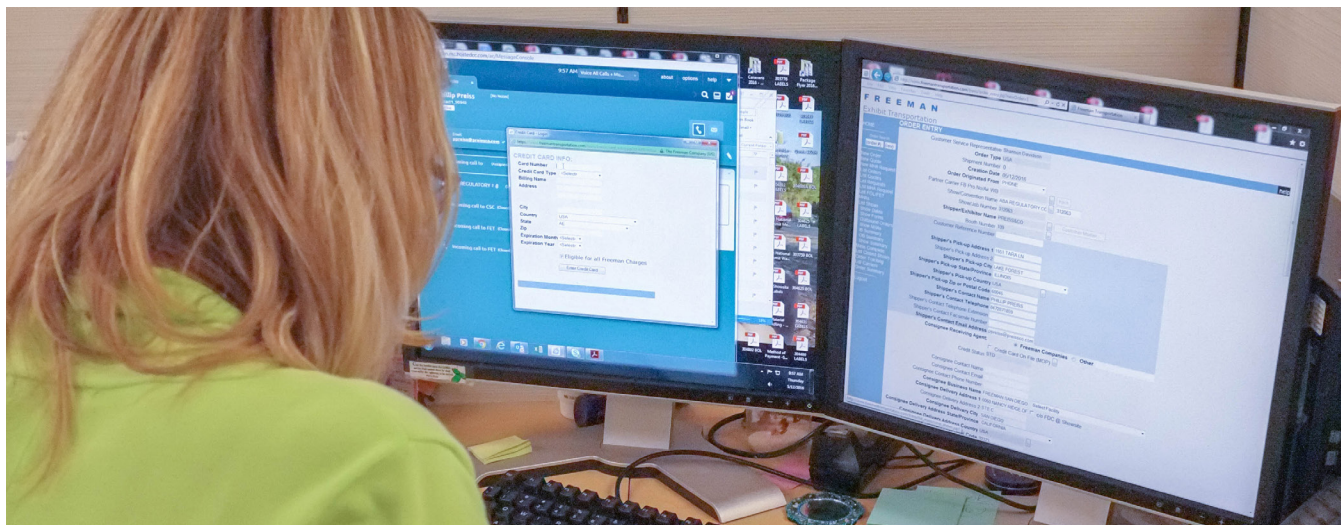
questions?

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 TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.





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.

FREEMAN

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

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

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call applicable number listed above to speak with one of our experts.

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

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 #

NASCC: THE STEEL CONFERENCE

C/O: FREEMAN

8500 N HALL ST

ST LOUIS, MO 63147

MUST BE DELIVERED BY MARCH 22, 2019

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

FREEMAN / Exhibiting Company Name / Booth #

NASCC: THE STEEL CONFERENCE

C/O: FREEMAN

AMERICA'S CENTER

701 CONVENTION PLAZA

SAINT LOUIS, MO 631011275

CANNOT BE DELIVERED BEFORE MARCH 30, 2019

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 # (466811) _____

Freeman exhibit transportation

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: MARCH 01, 2019

DEADLINE DATE IS: MARCH 22, 2019

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
8500 N HALL ST**

ST LOUIS, MO 63147

WAREHOUSE

EVENT: *NASCC: THE STEEL CONFERENCE*

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: MARCH 01, 2019

DEADLINE DATE IS: MARCH 22, 2019

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
8500 N HALL ST**

ST LOUIS, MO 63147

WAREHOUSE

EVENT: *NASCC: THE STEEL CONFERENCE*

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MARCH 30, 2019

TO:

EXHIBITOR NAME

C/O: FREEMAN

**AMERICA'S CENTER
701 CONVENTION PLAZA**

SAINT LOUIS, MO 631011275

SHOW SITE

EVENT: *NASCC: THE STEEL CONFERENCE*

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MARCH 30, 2019

TO:

EXHIBITOR NAME

C/O: FREEMAN

**AMERICA'S CENTER
701 CONVENTION PLAZA**

SAINT LOUIS, MO 631011275

SHOW SITE

EVENT: *NASCC: THE STEEL CONFERENCE*

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H
DO NOT DELAY

DELIVER BY MARCH 22, 2019

TO: _____
EXHIBITOR NAME

C/O UPS FREIGHT WAREHOUSE
FREEMAN
8500 N HALL ST
ST LOUIS, MO 63147

HANGING SIGN

NASCC: THE STEEL CONFERENCE

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

F R E E M A N

R U S H
DO NOT DELAY

DELIVER BY MARCH 22, 2019

TO: _____
EXHIBITOR NAME

C/O UPS FREIGHT WAREHOUSE
FREEMAN
8500 N HALL ST
ST LOUIS, MO 63147

HANGING SIGN

NASCC: THE STEEL CONFERENCE

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

F R E E M A N

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McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freeman.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

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

Special Handling: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, & DHL** are included in this category due to their delivery procedures.

(See definitions on back)

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

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

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; ALL DAY Saturday and Sunday
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved inot or out of booth during above listed times.)

Description	Price per CWT	200 lbs. Minimum
-------------	------------------	---------------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum) Includes Outbound Overtime in rates

Crated or Skidded Shipment	\$ 167.50	\$ 335.00
Special Handling Shipment	\$ 218.00	\$ 436.00
Carpet and/or Pad Only Shipment	\$ 251.25	\$ 502.50

Showsite Shipment (200 lb. minimum) Includes Outbound Overtime in rates

Crated or Skidded Shipment	\$ 157.50	\$ 315.00
Special Handling Shipment	\$ 205.00	\$ 410.00
Uncrated or Pad Wrapped Shipment	\$ 236.25	\$ 472.50
Carpet and/or Pad Only Shipment	\$ 236.25	\$ 472.50

Small Package - Maximum weight is 30 lbs. per shipment* \$ 45.00

* A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after MARCH 22, 2019	\$ 34.00	\$ 68.00
Showsite Shipment after MARCH 30, 2019	\$ 31.50	\$ 63.00

Overtime Charge - Inbound/Outbound Monday-Friday, Saturday & Sunday (in addition to above rates)

Crated or Skidded Shipment	\$ 31.50	\$ 63.00
Special Handling Shipment	\$ 41.00	\$ 82.00
Uncrated or Pad Wrapped Shipment	\$ 47.25	\$ 94.50
Carpet and/or Pad Only Shipment	\$ 47.25	\$ 94.50

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
Surcharges	÷ 100 =		
		Sub-Total	
		TOTAL	

SPECIAL HANDLING DEFINITIONS

For frequently asked questions and material handling estimator tools, go to www.freeman.com

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer--top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by-passed to reach target freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items place on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, & DHL) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting points.

What about carpet only shipments?

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

FREEMAN

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McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

MACHINERY HANDLING SERVICES

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

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

DRIVERS CHECK-IN: **NO LATER THAN 2:00 P.M. IN ORDER TO BE OFF-LOADED ON ARRIVAL DATE.**

- All machinery shipments **MUST** be shipped directly to the **AMERICA'S CENTER** in care of **FREEMAN**. Freeman **WILL NOT ACCEPT** any shipments addressed to **AMERICA'S CENTER** prior to the first day of Exhibitor Move-In.
- **MACHINERY WILL NOT BE ACCEPTED AT THE WAREHOUSE.**
- Certified weight tickets and proper documentation will be required on all loads containing machinery. Separate weight for display material and machinery equipment is required. There are different rates for machinery equipment if properly identified on the Bill of Lading. If the weight is not separated and/or materials are not identified properly, the display rate will prevail.
- Rates quoted on Page 1 of the Material Handling form include all labor and equipment required to unload trucks at the hall and to place items in the exhibitor's booth, one time spotting, return of containers to dock and loading on outbound carriers. Machinery will be spotted with a 6" tolerance, one time after removal from the truck provided the following conditions are met:
 1. The exhibitor, or his representative, is there to supervise the spotting
 2. The area within the booth is clearly marked to indicate the machine's position
 3. No rigging, bolting or unbolting, unskidding or attaching to other equipment must be done

This will include shipments of machinery **WITH** proper lifting bars, points, hooks or skids which may be moved on or off of the loading dock or vehicle or show floor by forklift with **NO** other additional handling requirements. Forklift lifting points **MUST** be clearly marked.

Machinery that does **NOT** fit this description will be considered **UNSKIDDED** and will be charged the published rates for Unskidded Machinery Shipments.

- Rates **DO NOT** include a labor charge for uncrating, unskidding, unpacking, recrating or reskidding materials.
- There will be a 25% fee for off-target shipments.

FREEMAN machinery handling definitions

NASCC: THE STEEL CONFERENCE 2019

DETAILS OF SHIPMENT - MACHINERY

PLEASE RETURN NO LATER THAN MARCH 15, 2019

COMPANY NAME: _____
 CONTACT NAME: _____
 ADDRESS: _____

BOOTH: _____
 PHONE #: _____
 CITY: _____ STATE: _____ ZIP: _____

PLEASE INDICATE ONE OF THE FOLLOWING:

☐ PRELIMINARY INFORMATION

☐ FINAL INFORMATION REGARDING THE INFORMATION BELOW.

ITEM #	WEIGHT IN LBS.	DIMENSIONS IN INCHES			TYPE & MODEL	THE MACHINE WILL ARRIVE		WILL ASSEMBLY BE REQUIRED	
		LENGTH	WIDTH	HEIGHT		CRATED / SKIDDED	UNCRATED / UNSKIDDED	YES	NO
1									
2									
3									
4									
5									
6									
7									
8									
9									

IMPORTANT: THE FOLLOWING INFORMATION MUST BE FILLED-I

WE WILL UTILIZE THE FOLLOWING CARRIER(S):

CARRIER CONTACT: _____
 CARRIER CONTACT: _____
 SHIPPING DEPT. CONTACT'S PHONE #: _____

HOW MANY TRUCK LOADS OF MACHINERY WILL BE SHIPPED? _____

PLEASE MAIL, FAX OR EMAIL:

NASCC 2019

8201 West 47th Street
 McCook, IL 60525
 Attn: Lisa McGuinness
 FAX: 469-621-5603
 Email: lisa.mcguinness@freemanco.com
 See Page 2 for additional listings

Continued from reverse side - NASCC 2019

DETAILS OF SHIPMENT - MACHINERY

Company Name:

Booth #:

[illegible]

NASCC: THE STEEL CONFERENCE 2019

DETAILS OF SHIPMENT - DISPLAY

PLEASE RETURN NO LATER THAN MARCH 15, 2019

COMPANY NAME: _____
CONTACT NAME: _____
ADDRESS: _____

BOOTH: _____
PHONE : _____
CITY: _____ STATE _____ ZIP: _____

PLEASE INDICATE ONE OF THE FOLLOWING:

☐ PRELIMINARY INFORMATION

☐ FINAL INFORMATION

REGARDING THE INFORMATION BELOW.

1. I WILL SHIP MY DISPLAY TO THE ADVANCE WAREHOUSE.

YES _____ NO _____

2. I WILL SHIP MY DISPLAY DIRECT TO SHOWSITE.

YES _____ NO _____

3. I WILL BE SHIPPING APPROXIMATELY _____ NUMBER OF PIECES. # CARTONS _____ # CRATES _____ # OTHER _____

4. THE ESTIMATED WEIGHT OF MY DISPLAY MATERIAL IS _____ LBS.

5. MY DISPLAY IS CRATED.

YES _____ NO _____

6. MY DISPLAY WILL BE SHIPPED LOOSE OR UNCRATED.

YES _____ NO _____

7. I WILL SHIP MY DISPLAY BY:

COMMON CARRIER _____ VAN LINE _____
COMPANY VEHICLE _____ AIR FREIGHT _____

8. I WILL REQUIRE _____ (SQUARE / CUBIC) FEET OF ACCESSIBLE STORAGE DURING THE SHOW.

9. I HAVE SPECIAL REQUIREMENTS WITH REGARDS TO MOVE OUT, PLEASE CONTACT ME! YES _____ NO _____

(IF APPLICABLE)

PLEASE CIRCLE ONE

IMPORTANT: THE FOLLOWING INFORMATION MUST BE FILLED-IN

WE WILL UTILIZE THE FOLLOWING CARRIER(S):

CARRIER CONTACT: _____

CARRIER PHONE #: _____

YOUR SHIPPING DEPT. CONTACT: _____

SHIPPING CONTACT PHONE #: _____

HOW MANY TRUCK LOADS OF DISPLAY WILL BE SHIPPED? _____

PLEASE MAIL, FAX OR EMAIL:

NASCC 2019

8201 West 47th Street

McCook, IL 60525

Attn: Lisa McGuinness

FAX: 469-621-5603

Email: lisa.mcguinness@freemanco.com

F R E E M A N

8201 West 47th Street
McCook, IL 60525-3481
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

**PLEASE INCLUDE THE FREEMAN
METHOD OF PAYMENT FORM
WITH YOUR ORDER**

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**

EXHIBITING COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL:

DATE:

HEAVY EQUIPMENT, MACHINERY, ENGINES (INCLUDES SPECIAL HANDLING)

ATTENTION EXHIBITORS

SPECIAL MACHINERY HANDLING RATES

MACHINERY HANDLING INFORMATION

- Rates include all labor and equipment required to unload machinery at show site, deliver to booth, handle any empty containers to and from storage and remove from booth for reloading onto outbound carriers.
- Applies to machinery with proper lifting bars, points, hooks or skids, large refuse containers, compactors, balers and similar waste handling equipment which may be moved on or off the loading dock, vehicle, or show floor by forklift with no special handling.
- Each shipment received is considered separately. No cumulative weights will be allowed on minimums.
- Overtime and/or after deadline shipments will be additional charges.
- For all machinery shipments, please be sure that all shipping documents indicate "MACHINERY" in the description.

RATES ARE ROUND TRIP*

MACHINERY RATES - SHOW SITE SHIPMENTS ONLY

Price CWT

Machinery	(1-5,000 lbs.).....	\$ 39.25 / cwt
Machinery	(5,001 - 10,000 lbs).....	\$ 34.50 / cwt
Machinery	(10,001-20,000 lbs).....	\$ 24.50 / cwt
Machinery	Over 20,000 lbs).....	\$ 22.00 / cwt

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; ALL DAY

Saturday (Overtime will be applied to all freight received at show site that must be moved into or out of booth during above listed times.)

NOTE: Inbound overtime and/or after deadline shipments will be charged 25% in addition to the above rates.

LBS SHIPPED

RATE

TOTAL COST

I will ship _____ lbs. of heavy machinery @ \$ _____ = \$ _____

FOR ALL MACHINERY SHIPMENTS, PLEASE BE SURE THAT ALL SHIPPING DOCUMENTS INDICATE "MACHINERY" IN THE DESCRIPTION.

**NOTE: MACHINERY WILL NOT BE ACCEPTED AT THE WAREHOUSE
ALL MACHINERY MUST BE SHIPPED DIRECT TO SHOW SITE**

FREEMAN machinery handling

F R E E M A N

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McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**

EXHIBITING COMPANY NAME:

BOOTH #:

PRINT NAME:

SIGNATURE:

DATE:

DIRECT MOBILE UNITS / MOTORIZED VEHICLES

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

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

SPOTTING FEE

MOBILE UNITS* \$ 206.75 PER UNIT (Round Trip)

MOTORIZED VEHICLES \$ 206.75 PER UNIT (Round Trip)

***NOTE:** Mobile units will be assessed a "one time" spotting charge in addition to a one hour forklift/operator charge, (See Material Handling Equipment Labor form) each way for unloading and loading. Motorized equipment is defined as a tractor, forklift, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units: _____ Type: _____

Dimensions of Largest Unit:

Height _____ Width _____ Length _____ Weight _____

Will you require a crane or forklift? _____

(*See Material Handling Equipment Labor Form)

Comments/Special Handling Requirements: _____

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Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
MARCH 8, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

RIGGING EQUIPMENT AND LABOR

Straight time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 4:30 P.M. to 8:30 P.M. Monday through Friday, ALL DAY Saturday, Sunday and Holidays

Crew Sizes - A crew consists of the rigger foreman and one rigger. Additional crew, equipment or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and will be charged accordingly.

- **Show Site price will apply to ALL labor orders place at show site**
- Start time guaranteed only at start of work day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part #	Description	Price per Hour	Show Site
Forklift Labor			
Prices do not include crew (One hour minimum per forklift)			
3090600	Man Cage for Forklift.....	\$ 71.25	\$ 99.75
3090700	Boom for Forklift.....	\$ 71.25	\$ 99.75
30405	Sm.Forklift - up to 5,000 lbs	\$ 69.00	\$ 96.60
304015	Lg.Forklift - up to 15,000 lbs.....	\$ 114.50	\$160.30
30404	4- Stage Forklift.....	\$104.75	\$146.65

Two Man Rigging Crew*

(Can be used with up to 15,000 lbs forklifts, depending on type of work to be done.)

3020500	Rigging Crew - ST.....	\$233.00	\$326.20
3020501	Rigging Crew - OT	\$349.50	\$489.30

***Add one rigger to two man rigging crew when working a forklift over 15,000 lbs and all crane work plus display headers exceeding 16 ft. or 200 lbs.**

Additional Rigging Labor (One hour minimum per person)

3020100	Rigger - ST.....	\$ 116.50	\$163.10
3020101	Rigger - OT	\$174.75	\$244.65

Please complete and return Page 2 with your
Method of Payment Form

F R E E M A N

8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
MARCH 8, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 – 5, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

RIGGING EQUIPMENT AND LABOR

Please complete the forms below and return with your completed Method of Payment Form.

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							Total	

FREEMAN forklift / rigging labor

FREEMAN

8201 West 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

EXHIBITING COMPANY NAME:

BOOTH #:

PRINT NAME:

SIGNATURE:

DATE:

For Assistance, please call 301-918-7975 to speak with one of our experts.

VersaLift Labor

Straight Time- Overtime-

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

Double Time-

All recognized holidays
Recognized Holidays: New Year's Day, January 1, 2018; Martin Luther King Day, January 15, 2018;
President's Day, February 19, 2018; Memorial Day, May 28, 2018; Independence Day, July 4, 2018;
Labor Day, September 3, 2018; Veteran's Day, November 11, 2018; Thanksgiving Day, November,
22, 2018; Christmas Eve, December 24, 2018; Christmas Day, December 25, 2018

-Rates below do not include Material Handling Fees. Please see Material Handling Form for applicable rates.

-Any spreader bars over 10' will require additional rigger & equipment.

-Supervision of all labor is required.

VersaLift / Crew 60 - 80 Ton: ST: \$ 767.50 OT: \$ 884.00 Per Hour / 1 Hour Minimum
Show Site: ST: \$ 860.70 OT: \$1023.80

***VersaLift rate includes (1) operator and (1) rigging assistant per hour of labor.**

Installation:

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
						= \$ _____
Total Installation						= \$ _____

Dismantle:

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
						= \$ _____
Total Dismantle						= \$ _____

Describe Work to be Done:

Please describe the largest piece of equipment to be handled: _____

Weight: _____ lbs. Size: L: _____ x W: _____ x D: _____

Height to be placed: _____

Please indicate work to be performed: _____

Uncrating Unskidding Reskidding of Machinery
Installation/Dismantle Header Other

FREEMAN VersaLift Labor

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **NASCC: THE STEEL CONFERENCE / APRIL 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

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

explore st.louis

Exhibitor Rights

The unions which provide services at the America's Center® and the staff of the Convention Center wish to assure customers that their visits to St. Louis will be enjoyable, productive and hassle free. We understand that each event has its own special requirements that need to be addressed. We are eager to discuss these matters with the customers so that we can ensure a quality experience while in St. Louis.

The following is a list of conditions and/or situations that are permissible at America's Center, which do not require the services of labor union workers. This listing was developed by Explore St. Louis in conjunction with the union's representatives. The intention of this listing is to simplify for exhibitors, the move-in, set-up, performance, dismantle and move-out of show without circumventing the utilization of union labor.

1. Exhibitors may unload/load both materials from a **personally owned vehicle (POV)** at a predetermined overhead door (NOT DOCK). Two full time company employees may handle the movement of materials with two-wheeled handcarts for a maximum of twenty (20) minutes.

2. Exhibitors may set-up and dismantle "pop-up" exhibits in their booth with minimum amount of tools if the display can be completed in thirty (30) minutes or less.

3. Exhibitors may install/dismantle exhibits and display booths no larger than 300 sq. ft. without the use of power tools.

4. Exhibitors may hang signs or graphics in booths no larger than 300 sq. ft.

5. Exhibitors may plug in their own equipment needing 110 volt power to outlets ordered and supplied by Edlen Electric in their exhibit booth.

6. Exhibitors may pack and unpack products in their own booth.

7. Exhibitors are allowed to do their own technical work on their machines, (i.e. testing fine line balancing, programming, calibrating). This type of work shall be explained to Edlen Electric and agreed upon prior to the first move-in day.

8. Exhibitors may fill and drain their own water receptacles, not to exceed twenty (20) gallons per container.

9. Exhibitors may operate their own self-contained equipment provided that it does not require wiring and is pre-approved by the Facility and the appropriate union representative.

10. Exhibitors may skirt their own tables with their own custom fit skirting, without the use of staple, snaps or Velcro. Neither the tables, nor the skirting may be from a rental source.

We strongly urge that any particular requirement be brought to our attention before the move-in on the event. We assure our customers that all of their requests will be given our total consideration and we will work together towards a mutually rewarding solution.



December, 2018

Dear Exhibitor,

Welcome to America's Center! We are excited that you are exhibiting in the **NASCC: The Steel Conference, April 3-5, 2019.**

At America's Center we offer each exhibitor several building services that range from electrical to food and beverage. Each contractor has met strict requirements in product and service quality. Because our mission statement is "Becoming America's Best Center", we are constantly improving the quality level of the products and services we offer. Therefore, please feel free to contact me if you have any special needs, require additional services or if our building services are not providing the highest quality level of products and services. I can be reached at (314) 342-5120.

Along with our other various building services, we also offer licensed security officers to man your booth during the closed periods of the show. To order this service prior to your convention date or to receive additional information, please contact Jourdon Morgan, Director of Public Safety at (314) 342-5163 or fax (314) 342-5040. The cost for the licensed security officer is \$24.75 per hour with a four hour minimum. You will also be able to order this service on-site by contacting the Show Security Supervisor, however, personnel availability cannot be guaranteed unless the request is received at least one week prior to the first show date.

Again, our goal is to help you achieve a successful and profitable show. Feel free to contact me at anytime.

Sincerely,



Phillip Ransford
Director of Event Management



A FACILITY OVERVIEW

Fast Facts

America's Center is located in the heart of downtown St. Louis, convenient to hotels, restaurants and transportation. The Center is made up of four distinct venues which are interconnected; the Cervantes Convention Center, Ferrara Theatre, the St. Louis Executive Conference Center and the Dome at America's Center.

St. Louis – The Destination

- Easy to reach – Four interstate highways converge here – I-55, 64, 70 and 44
- Lambert-St. Louis International Airport averages more than 250 non-stop daily departures to 60+ destinations
- Amtrak trips daily to/from Chicago and Kansas City. Stops at St. Louis Gateway Station.
- More than 38,000 hotel rooms located throughout the metropolitan region and 8,000 within the revitalized St. Louis downtown.
- Newly-expanded Metro Link light rail system for in town travel

Cervantes Convention Center

- Built in 1977 and expanded in 1993
- 1 million square feet covering 18 acres
- Five (5) exhibit halls totaling 340,000 square feet
- 67 flexible rooms with 46 meeting rooms and 21 show offices/storage rooms/etc.
- 28,000 square foot Ballroom

Ferrara Theatre

- State-of-the-Art Lecture Hall
- 1,411 seats on three levels

Executive Conference Center

- Built in 2007 and IACC certified, the Executive Conference Center provides meeting space to serve the small corporate meeting and training market
- Located on Level 3 in America's Center
- 2 meeting suites, each suite consists of general session room, 2 break-out rooms and private lounge

Dome @ America's Center

- Built in 1995
- 1.7 million square feet covering 14 acres
- 67,224 seats
- 145,000 square feet exhibit space on Dome floor, easily adaptable for other events
- 17,000 square foot Annex
- 29 flexible rooms with 13 meeting rooms and 16 show offices/storage/locker rooms/etc.

Directions to America's Center

America's Center is located in the heart of downtown St. Louis. The main entrance to the convention complex is on Washington Avenue at Eighth Street (Washington Entrance). Entries to the Convention Center are also located on Seventh Street at Convention Plaza (Plaza Entrance). Entries to the Dome are located on Convention Plaza at Seventh Street (Entry A), Convention Plaza at Broadway Avenue (Entry B), Cole Street at Broadway Avenue (Entry C) and Cole Street at 7th Street (Entry D).

▪ **Driving Directions**

From I-44 - I-44 intersects and merges with I-55/70 near Downtown. Exit the merged Interstate highways at the Downtown Exit for Memorial Drive. Take Memorial Drive to Washington Avenue. Turn left on Washington Avenue. America's Center is on your right.

From I-55 - See directions above after I-44 merge.

From I-270 - I-270 does not extend into Downtown St. Louis. It does intersect with I-55, I-70, I-44 and I-64 at various points.

From Illinois (I-55/70) via Poplar St. Bridge - Exit the bridge via the Memorial Drive Exit. Take Memorial Drive to Washington Avenue. Turn left on Washington Avenue. America's Center is on your right.

From I-64 - Highway 40 to the Last Missouri Exit (Broadway Avenue). At end of ramp, turn left on Cerre Street (one-way east). Take Cerre Street to 4th Street, then turn left on 4th Street to Washington Avenue. Turn left on Washington Avenue. America's Center is on your right.

From Lambert St. Louis International Airport (I-70) - America's Center is about 13 miles southeast of the airport. Take I-70 East to the Broadway Avenue Exit. Take Broadway Avenue to Washington Avenue. Turn right on Washington Avenue. America's Center is on your right.

On-Site Services

▪ Public Safety

America's Center is fully equipped with state of the art central command stations, fire suppression systems, security cameras and emergency generators which are on standby around the clock. The Center's Public Safety Department maintains twenty-four (24) hour security for the perimeter areas and internal patrols. Public Safety Officers are present in all lobbies, exhibit halls and in the Dome during events. The St. Louis Metropolitan Police Department assigns a special police detail to provide public safety around the Center during every major event. This detail normally includes officers on foot, bike, canine officers and police vehicles.

▪ Medical Facilities and Service

There are two (2) permanent first aid rooms in the Convention Center and (4) permanent first aid rooms in the upper levels of the Dome. First Aid rooms are equipped with a cot, wheelchair, oxygen and emergency first aid kits. America's Center also has automatic defibrillators that are available through public safety 24 hrs a day, seven days a week. Wheelchairs are reserved for emergency use only.

▪ Lost and Found

Lost items found by America's Center employees or given to an employee by guests are turned in to the Center's Public Safety Department. Upon request, all lost and found items from private events may be turned over to show management.

Guests may be directed to the Public Safety office located in Room 109 in the Convention Center or to the Guest Service Centers at 117, 145, 417 and 445 in the Dome (if Dome seats are being used). To inquire about lost articles, guests may also call 314-342-5036 the next business day to ask about lost articles.

▪ Advanced Telecommunications Technology

The 2011 renovation of the Center included significant improvements in our telecommunications capabilities. The telecommunications infrastructure now has these attributes:

- Bandwidth Capacity – 100MB
- New "Edge" switches with 1 Gigabyte capacity per port
- Wireless Access in most Public Areas (offered at no charge)
- Wireless Access in all Meeting Rooms – These access points all meet 802.11 a, g and n standards.

- **Exhibitor Services**

Exhibitor services that are provided by America's Center exclusively include the following:

- Electrical Services and Labor
- Plumbing Services and Labor
 - Compressed Air
 - Water and Drain Lines
 - Fill and Drain
 - Natural Gas (limited by location)
- Cable TV Services
- Telecommunications (Voice and Data)
- Booth Cleaning Services
 - Booth Vacuuming
 - Carpet Shampooing
 - Porter Service
 - Aisle Vacuuming
- Booth Security

- **ATMs**

For your convenience, a PNC Bank ATM is located off the Plaza Lobby of the Convention Center and 2 ATMs are located in the Dome at Entry A and at Sections 117.

- **Coat and Luggage Check**

A Coat and Luggage Check may be available during events. The location varies from event to event but the location information will be clearly marked or you could simply ask an America's Center Public Safety Officer.

Public Event Patrons

For public events, either at the Convention Center or the Dome, patrons should click on the links below for more information. The events are normally linked to a show website which normally provides scheduling, ticketing and service information:

<http://www.explorestlouis.com/visit-explore/events/>

Information on public events is also available on America's Center's Hotline, a recorded message phone line at (314) 342-5000.



MEETING PLANNERS
TRADESHOW MANAGERS
CONVENTION MANAGERS

Dates and Deadlines

A Show Manager's Checklist

This checklist should serve as a general guideline to assist in event planning

10 - 14 Months Prior or once License is executed

- Our team becomes part of your team.
 - A **Convention Services Manager** will be assigned to your event.
 - Your convention services manager will work with you on all aspects of your event in St. Louis beyond America's Center such as, airport and transportation assistance, hotels, attractions, restaurants, sports and entertainment, shopping, unique venues, St. Louis Vendors, etc.
 - An **Event Manager** will be assigned to your event.
 - Your Event Manager will lead you through the event process, from preliminary planning, move in, event execution, move out and the wrap-up of all details after the event closes. The Event Manager is your "go-to" guy for all facility and facility service questions. At some point during this period, your Event Manager will introduce you to the rest of the America's Center team, which includes your Catering Services Manager.
- Provide the following:
 - **Date** for your initial **planning meeting** at America's Center.
 - Your Event Manager will coordinate all facility aspects of the planning visit including the scheduling of meetings with our team members.
 - **"Schedule at a Glance"** (tentative) or "Schedule at a Glance" from previous year's event if the event does not change significantly from year to year.
 - Name and Contact Information for all of your **Service Contractors**
 - General Service Contractor (Decorator)
 - Audio Visual Contractor
 - Production Company
 - Audio / Video Taping Company
 - Transportation Company (Shuttles)
 - Registration Company
 - Party & Props Company
 - Name and Contact Information for your **Team Members**, especially those that will interact directly with America's Center
 - Overall Contact
 - Exhibit Manager
 - Meetings Manager
 - Registration
 - IT & Electrical
 - Audio Visual
 - Security
 - Food & Beverage
 - Initial **Floor Plan** prior to selling exhibit booths
 - Your Event Manager will review for facility specifications.
 - Event Manager will forward to St. Louis Fire Department for review.

6 - 9 Months Prior

- Provide the following:
 - Information concerning potential **Room Turns / Resets**
 - Event Manager will review to ensure that there are no facility constraints with accomplishing the turn/reset.
 - Event Manager will provide estimated cost for the turn/reset.
 - Information on your **Security, Police, Badge Checking and Medical Needs**
 - A preliminary public safety plan with positions, hours and costs will be created and sent to you.
 - **Exhibitor Manual/Kit** (Draft) for your Event Manager to review before publishing.
- Request **Facility Exhibitor Service Order Forms**

3 - 5 Months Prior

- Provide the following:
 - **Signage and Sponsorship Plan**
 - **Exhibitor Manual/Kit** (final)
 - Changes to the preliminary **Public Safety Plan**

1 - 2 Months Prior

- Provide the following:
 - **Event Resume**
 - The Event Resume should include all of the details concerning your event including locations, times, room sets, transportation schedule, Electrical needs, AV needs, Food & Beverage needs, estimated attendance and any special requirements.
 - Final **Floor Plans** for exhibit halls, registration, lobbies and meeting room sets for 1,000 people or more.
 - Overhead Rigging Plans in the Dome
- Finalize the following:
 - **Electrical/Plumbing, Telecommunications, and Cleaning Service Orders**
 - **A/V Equipment and Labor Orders**
 - **Food & Beverage Orders**

1 Month prior:

- Provide the following:
 - **Certificate of Insurance**
 - **Payment of Final Facility Deposit**
 - **50% Payment of Show Management Service Orders** (EDLEN, 2 weeks prior)
 - **100% Payment of Food and Beverage Orders** (Levy, 2 weeks prior)
 - Final **Exhibitor List**
 - **Daily Schedule** for Digital Messaging System (1 week prior to 1st move in day)
- Finalize the following:
 - **Public Safety Plan**
 - A final public safety plan will be sent to you after the facility Event Specs have been reviewed.

1st Move In Day – Last Move Out Day

- Attend facility **Pre-Con Meeting**
- **Payment of outstanding balance of Show Management Service Orders** (EDLEN)
- **Payment of outstanding Food and Beverage Orders** (within 48 hours of last function, Levy)

Show Management Charges

Other than License Fees

Different Convention Centers often have different business terms and practices which may lead to confusion. A typical subject of confusion is an unexpected charge or fee. Certainly you, as well as your Event Manager at America's Center, don't enjoy this type of surprise. The explanations below should assist meeting planners and show managers prepare budgets for on-site facility expenses.

- **Utility Services & Labor Charges**

Typically show management orders utility services (Electric, Plumbing, Voice, Data, Cable TV, Aisle Vacuuming) for Registration Counters, Welcome Desks and Kiosks, Lounges, Meeting Rooms, Offices, General Sessions and Keynote Speaker Sessions, and certain other association exhibit booths (a bookstore is a good example). Utility Services and Labor will be billed to show management at published advance rates, no matter when it is ordered. 50% of show management service orders is due 2 weeks prior to EDLEN. The balance is due on the last show day.

- **Public Safety Charges (Security Guards, Guest Services – Ushers and Badge Checkers, Fire, Police)**

Certain security and ushering positions are required. See the Public Safety Staffing Protocol section of the Facility Regulations section.

- **Coat/Luggage Check Labor Charges**

If the revenue received from checking coats/luggage does not cover the labor expense, the difference will be billed to show management.

- **Furnishings (Chairs, Tables and Stages) in Meeting Rooms**

Typically a first time set of chairs, tables and stages in meeting rooms is complimentary. Charges are applied for moves, adds and changes to the initial set-up plan if requested less than 72 hours before the event. Room changeovers during an event are also charged a fee.

- **Furnishings in Exhibit Areas**

Furnishings provided by America's Center in exhibit areas are charged to show management at published rates.

- **Furnishings in Banquets**

Banquets set less than 10 per round incurs an additional charge.

- **Furnishings (Chairs and Tables) in General Sessions**

Typically a first time set of chairs and tables in general session areas is complimentary. Any other furnishings (stages) are charged to show management at published rates. Charges are also applied for moves, adds and changes to the initial set-up plan if requested less than 72 hours before the event. Room changeovers during an event are also charged a fee.

- **Furnishings above and beyond America's Center Inventory**

If the event requires chairs, tables and staging beyond the America's Center inventory, the Show Managers are responsible for obtaining additional inventory.

- **Cleaning and Trash Removal**
Lobbies and restrooms are cleaned and exhibit floor aisle trash cans are emptied at no charge. Aisles are vacuumed before the show opens each day at a reduced show management rate based on the net square footage of the aisles. Excess trash removal at the end of the show (heavy and bulky trash such as large wooden crates, pallets and other building material) will be charged an additional fee. Special cleaning fees are also applied after certain special effects are used during an event such as a “balloon drop” or confetti.
- **Lost Keys**
Show managers will be assessed a fee for each lost key.
- **Installation and Dismantling of the Dome Curtain**
The Dome curtain is used to subdivide the Dome floor and seating to properly accommodate planned attendance. Show managers will have to pay a fee for the curtain installation and removal which is dependent on the location where it is to be installed.
- **Removal and Re-Installation of the Dome’s Football Field (August through mid-January)**
The football field is in place in the Dome from August through mid - January. Removal of the football field during this period will be charged to the client at prevailing rates.
- **Movement of the Dome’s Bleacher System**
The bleachers in the Dome are in football configuration (maximum seating) from August through mid-January and in tradeshow configuration (maximum floor space) from mid-January through July. Changes to the standard bleacher configurations will be charged to the client at prevailing rates.
- **Extra Heat and Air Conditioning**
Heat and air conditioning are not supplied during move in or move out. Requests for heat and air conditioning to exhibit halls during these periods will be an additional charge.
- **On-Site Medical Service**
Show Managers are responsible for the cost of EMTs who operate the First Aid rooms. The Director of Public Safety may determine that the First Aid rooms must be open for an event. Show Management will be responsible for the labor cost.

AMERICA'S CENTER

TRADESHOWS AND CONVENTIONS

WORK GUIDELINES

Work Guidelines

Creating a customer friendly and “hassle free” business environment must be first and foremost in attaining and maintaining America’s Center position among other cities and Convention Centers which compete regularly for conventions and tradeshow. Unreasonable rules, non-competitive pricing, indifferent and poorly motivated employees, and on-site quarrels about work jurisdictions are business conditions which have plagued and frustrated other Convention Centers which employ union workers. St. Louis and America’s Center are different.

Most of the skilled service work to build and support a tradeshow or convention is done by local tradesmen and laborers from a variety of local unions (Carpenters, Decorators, IBEW Electricians, Projectionists, Stagehands). These tradesmen and laborers are either America’s Center employees, employees of one of the Center’s exclusive contractors or are employees of an approved show contractor. All approved (or “qualified”) contractors have an obligation to familiarize their managers with the various trade union jurisdictions at America’s Center. All show service contractors must honor the jurisdictions; support our teamwork approach and our policies as outlined below:

- America’s Center has a dedicated Labor Relations Manager whom all contractors are required to meet with at the beginning of the Contract Agreement term. Contractors agree to regularly talk with the Labor Relations Manager and discuss problems and conditions that could lead up to a labor dispute or disagreement. It is the Center’s policy to anticipate problems and take action before show operations are affected.
- Contractors agree that all disputes and disagreements are to be handled discreetly and professionally.
- If a dispute or disagreement arises, contractors agree to not stop work and immediately contact America’s Center Labor Relations Manager. If the Labor Relations

Manager is not available, in her absence, the Event Manager should be contacted.

- Contractors agree to recognize America’s Center’s right to immediately resolve any jurisdictional disputes that occur at America’s Center, whether between the Contractor’s employees and the employees of other Contractors, America’s Center employees and exclusive contractors, or Show Management and their exhibitors. Contractors agree to abide by, on a non-precedent basis, whatever decisions are made by America’s Center Management.
- Contractors are strongly advised not to use trade unions as a quick response when handling a customer complaint about pricing and performance. In these instances it is recommended that contractors consult with the Labor Relations Manager before handling the complaint. America’s Center will research all customer complaints about pricing and performance related to union labor and will inform clients of findings.
- Contractors agree to cooperate with America’s Center in the event of any work slowdown, work stoppage, job action or picketing directed at the Contractor at or around America’s Center

Code of Conduct for Contractor Employees

Access to Work Areas for Employees

The appropriate route to and from work areas is through the loading dock. Employees are restricted to their work assignment areas and are not permitted to roam or lounge around other parts of America’s Center.

Appearance

Employees’ appearance must be presentable at all times. Torn or soiled clothing is not permitted. Shirts are required at all times. Men must be clean shaven or have beards and mustaches neatly trimmed. Women’s hair must be neatly groomed.

Bag Inspections

Employees and their bags, briefcases, backpacks, lunch boxes, coolers, and other containers are subject to inspection at any time.

Employee Identification

All employees are required to wear an identification badge imprinted with the company name and the worker's name and an ID number. Paper badges are considered temporary and must have an expiration date, or the name of the event clearly marked. Identification badges are to be worn on their outermost garment. Employees must also carry on their person a current and valid government issued photo identification (i.e. driver's license).

Interaction with Exhibitors and Show Management

Employees are expected to be helpful and courteous at all times. Rude or crass behavior will result in the employee being removed at once from America's Center.

Employees may not request samples, purchase merchandise, solicit gifts or tips. These are regarded as serious transgressions of conduct and will result in the employee being removed at once from America's Center.

Safety

Employees using tools or operating machinery in an unsafe manner will be subject to disciplinary procedures up to and including termination.

- Contractors are required to report their Workman's Compensation "experience mod" annually to Center management. "Experience Mod" numbers which are exceptionally high may affect a contractor's status as an Approved Contractor.

Shop Stewards

All shop stewards will be working stewards. Shop stewards are not permitted to confront exhibitors or show management in any fashion. Complaints about exhibitor behavior must be reported to contractor management.

Use of Alcohol and Controlled Substances

Employees who arrive at work under the influence of alcohol or controlled substances or use them while at America's Center will be immediately removed from America's Center.

Material Handling

Material handling of all freight (show management and exhibitor freight) from the loading dock to exhibit booths and back, as well as handling empty boxes, containers and crates for storage is the work of the show's General Services Contractor (Decorator). The General Services Contractor will hire the appropriate local union labor for material handling. Material handling workers use forklifts, pallet jacks and carts.

Material Handling Equipment

Contractors shall observe and abide by America's Center's safety rules and signs. All forklifts that operate must be equipped with the functional safety devices (seat belts, horn, lights, and a backup tone).

Exhibitor Rights re: Material Handling

- Unload/load booth materials from a privately owned vehicle, no larger than a Ford Econoline Van, at a predetermined overhead door (pov door).
- Two exhibiting company employees may handle the movement of their exhibit booth materials by hand or using two-wheeled handcarts.

Exhibit Building and Overhead Rigging

The erection and dismantling of exhibit booths, the laying of carpets and the installation of signs is the work of the show's General Service Contractor or, if allowed by show management, is the work of an Exhibit Display Contractor hired by the exhibiting company. The General Service Contractor and the Exhibit Display Contractor must hire the appropriate union labor for exhibit building and overhead rigging.

Exhibitor Rights re: Exhibit Building

- Install/dismantle exhibits and display booths no larger than 300 sq. ft. without the use of power tools.
- Unpack/pack, set and arrange products in their own booth.
- Lay their own carpet in booths no larger than 300 sq. ft.
- Hang signs or graphics in booths no larger than 300 sq. ft. (as long as signs/graphics are not attached to the facility in any manner)
- Skirt their own tables with their own custom fit skirting

Utilities – Telephone, Data, Electric and Plumbing

All utility work is done by employees of EDLEN, America's Center's exclusive utility contractor. Utility work includes electrical distribution under carpet and flooring, overhead and/or through booth structure; connections and dismantle of all 208 or higher voltage services & all plumbing services; hardwiring of all electrical connections; wiring of overhead signs; connections to electrical motors and inverters/chargers, disconnects of sound and projection equipment; wiring or repairs of electrical equipment; hanging of plasma/LCD/LED monitors not supplied by show's official AV contractor, and hanging of display lights.

Exhibitor Rights re: Utilities

- Plug in their own 110 volt equipment as long as they have ordered outlets for their exhibit booth.
- Supply and run their own extension cords in their booths (on top of carpet only) that are UL approved (12/3) and in good condition.
- Test, tune, running of internal wire and calibration of equipment/machine.
- Fill and drain water receptacles twenty (20) gallons or less
- Hang company owned plasma monitors at exhibit booth with company personnel.
- Hang company owned display lights with company personnel in booths of 300 square feet or less.

Cleaning

All aisle and exhibit booth vacuuming, carpet shampooing, and porter service is ordered through EDLEN and the work is done by America's Center employees.

Exhibitor Rights re: Cleaning

- Exhibiting company employees can vacuum and clean exhibit booths with their own supplied materials.
- Exhibitors can place booth trashcans in aisles at the end of the night and they will be emptied prior to opening the next day.

Telephone and Data

All telephone and data work is done by employees of Smart City Networks, America's Center's exclusive telephone and data service provider. This work includes the installation/dismantle of all Voice/Data lines.

Audio Visual Work

Audio Visual work (including unloading AV equipment trucks, movement of AV equipment and overhead rigging of AV equipment) is the work of an approved audio visual contractor. The Audio Visual

Contractor will hire the appropriate local union labor for audio visual work.

Audio Visual Equipment that is part of an exhibit booth and shipped with the exhibit booth will be unloaded and brought to the exhibit booth by the material handling workers hired by the General Service Contractor.

Hanging of plasma/LCD/LED monitors not supplied by show's official AV contractor, and hanging of display lights is done by employees of EDLEN; networking of computers is done by employees of Smart City Networks.

Exhibitor Rights – Audio Visual Work

- Operate audio visual equipment for key positions and in all meeting rooms. Key positions are defined as; light and audio board operators, technical directors for video (switching operator), projectionists, all video positions, audio recording companies, PowerPoint and other similar computer presentation operators.
- Hang company owned plasma monitors at exhibit booth with company personnel.
- Hang company owned display lights with company personnel in booths of 300 square feet or less.

America's Center

Tradeshows and Conventions

Facility Regulations

Facility Regulations

Accessibility

Americans with Disabilities Act

America's Center is committed to meeting the needs of individuals with disabilities. The Center complies fully with the provisions of the Americans with Disabilities Act (ADA).

Electronic assistance doors are located at the following entrances: Washington, Plaza, Courtyard and Broadway Central. Ramps to access the upper levels of the Dome are located at Entry A and Entry B. Elevators are located in the Washington and Plaza Lobbies of the Convention Center and at Broadway Central and the North Courtyard Lobbies of the Dome. All passenger elevators as well as room and restroom signs are equipped with Braille signage to assist the visually impaired.

All of our permanent seating areas comply with the ADA. Seating for guests with disabilities in the Dome is in Row U on Concourse, Row J on Club and Row E on Terrace and immediately behind Row J in the Ferrara Theatre. All other seating arrangements in the Convention Center are portable, and accommodations for special seating can be made with advance notice.

All restrooms and drinking fountains are wheelchair accessible in the Convention Center and the Dome. There are 9 family restrooms in the Dome (4 on Concourse Level, 4 on Club Level and 1 on Terrace Level) and the Washington and Plaza First Aid rooms in the Convention Center have restrooms that can be used by guests needing additional assistance by a family member.

A Telecommunications Device for the Deaf (TDD phone), installed at the correct height per ADA code, is located in the Washington Lobby on Level 1.

Guests with hearing impairments attending events in the Dome may obtain an assistive listening device from any guest service center or tune their own portable headset receiver to FM89.1 to pick-up the house sound system.

All events are also required to comply with the Americans with Disabilities Act. Events are responsible for, but not limited to, providing auxiliary aids for the visually, hearing and mobility impaired.

Address

America's Center
701 Convention Plaza
St. Louis, Missouri 63101

Advertising at America's Center

Signs & Banners

Existing Advertising & Directional Signs

America's Center retains exclusive right to all commercial advertising signs on the property and has in place advertising agreements for on site signage. Some of the existing signs are illuminated. These signs cannot be covered, obstructed and must remain illuminated unless the light from the illuminated sign is in conflict with the lighting levels used by the event. Events that have a religious or moral objection to a particular type of advertising can make a written request to their event manager to have the right to cover these signs at their expense.

Permanent facility signs and directional graphics may not be blocked in any way, nor may event signs be attached to them.

Marquees - Exterior

America's Center has three (3) exterior marquees consisting of LED video boards (4'10 x 14'). The marquees are at the Washington Entrance, Plaza Entrance and in Baer Plaza across from the Dome.

The LED video boards at Washington and Plaza display welcome messages for the events that are currently occurring in the Convention Center as well as commercial advertising and facility messages. The LED video boards in Baer Plaza as well as at Plaza display welcome messages for events that are occurring in the Dome as well as commercial advertising and facility messages.

Welcome messages are displayed on exterior marquees from the first contracted move in day through the last show day.

Digital Information System (DIS)

America's Center has a digital information system throughout the Convention Center consisting of 18 flat screen LED monitors. Daily event schedules may be displayed on the monitors as well as other facility messages and commercial advertising.

Locations of DIS boards:

- Washington Rotunda East (single)
- Washington Rotunda West (single)
- 1st Floor Gallery o/s Hall 1 (triple)
- 1st Floor Gallery o/s Hall 2 (triple)
- 1st Floor Gallery o/s Hall 2 (single)
- Plaza Lobby near Room 110 (single)
- Plaza Lobby near Room 120 (single)
- 1st Floor Ferrara Theatre Lobby East (triple)
- 2nd Floor Lobby near Room 224 (single)
- 2nd Floor Lobby near Room 240 (single)
- 2nd Floor Gallery near Room 252 (single)
- Second Floor Atrium near Room 280 (single)

Show Management must provide their event daily schedule in a .png format, 1920 pixels wide x 1080 pixels high for display on the monitors. Event daily schedule must be listed by day and by time. Event information for the digital messaging system must be sent electronically to the Event Manager 1 week prior to 1st move in day.

Show Promotional Signs/Banners & Directional Signs

America's Center recognizes the desire for shows to establish a viable brand for their

event and to reinforce that brand identity by creating an experience for their attendees from the minute that they enter the doors of America's Center.

However, America's Center must ensure that the public spaces (lobbies) are as welcoming to one group as they are to another group that may be in the facility at the same time. Any show promotional signs / banners and directional signs that events wants to install in the lobbies or on the exterior of the facility must be approved by your Event Manager. Typically, show promotional signs / banners in lobbies directly outside rented space are approved as well as a reasonable number and size of directional signs leading from the entrances to the show's rented space. Requests for exterior show promotional banners are not typically approved unless all of the Convention Center space or the Dome is rented to one group.

Show Management may establish their brand by installing show promotional signs and banners within their rented space (exhibit halls and meeting rooms).

Revenue Producing Advertising

America's Center considers revenue producing advertising to be signs / banners that are advertising a company or a product, not the branding of the show. America's Center does not consider a sign / banner to be revenue producing advertising if at least 75% of the graphic content of the sign/banner is show promotional and only 25% is advertising for that company or sponsor (for example, the sponsor or exhibitor logo).

Signs / Banners that produce revenue for show management (sponsor banners or "pure" advertising signs/banners sold to an exhibiting company) may be installed inside your rented space.

Revenue producing advertising signs / banners that show management wishes to display in public spaces / lobbies will need approval from your Event Manager.

Revenue producing advertising signs/banners will not be approved on the exterior of the facility, even if an event has rented all space in the Convention Center or the Dome.

Street Pole Banners

America's Center controls the street pole banner signs that are on the side of the street next to the Convention Center and the Dome. These street pole banners are not event specific, rather they advertise America's Center.

If an event has rented all space in the Convention Center and the Dome, a request can be submitted to the event manager to hang event specific banners on these street poles at the event's expense. If permission is granted, the general service contractor must remove the facility banners, hang the event specific banners, store the facility banners and then when the event specific banners are taken down, re-install the facility banners.

Street pole banners across the street from the Convention Center and Dome and on main shuttle routes in downtown St. Louis are controlled by Convention Services. These banners come in two sections – the large top banner with a St. Louis Welcome greeting and then a smaller banner below with event name. Contact your convention services managers for details on these street pole banners.

Signage Plan

A signage plan for the lobbies and exterior of the facility must be submitted to your Event Manager for approval prior to production of the signs/banners. The signage plan should include all signs /

banners – whether show promotional, directional or revenue producing.

The signage plan should include the following for each sign/banner:

- proposed location
- type
- size
- graphic content
- installation method
- installation / removal dates

Air

All compressed air services at America's Center are ordered through Exhibitor Services. Compressed air is supplied during show hours only. Compressed Air is delivered to the exhibit booth at 90 – 100 psi. 1st air outlet in booth includes 5 cfm, additional cfm may be ordered.

Air services are only available in the exhibit halls - in Halls 1, 2 and 6 on 30 foot centers and in Halls 3, 4 and 5 on 60 foot centers. Standard air lines terminate with a 1/2" female iron pipe valve. America's Center is not responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

Air services require a minimum labor charge of 1 hour to deliver and 1/2 hour for removal plus materials.

Air Conditioning and Heating

Air conditioning and heating are not supplied during move in or move out. Requests for heat and air conditioning to exhibit halls during these periods will be an additional charge. In order to properly condition the exhibit halls during move in or move out, exterior overhead freight doors must be closed. Exterior overhead freight doors must also be closed four hours prior to the start of the event in order to reach comfortable temperatures at opening.

Anchoring

Prior written approval is required for any anchoring in the exhibit halls. Approval will only be given in the rare instance when major heavy equipment displays require to be bolted down on the exhibit hall floor. If approval is given, the client is responsible for the costs incurred for drilling, anchoring, removing and filling the hole to stringent facility specifications.

Animals and Pets

“Medical Aid” pets, such as seeing-eye dogs, are permitted.

Other animals and pets are not permitted into the facility unless they are a part of an approved exhibit, activity or presentation legitimately requiring the use of animals.

A written request must be sent to the Event Manager to have animals in the facility as part of an exhibit, activity or presentation. Included in the request must be the nature of the exhibit, activity or presentation, type and number of animals, hours that the animal will be in the facility (animals not allowed to remain in facility overnight), interaction between the animal and the public and the steps that will be taken to protect the public and the facility.

Animals which are approved to be in the facility must be on a leash, within a pen or under similar conditions at all times. Special cleaning and floor protective measures may be required. The facility floor must be protected from stains by laying a leak proof covering on the floor. Curbing must be provided to retain loose materials within the limits of the pen to prevent materials from being tracked through the aisles.

ATMs

For your convenience, a US Bank ATM is located in the Plaza Lobby of the Convention Center and four (4) US Bank

ATMs are located in the Dome at sections 117, 145, 417 and 445.

Audio Taping

Room 254 is the primary audio taping sound room for all meeting rooms. The rooms in the 100 Complex, 120 Complex, 130 Complex, 220 Complex, 230 Complex, 240 Complex, 260 Series, 270 Series and Room 280 can all be audio taped from Room 254 as long as house sound is utilized. If there are multiple events in the facility at the same time, this room may be used by more than one audio taping contractor.

The patch bay in Room 254 consists of line level RCA-F outputs.

The Ferrara Theatre can be audio taped from the production room located at the back of the theatre.

The 140 Complex, 150 Complex and 160 Complex rooms can be audio taped from the sound room in Entry A.

Audio Visual Contractor

Your audio visual contractor must be an approved vendor to perform work at America’s Center.

PSAV Presentation Services is the exclusive audio visual provider for the Ferrara Theatre and for all rigging in America’s Ballroom.

PSAV Presentation Services is America’s Center’s preferred audio visual provider for all event audio visual requirements.

PSAV Presentation Services has permanent equipment storage areas at America’s Center. If PSAV is not used for your AV needs, the storage area for your audio visual contractor must be part of your leased space. If a meeting room is used for audio visual storage, appropriate measures must be taken to limit damage to the facility and its equipment.

The audio visual contractor must provide floor plans for all general session sets, whether in an exhibit hall or in a meeting room.

The Event Manager will interact directly with the audio visual contractor to discuss all of the AV details to ensure a smooth running event. Information needed from the audio visual contractor includes, but is not limited to, the following:

- When will AV be set up in the meeting rooms?
- What AV is being provided in the meeting rooms? Does it affect the set, e.g. rear screen projection?
- Will house sound be utilized?
- Will audio taping be occurring?
- What time are the AV technicians checking the rooms each morning?
- How will the general session area be set?
- When will we receive the floor plan for the general session?
- Are there any rehearsals?
- Is rigging occurring in the general session area?
- When will rigging be complete so that we can set chairs?
- How should the house lights be set in the general session rooms?
- When will the AV equipment be torn down?
- How many trucks of AV equipment will be unloaded and where will the trucks unload?

Baer Park

Baer Park is a three-acre park located just east of the Dome that is managed by America's Center. This open air display / entertainment / green space is for visitors, tourists and downtown residents to enjoy year round.

The Lumiere Link is located in Baer Park, directly across from Entry B of the Dome. Lumiere Link connects the Convention Center and the Dome to Lumiere Place and LaCledé's Landing.

If Baer Park is used as an event space, it must be included in your license agreement.

Baer Park is not available for rental when there is a different event in the Dome.

A 24' wide service road runs south to north and is capable of supporting single axle truck loads of 4 tons.

The ten grassed display areas are bordered on each side by 14 foot sidewalks. All exhibits and displays should set-up on the grassy areas.

Baer Park has an underground sprinkler system that irrigates the area nightly. Please work with your Event Manager on the watering schedule if you have an event in the park. Any damage to the underground sprinkler system during your event will be applied to the final invoice.

If a tent is to be installed in Baer Park, caution must be used on tent and stake placement due to the underground sprinkler system. The proposed tent location along with staking plans must be submitted to the Event Manager for approval.

Lighting is limited in Baer Park. If your event occurs in the evening, additional lighting is needed.

A 5 inch conduit crosses under Broadway Avenue and brings fiber and communication cables from the Dome to Baer Park.

Electrical services are limited in Baer Park. EDLEN is the exclusive provider of all electrical services in Baer Plaza and will provide generators, if necessary, for electrical needs in Baer Park.

Levy Restaurants is the exclusive food and beverage provider for this space.

Balloons

Helium Balloons

Helium balloons may not be sold or given away to attendees or guests. Anyone entering the facility with helium balloons will be stopped and informed by public

safety that they cannot bring in the helium balloons.

Helium Balloons are not permitted in the Dome (Hall 6) or the Ferrara Theatre.

Helium balloons that are securely tethered to exhibits, entrance units or centerpieces are permitted in the Convention Center. A charge will be applied for the retrieval of any helium balloons that escape.

Balloon Drops

Balloon drops are allowed in the Convention Center and the Dome.

A special cleaning charge will be applied for all balloon drops. The special cleaning charge is dependent on the location and the number of balloons in the drop.

Ballroom

America's Ballroom (220 Complex) is the largest ballroom in St. Louis at 28,000 square feet of open, elegant column-free space with bird's eye maple and mahogany accents. The ballroom has been designed as a banquet / meeting facility that can also be divided into ten meeting rooms, Rooms 220 through 229.

Adjacent to America's Ballroom is the Ballroom Prefunction, a large gathering area that can be used for receptions, registration or display area prior to entering the event in America's Ballroom.

In order to preserve the elegance of the ballroom, exhibits of any kind are not permitted in the ballroom.

When America's Ballroom is used as banquet space, catering will serve the room from the north corridor, e.g., from 225-229.

Ballroom chairs (19" wide) are utilized for all sets in the ballroom.

Acoustical treatment has been applied to the ceiling of the ballroom to absorb sound and echo. The ceiling in the ballroom is 34 feet

from the floor except at the soffits located at the air wall tracks which are 25'10" from the floor.

All rigging in the ballroom must be completed by labor supplied by PSAV Presentation Services.

The east wall of Room 220 and 229 consists of four (4) floor to ceiling windows. Blackout drapes as well as sheers are available to cover the windows.

Lights can be controlled in each room of the ballroom from a lighting keypad near the entrance doors. Lights in the individual rooms can be combined electronically and controlled from one lighting keypad. The Event Manager will work with your audio visual contractor to determine the best room to place the lighting control of combined rooms.

Wall sconces are located on the exterior walls of each room and are also controlled at the lighting keypad inside each room.

Rooms 221, 222, 223, 226, 227 and 228 each have a spotlight gallery overlooking the ballroom. The spotlight galleries are 16 feet above the ballroom floor. Access to the spotlight galleries is from Level 3.

Permanent cable trays are located above the doors in Rooms 225 – 229. All cables must be run in these trays rather than across the floor in front of the doors.

Bellmen

Hotel bellmen are able to assist guests in bringing items to the Convention Center from the hotels. Bellmen and their carts are allowed to enter the Convention Center and take items to areas in the lobby or to a meeting room. Bellmen are not allowed to enter the exhibit halls.

Bleachers

Convention Center

Portable bleacher seating may be rented from America's Center for use in Exhibit Halls 1 – 5. America's Center has a total of 10 bleachers which can be used to create a maximum of 3 seating areas with a total seating capacity of 1,696. Check with event management to determine if bleachers are available.

Dome

In order to meet the diverse needs of our events, the permanent bleachers in the Dome are retractable. The first twelve rows of seating on the Concourse Level (A-L) are on the retractable portion of the bleachers.

There are two standard bleacher configurations in the Dome depending on the time of the year:

- **Football Configuration**
 - Standard configuration from **August through mid-January**
 - Maximum Bleacher Seating
 - 104,000 sq. feet of floor space
 - Bleachers are extended with seating beginning with Row A on Concourse Level.
 - Bleachers are blocking the Dome floor entrances at 'A' and 'D' and there is a restricted opening "tunnel" at the Dome floor entrances 'B' and 'C'.
- **Tradeshow Configuration**
 - Standard configuration from **mid-January through July**
 - Maximum Floor Space
 - 145,000 square feet of floor space
 - Bleachers (Rows A-L) are pushed in with seating beginning with Row M on Concourse Level.
 - Bleachers are removed from all 4 Dome floor entrances and stored next to each entrance

Modifications to the Standard Bleacher Configurations

When the bleachers are in the football configuration and chairs will be set on the Dome floor (instead of a playing surface), the bleachers in front of all 4 Dome floor entrances will need to be removed for

emergency egress from the floor. The bleacher units from the entrances (3 per entrance) will need to be stored on the Dome floor or in the Annex. The Event Manager can inform you of the # of bleacher seats that are "lost" by removing these bleachers.

Bleachers (2 units) are located in front of the drive-in access door leading to the Dome docks and to the exterior of the Dome.

Bleachers (2 units) are located in front of the forklift door opening leading to the Dome docks.

Bleachers (4 units) are located in front of the Annex which connects the Dome floor to the Convention Center exhibit halls. A storage location on the Dome floor must be provided if these bleachers are to be removed for access to the annex as they are too tall to be removed from the Dome floor.

Special bleacher configurations are possible, but restricted structurally. The Event Manager will help you determine the best bleacher configuration for your event.

Changes to the standard bleacher configurations will be charged to the client at prevailing rates.

Blimps

Blimps are allowed in the Convention Center and the Dome.

Cable TV Service

All cable TV services are ordered through Exhibitor Services (EDLEN). The cable TV service does not include the viewing device.

Cameras and Video Cameras

Personal video cameras and still cameras are allowed in the facility for all events, unless an event requests a change to this policy. America's Center will honor and enforce any event-specific camera policies, either still action or video. Please inform the Event Manager of your video/still camera

policy as soon as possible as we receive many calls from the public on this issue and we do not want to give out the incorrect information.

Cleaning and Trash Removal

All lobbies, restrooms and meeting rooms in the Convention Center and the convention level of the Dome are cleaned before, during and after the event at no additional cost.

Meeting rooms are monitored throughout the day for cleanliness. Each meeting room has a trash can and a recycling container. Meeting rooms are refreshed (trash removed, chairs straightened, speaker water replaced) during all breaks that last 60 minutes or longer.

The Event Manager will coordinate specific times secured rooms can be accessed in order to clean and remove the trash.

Rolling trash dumpsters will be placed throughout the exhibit halls during move in and move out for trash collection. Standard debris (paper, boxes, general trash) will be removed during the move in and move out of the exhibit halls at no additional cost.

All cartons, boxes, literature or other materials must be clearly marked with "Save" to ensure that these items are not thrown out during the cleaning of the exhibit area. We are not responsible for removing as trash any unmarked materials or left equipment.

Non-standard debris (crates, pallets, landscape materials, chemicals, exhibits, props, etc.) must be removed by your exhibitors or general service contractor prior to the opening of the show and at the end of move out. If your event will have large, unmanageable items (pallets, building materials, props, shelving or any object larger than 8 cubic feet in size) to dispose of at the end of the event, the Event Manager can make arrangements for large trash

dumpsters to be brought to the exhibit hall during move out. The general service contractor is responsible for placing these large, unmanageable items in the trash dumpsters. A special cleaning charge will be applied to the invoice for the trash dumpster as well as for all non-standard debris left in the exhibit halls after your event and/or for the removal of any tape left on the floor.

Public trashcans in the exhibit aisles will be emptied and the cleanliness of aisles will be maintained during open hours at no additional cost.

The small trashcans supplied by your general service contractor at registration areas should be placed either on top of or in front of the registration counters each evening so that the trashcans are emptied each evening. Facility staff will not go behind registration counters to empty trash cans.

A special cleaning fee will be added to the invoice for all balloon drops, confetti and special effects that produce trash.

For events using the upper seating levels (Concourse, Suite, Club, Terrace, Broadcast and/or Working Press Levels) of the Dome, housekeeping labor, supplies and post-event cleaning will be billed at the applicable rates.

Booth Cleaning Services

All booth cleaning services at America's Center are ordered through Exhibitor Services (EDLEN). Exclusive services include booth cleaning, aisle carpet cleaning (vacuum), carpet shampooing, mopping, porter service and any other special cleaning request.

Booth cleaning is charged to exhibitors on a net square footage basis and includes carpet vacuuming and trash removal from the exhibit booth at night. If an exhibitor would

like trash emptied from their booth during show hours, porter service must be ordered.

The carpet will be vacuumed in all exhibit booths that have ordered booth cleaning. It is the responsibility of the general service contractor to install clean carpet in each exhibit booth. If carpet gets dirty during move in, the carpet will only be cleaned if booth cleaning has been ordered by the exhibitor.

Booth trash containers and trash liners are available for rental from the general service contractor. The booth trash containers will be emptied during show hours if porter service has been ordered or at night if booth cleaning has been ordered. Facility staff will not enter exhibit booths to remove trash unless booth cleaning and/or porter service is ordered. At the end of the night, exhibitors must place these small booth trash containers at the outer edge of their exhibit booth to have their trash emptied if they did not order booth cleaning.

Please inform Exhibitor Services or the Event Manager of all association spaces on the exhibit floor that will need to be cleaned. Vacuuming the carpet in the aisles, in association booths, lounges and in foodservice areas will be at a reduced daily net square footage rate. These charges are included on the show management invoice from Exhibitor Services (EDLEN).

Coat and Luggage Check

A coat and luggage check may be arranged with our public safety department with the staffing included on your public safety plan. Labor is billed at applicable rates minus the per item fees collected, up to the cost of the labor. If the coat and luggage check is complimentary to attendees, the entire labor expense will be applied to the invoice. All furnishings and equipment (coat racks, tables, claim tags, etc.) for the coat and

luggage check when managed by public safety will be complimentary.

Show Management may also provide a coat and luggage check using show staff or may use a contractor to provide this service. If the coat and luggage check is not managed by Public Safety, the furnishings and equipment that are requested from America's Center will be billed at published rates.

Computers

You, your contractors and your exhibitors are able to unpack, set-up and pack your own computers. If you or your contractors will be hiring personnel to unpack, set-up or pack computers at America's Center, labor must be ordered through Exhibitor Services (EDLEN).

Electrical services for computers and the labor needed to network computers is also ordered from Exhibitor Services. Exhibitor Services can also provide laptops, desktops, monitors, printers, mouse, keyboards, laptop locks and hubs. Tech Support is available for all computers and printers rented through Exhibitor Services.

Data Services provided by America's Center are provided via Ethernet connected to AT&T Services. In order to allow full unobstructed use of the circuit, no firewall or other virus checking facilities are provided.

To prevent computer equipment from being infected from Internet viruses, the operating system should be current and contain all of the latest patches. For Windows operating systems, this can be verified by going to www.windowsupdate.com. Personal firewall software, either from an outside provider, or Microsoft's built in firewall that is present on many operating systems should also be used on all computers. In addition,

virus protection software should be run on your computer.

Laptops at registration, Internet kiosks and meeting rooms should be removed to a secure room each evening unless a public safety officer has been scheduled to secure the area.

Table Confetti, Glitter, Paint

Table Confetti is not allowed in the meeting rooms or the lobbies. Table confetti is not allowed in America's Center

Confetti Cannons used for special effects are allowed in the exhibit halls and the Dome. Confetti may not be shot into the bleacher seating in the Dome nor may confetti cannons be installed on the catwalks in the Dome. Confetti must be made of mylar material and at least 2"x3" in size.

The type, material, size, amount, location of distribution units, strength of distribution and timing of the confetti special effect must be provided to the Event Manager. A special cleaning charge will be assessed for the clean-up of the confetti.

The use of glitter or other like materials, such as simulated snow, is not permitted in the Convention Center or the Dome.

Painting of any kind is not allowed in the lobbies or in the meeting rooms. Industrial painting in the exhibit halls must receive approval from the Event Manager.

Copyrights and Trademarks

ASCAP, BMI, SESAC or other copyright fees applicable to any event will be the full responsibility of Show Management. The Show Manager will present assurances that no music, literary or artistic work or other property protected by copyright will be performed, reproduced or used during the event unless Show Management has obtained written permission from the copyright or trademark holder.

Damage

Show managers are encouraged to schedule a facility walk-through with the Event Manager to verify the condition of the facility prior to move in. All damage, except for normal facility wear and tear, will be applied to the invoice at the end of the event.

Damage witnessed or observed during the event should be immediately reported to Event Management or to Public Safety. The Show Manager will be informed as soon as any damage is discovered.

Dances

Dances are not allowed in the facility unless they are part of a food function.

Decorations, Paper, Signs, Stickers

Decorations, paper, signs, etc. are not permitted to be affixed in any manner (tape, staple, etc.) to any portion of the facility structure (facility signs, walls, ceiling, air walls, etc) or facility equipment without prior approval.

A sample of all materials that the General Service Contractor wishes to place on the facility floor, walls or windows must be submitted to the Event Manager for approval. The testing of the material may take as long as two weeks.

Adhesive backed name tags may be used in America's Center. Under no circumstances, are any other adhesive backed decals (stickers) to be given away or used in the Convention Center or the Dome. Adhesive backed decals are particularly troublesome to remove and quickly degrade facility appearance.

Show Managers must ensure that their exhibitors abide by this rule. Any removal and repair costs incurred will be charged to Show Management.

Deliveries

America's Center does not accept any show deliveries. All shipments for show management, exhibiting companies, etc. must be received by the General Service Contractor after the License Agreement term begins. All shipments should be sent and accepted at the appropriate docks by the general service contractor. Shipments should be sent to the General Services Contractor's attention with the show name and final destination (booth or room number) clearly marked.

America's Center is not liable for any loss, damage, or injury to properties of any kind that are shipped or otherwise delivered to the Facility.

Absolutely no local deliveries can enter America's Center at the Washington Entrance. All local deliveries and/or delivery of hand-carry items must be delivered to the docks or unloaded at the Plaza Entrance. If hand-carry items are delivered and unloaded at the Plaza Entrance, the vehicle cannot be left unattended while the items are carried into the Convention Center.

Docks

America's Center does not relinquish control of the loading docks at America's Center during any event, although we do recognize the general service contractor's role in managing the docks for show management.

America's Center has a total of 25 docks in 3 locations:

■ 9th St. Dock

- Address:

America's Center
9th St. Docks
618 N. 9th St.
St. Louis, MO 63101

- Intersection of 9th Street and Lucas Avenue
- Six (6) loading dock bays numbered 1 to 6 from North to South. Dock bays # 5 and #6

are considered "house" docks and are not available for event use.

- Primarily used for freight that will be delivered to Hall 1, the Convention Center lobbies or the meeting rooms and ballroom in the Convention Center.
- Interior dock bays with the limiting access point being 26' (w) x 14'9" (h).
- Adjacent to Hall 1 with three (3) overhead doors, 24' (w) x 14' (h), 15'4" (w)x14' (h), 15'4"(w)x14'(h), for direct access into Hall 1.
- Direct access into the Washington Lobby from a large sliding door, 16' (w) x 11'11" (h).
- The Washington freight elevator is located across from the 9th St. Dock for access to Level 2 of the Convention Center.

■ Cole St. Dock

- Address:

America's Center
Cole Street Docks
800 Cole Street
St. Louis, MO 63101

- Cole Street between 7th and 9th Streets
- Twelve (12) loading dock bays labeled A – L from west to east. Dock bay L is considered a "house" dock. If America's Center is not using this dock bay, the general service contractor may use it to unload a truck. However, a truck cannot park and remain in the house dock bay as it must be kept available for facility deliveries
- Primarily used for freight that will be delivered to Halls 4 or 5. If two different events are occurring in Halls 4 & 5, dock bays A – F are considered to go with Hall 4 and dock bays G – L are considered to go with Hall 5.
- Exterior dock bays with four overhead doors for direct access into Hall 4 and four overhead doors for direct access into Hall 5, each 12'8" (w) x 14'11" (h).

■ Dome Dock

- Address:

Dome @ America's Center
Dome Docks
600 Cole Street
St. Louis, MO 63101

- Intersection of Cole Street and 6th Street

- Seven (7) loading dock bays numbered from 1 – 7 east to west. Dock bay #7 is considered a “house” dock. If America’s Center is not using the house dock, the general service contractor may use it to unload a truck. However, a truck cannot park and remain in the house dock as it must be kept available for facility deliveries.
- Primarily used for freight that will be delivered to Hall 6 (Dome) and to the 140 Complex, 150 Complex and 160 Complex.
- Interior dock bays, 45-46” from the floor of the dock bay to the dock platform.
- Adjacent to Hall 6 (Dome floor) with two (2) overhead doors, 14’ (w) x 9’9” (h) and 15’5” (w) x 14’4” (h), with direct access to the Dome floor and also access to the convention level service corridors in the Dome to gain access to freight elevators to access the upper levels of the Dome.

Halls 2 and 3 do not have any docks with direct access to these exhibit halls when used individually.

The Event Manager will facilitate dock usage when a dock is to be used by multiple events at the same time.

General Service Contractors are required to perform a daily clean up of their equipment in the loading dock area. All debris must be disposed of, decorating materials and forklifts, as well as other equipment, must be arranged in an orderly fashion in order to maintain a safe and clean loading dock area. At the completion of an event, the loading dock area must be left clean and orderly.

If dock bays are not needed for truck unloading, parking of client’s personal vehicles is possible by permit only.

Requests for dock parking should be made to the Event Manager. If parking is to occur in either the 9th St. dock or the Dome dock, the client must hire a public safety officer for access to these interior dock bays.

Unauthorized vehicles parking at the docks will be towed at the owner’s expense.

All vehicles that are parked at the docks overnight must undergo a visual inspection

by Public Safety each evening or they will be towed at the owner’s expense. Public Safety will attach a document to the vehicle once it has been inspected. Vehicles or trucks that park in the dock bays when neither show management nor the general service contractor is in the facility (traditionally during night hours), will be towed at the owner’s expense unless arrangements were made in advance with either Public Safety or the Event Manager.

Any trucks that remain at the docks during show hours must also undergo a visual inspection each day by Public Safety. Trucks that unload and then leave during move in / move out / show do not need to undergo a visual inspection.

Refrigerated trucks, provided by client or contractor, can be parked in the dock bays after undergoing a visual inspection by public safety. Diesel powered refrigerator trucks are not allowed to park in the 9th St. docks or the Dome docks due to ventilation concerns. Diesel refrigerator trucks can be parked in the Cole Street dock. Electric refrigerator trucks can be parked at any of the docks. Electrical service must be ordered from EDLEN for these trucks.

Storage of Freight

The storage of materials and equipment shall not impede general operating space or block doorways in dock areas. Storage of crates/boxes can occur in approved areas at docks. Storage of crates/boxes must follow fire regulations.

Dome Catwalk

The Dome catwalk system consists of five (5) 4’ wide beams running East / West. The catwalks are located at the 50 yard line and then are on 85 foot centers (2 to north and 2 to south). The bottom of the catwalk is 140’ from the Dome floor.

The East/West catwalks are connected by the sports lighting catwalk (running North / South) on the east and west sides.

Access to the Dome catwalk is restricted to individuals that have a specific job-related need to be on the catwalk. Access to the Dome catwalk during an event will be extremely limited. All safety precautions must be followed and the proper footwear must be worn. The door to the catwalk should never be left unlocked or propped open. Arrangements for access to the catwalk can be made through the Audio Visual Production Manager or the Public Safety Department.

Dome Curtain

The Dome curtain is used to create a smaller area within the Dome. The standard location for the Dome curtain is at the 50 yard line creating a half-house Dome configuration. The curtain (floor only pieces) can also be installed 85 feet to the north of center or 85 feet to the south of center to create a 2/3 Dome configuration.

The Dome curtain consists of a portion over the floor and a portion that is in the seating areas on Concourse and Terrace Levels.

The curtain over the Dome floor is installed on a rectangular truss that is attached to the lighting grid. The floor curtain truss is located at the 50 yard line and actually extends into the seating area to the front of Row M. The floor curtain truss can be moved to other North-South locations, as long as it is hung directly below a catwalk. An additional charge applies if the Dome curtain truss is moved from the 50 yard line.

The curtain over the seating sections on the Concourse Level and Terrace Level is installed on independent angled trusses located at the 50 yard line. The curtain over the seating sections cannot be moved to any other location. The curtain over the seats is

located at the 113/114 and 413/414 aisles on the east side and the 141/142 and 441/442 aisle on the west side.

Installation and removal of the Dome curtain is at published rates.

Dome curtain details:

- Color: Copen Blue (basically, Royal Blue)
- Weight: 23 ounce Empire Velour
- Height: 77' over the floor, 140' over the seats
- Weight: 6,900 pounds (entire curtain)
- Panel Size: 30' wide panels

Dome Production

The Dome production room is located on the Broadcast Level (Level 5) of the Dome.

The production room and all Dome production elements as well as the labor required in operating the equipment is managed by the Audiovisual Production Manager at America's Center.

There are two permanent LED video boards in the Dome, one in each end zone. The south video board is 20' x 35' and the north video board is 20' x 77'.

The Dome MATV system (Master Antenna Television) has the capability to broadcast internally the event in the Dome to all of the TVs on the MATV system. An audio and video feed from your production must be supplied to us for input into the MATV system. A MATV outlet is also located in Room 120 and Room 130.

The 120 Complex, 130 Complex 140 Complex, 150 Complex, 160 Complex, 170 Series and 180 Series have permanent cable outlets with access to the Dome's MATV system. The Dome's MATV system is not accessible anywhere in the Convention Center except for the 120 Complex and 130 Complex, hard wire temporary cabling is run from the Dome to the desired location.

Available Channels:

- Channels 14 – 21; Channel 14 is traditionally used for the in-house feed.

- Channels 116-117 for High Definition Services; Channel 116 is traditionally used for the in-house high definition feed.

Camera bays are located on the Terrace Level in the lower sections at 412, 414, 416, 427/428, 441 and 454/401. Permanent cabling is run to these camera bays. *Where to where?*

Electrical Service

All electrical services, materials and equipment at America's Center are ordered through Exhibitor Services (EDLEN). All materials and equipment is provided on a rental basis only and remains the property of EDLEN.

Basic electrical services for exhibitor service desks are provided complimentary.

Electrical services in the exhibit halls originate from the floor on thirty (30) foot centers. Specific electrical services located in each floor box are indicated on the AutoCAD floor plan.

- Floor boxes on 30' centers – 120/208 volt single and three phase electric.
- Floor boxes on 60' centers – 230/208 volt single and three phase plus 480 volt three phase electric.

There are no permanent electrical services in the ceiling of the exhibit halls. However, ceiling power requests will be accommodated by running power from the floor, along a column, to the ceiling at a time and material basis.

EDLEN employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

Exhibitors

Outlet rates include bringing the services to one location at the rear of all in-line or

peninsula booths. Outlet rates do not include the connection of any equipment, special wiring, distribution of electrical services and labor. Distribution from the power source to all other locations in a booth space regardless of booth type requires labor and is performed on a time and material basis.

All services provided to island booths (no adjacent booths) require labor and material for distribution with a minimum labor charge of 1 hour to deliver power and a 1/2 hour for removal. All additional distribution is done by EDLEN electricians on a time and material basis. If floor plan showing main power location within a booth is not submitted prior to EDLEN move in date, EDLEN will bring the main power to a convenient location at EDLEN's discretion.

A separate outlet must be ordered for each location within an exhibit booth where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

High voltage services (208/480v) may require a transformer be located in the exhibit booth. Exhibitors ordering high voltage services will be informed at the time the order is placed that their exhibit booth must be able to accommodate this equipment within their booth. There is a minimum labor charge of 1 hour for installation and 1/2 hour for removal of all high voltage services plus materials.

A minimum charge of one (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.

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 through EDLEN. Exhibitors in a meeting room must order power; they are not allowed to utilize wall outlets.

All equipment regardless of source of power, must comply with federal, state and local codes. EDLEN reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring or equipment is not in accordance with electrical codes.

All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc. required for operation.

All extension cords provided by others must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

Payment in full must be rendered during the event. Exhibitors are not billed for services provided.

Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen within 14 calendar days prior to show opening.

Audio Visual Equipment in Rooms

Electrical needs in breakout rooms for basic audio visual equipment does not need to be ordered through Exhibitor Services. The audio visual contractor may plug basic audio visual equipment into wall and floor outlets. The audio visual contractor will also supply all extension cords and power strips needed to power their equipment. Electrical services for general sessions or elaborate

audio visual in meeting rooms must be ordered from Exhibitor Services (EDLEN).

Show Management Orders

Any electrical needs at classroom, hollow square sets, conference sets as well as power for high capacity copiers and multiple electrical needs in offices must be ordered through Exhibitor Services (EDLEN).

Show management areas that typically need electrical services are listed below:

- Registration
 - Counters (for lights), computers, printers, fax machines, copier, plasma TVs, etc.
- Internet Café
 - computers, printers
- Offices
 - Computers, printers, copiers, radios, fax machine, refrigerators, etc.
- Association booths on the tradeshow floor and in the lobbies
- General Sessions
 - Audio Visual Equipment
- Scooter / Golf Cart Charging Areas (significant number)
- Display Cases

Elevators and Escalators

Passenger Elevators

Passenger elevators are conveniently located throughout the Convention Center and Dome. Passenger elevators may not be blocked or used to transport freight or equipment. Elevators should not be used during emergencies.

Location	#	Floors Served	Weight Limit (lbs)
Washington Lobby		1, 2, 3 in CC	3,500
1st Floor Gallery – North	P	1, 2 in CC	5,000
Plaza Lobby near Hall 3	Q	1, 2 in CC	12,000
North Plaza Lobby near Hall 5	R	1, 2 in CC	12,000
North Courtyard (SW)	A	Level 1 in CC, Convention, Concourse, Terrace Levels in Dome	3,500
North Courtyard (SE)	B	Level 1 in CC, Convention, Concourse, Suite, Club, Terrace Levels in Dome	3,500
North	C	Level 1 in cc, Convention,	3,500

Courtyard (NW)		Concourse, Terrace Levels in Dome	
North Courtyard (NE)	D	Level 1 in cc, Convention, Concourse, Suite, Club, Terrace Levels in Dome	3,500
Broadway Central (NE)	G	Convention, Concourse, Suite, Club, Terrace, Broadcast, Working Press Levels in Dome	3,500
Broadway Central (NW)	H	Convention, Concourse, Suite, Club, Terrace Levels in Dome	3,500
Broadway Central (SE)	J	Convention, Concourse, Suite, Club, Terrace, Broadcast, Working Press Levels in Dome	3,500
Broadway Central (SW)	K	Convention, Concourse, Suite, Club, Terrace Levels in Dome	3,500
Plaza Central	M	Convention, Suite, Club Levels in Dome	3,500
Control 13 – Employee Elevator	F	Convention, Concourse, Suite, Club, Terrace Levels in Dome	4,500

Freight Elevators

America's Center is equipped with five (5) freight elevators. Contractors can freely use the Washington freight elevator and the two Dome freight elevators to transport freight and equipment to the upper levels in accordance with posted weight restrictions. The freight elevator closest to Hall 5 is dedicated to the delivery of food and beverage and should not be used by contractors. The freight elevator closest to Hall 3 can only be used during move in and move out periods as this freight elevator has a multi purpose function and is used as a large passenger elevator during show. Extra care must be taken when using this elevator as a freight elevator due to the upgraded elevator cab finishes.

Location	#	Floors Served	Weight Limit (lbs)
Washington		1, 2, 3	15,000
Near Hall 3	Q	1, 2	12,000
Near Hall 5	R	1, 2	12,000
Sportservice		Convention, Concourse, Suite, Club, Terrace Levels in Dome	10,000
Control 13	E	Convention, Concourse, Suite, Club, Terrace Levels in Dome	18,000

Escalators

Escalators are conveniently located at all entrances as well as in the Plaza Lobby. There are six (6) escalators with access between Level 1 and 2 and two (2) escalators with access between Level 2 and 3 in the Convention Center. There are eight (8) escalators with access between

Convention and Concourse Levels, eight (8) escalators with access between Concourse and Suite Levels, eight (8) escalators with access between Suite and Club Levels and eight (8) escalators with access between Club and Terrace Levels in the Dome.

Wheelchairs, baby strollers, and other similar devices are not permitted on escalators. Escalators are not to be used to transport freight or equipment.

Emergencies

Public Safety has established emergency procedures to follow in the event of any medical, fire, weather or any other emergency. A copy of the emergency procedures can be viewed upon request to the Public Safety Department.

Emergencies of any nature should be reported immediately to Public Safety, who will coordinate any required response from outside law enforcement and emergency response agencies.

Should an evacuation be necessary, audible horns, strobe lights and emergency announcements will broadcast throughout the facility.

To assist in determining your exact location in an exhibit hall when reporting an emergency or a situation needing assistance, please look up and give to public safety the closest speaker box number that is painted on the speaker boxes in the ceiling.

Entrances

Convention Center

The main entrance to the Convention Center is on Washington Avenue at Eighth Street (Washington Entrance). There is also an entrance to the Convention Center on Seventh Street at Convention Plaza (Plaza Entrance).

There are three (3) other possible public entrances to the Convention Center that are located on 9th St. that enter directly into either Exhibit Halls 2, 3 or 4. The 9th Street entrances are only open if the event renting the exhibit hall space chooses to have the entrances open and has scheduled public safety at these entrances.

The Washington Entrance and Plaza Entrance are open Monday through Friday 8am-5pm except for legal holidays. These entrances will be open longer and on legal holidays and weekends based on event needs. The Washington entrance is open a minimum of 1½ hours before the start of the first show activity and closes 1 hour after the show activity is over. The Plaza Entrance is open a minimum of 1 hour before the start of the first show activity and closes 1 hour after the end of the show activity. A doorman is provided at these entrances to welcome attendees, monitor access and answer questions.

If access to the complex is needed before the entrances are open, show management can contract the 24 hour public safety control room at 314-342-5081.

Dome

There are four (4) main entrances to the Dome - Entries A, B, C and D, and three (3) auxiliary entrances to the Dome - Broadway Central, Courtyard Entrance and Plaza Central. The Dome entrances are only open when there is an event in the Dome and the exact open entrances for each event will vary.

- **Courtyard Entrance**
 - Intersection of 7th Street and Convention Plaza.
 - Adjacent to the Plaza Entrance (Convention Center) and Entry A (Dome).
 - Access to all of the public levels of the Dome via elevators for guests with disabilities.

- **Entry A**
 - Intersection of 7th Street and Convention Plaza
 - Adjacent to the Courtyard Entrance.
 - Access to all public levels of the Dome via escalators, ramps and stairs.
- **Plaza Central**
 - Intersection of 6th Street and Convention Plaza.
 - Access to the 140 Complex, 150 Complex and 160 Complex meeting rooms in the Dome and to the elevator that accesses the Suite and Club Levels only.
- **Entry B**
 - Intersection of Broadway Avenue and Convention Plaza.
 - Access to all public levels of the Dome via escalators, ramps and stairs.
- **Broadway Central Entrance**
 - Located on Broadway Avenue, midway between Cole Street and Convention Plaza.
 - Access to all levels via elevators for guests with disabilities and the press.
 - The Broadway Central Entrance is open Monday – Friday from 8am – 5pm.
- **Entry C**
 - Intersection of Broadway Avenue and Cole Street.
 - Access to all public levels via escalators and stairs.
- **Entry D**
 - Intersection of Cole Street and 7th Street
 - Access to all public levels via escalators and stairs.

Event and Exhibitor Services

Exclusive Services

The following services are provided on an exclusive basis:

- Ferrara Theatre Audio Visual - equipment, services, rigging and labor
- Rigging in America's Ballroom - labor
- Dome Production Suite Audio Visual – equipment, services, and labor
- Cleaning Services
- Public Safety and Guest Services (Security & Guest Services - ushers, badge checkers, scanners, etc.)
- Medical
- Food & Beverage Sales
- Novelty and Merchandise Sales

- Telecommunications (Wired and Wireless Data and Voice)
- Electrical Services and Labor
- Plumbing, Water, Gas, Compressed Air and Cable TV Services

Repackaging, resale and/or change of the published rates are prohibited.

Facility exhibitor services are ordered through Edlen Exhibitor Services and Smart City.

Facility exhibitor services order forms are included in the exhibitor kit produced by the show and detail the services and cost to exhibitors and show management. Facility exhibitor order forms are also available on-line at the below website.

<http://www.explorestlouis.com/meetings-conventions/americas-center/exhibitor-information/>

Discounted pricing applies for all orders for facility services that are placed prior to the advance deadline by exhibitors. Show management receives the advance price at all times.

Facility exhibitor services managers are available to answer questions, coordinate installation of services and take last minute orders at the facility services desk during exhibitor move in and the first 4 hours of the event.

Other On-Site Services

- ATMs
- Audio Visual
- Business Center Services
- Coat and Luggage Check
- Computer, Printer, Copiers, Plasma/LED/LCD Monitors and Other Related Equipment are available for rent through Edlen Exhibitor Services.
- Floral Services
- Complimentary WiFi service is available to attendees in most public areas.

Exhibit Halls

When the Dome is used as an extension of the Convention Center space, it is commonly referred to as Hall 6.

Dimensions

- Hall 1 268'x179'
- Hall 2 268'x175'
- Hall 3 303'x237'
- Hall 4 300'x270'
- Hall 5 270'x170'
- Annex 178'x81'
- Hall 6 262'x400', maximum seating
- Hall 6 324'x451', maximum floor space

Floor Loads

- 500 lbs/sq. ft. in exhibit halls 1 – 6 except over utility tunnels
- 400 lbs/sq. ft. above the utility tunnels in exhibit halls 1 – 6 and lobby floors.
- Precise locations of variable floor load areas are clearly marked on AutoCAD floor plans.
- Contractors shall not use the exhibit floor above the utility tunnels as a driving lane for forklifts when moving heavy machinery.
- For set-ups in exhibit booths where there is a concentrated point load greater than 400 lbs. / sq. ft., the exhibitor must take measures to properly distribute the concentrated point load to less than 400 lbs. / sq. ft.
- Freight movement is extremely limited in the floor area above the Kitchen Tunnel.

Heights in exhibit halls 1 – 5

- 14' to the east soffit in Halls 1 & 2
- 24' to top of column, beams stretch 15' to truss
- 30' to the south soffit in Hall 1
- 35' to the air wall tracks
- 40' to the truss work
- 54' to the lighting
- 58' to the ceiling

Heights in exhibit hall 6

- 12' 10" to the ceiling in the Annex
- 54' to the lights in tradeshow mode
- 125' to the lights in football mode
- 140' to the catwalks
- 208' to the ceiling at the center of the Dome

Lighting

Lighting clusters in exhibit halls 1 – 6 on 30' centers consist of the following:

- 1 incandescent bulb (10%)
- 1 high pressure sodium bulb (30%)
- 2 metal halides bulbs (60%)

Overhead Doors

Exhibit halls are at street level. Move in from the street may occur through overhead doors that lead directly into all exhibit halls except Hall 1. Overhead doors are labeled on the exterior of the facility.

Location	Name	Size (Width x Height)	Access to
Hall 1	9th Street Docks	24'x14'	9th St. Docks
Hall 1	9th Street Docks	15'4" x 14'	9th St. Docks
Hall 1	9th Street Docks	15'4" x 14'	9th St. Docks
Hall 2	2A	22'9" x 19'6"	9 th Street.
Hall 3	3A	24' x 14'	9 th Street.
Hall 3	3B	24' x 14'	9 th Street.
Hall 4	4A	24' x14'	9 th Street.
Hall 4	4B	24' x14'8"	Cole Street
Hall 4	1 - Cole St. Docks	12'8" x 14'11"	Cole St. Docks
Hall 4	2 - Cole St. Docks	12'8" x 14'11"	Cole St. Docks
Hall 4	3 - Cole St. Docks	12'8" x 14'11"	Cole St. Docks
Hall 4	4 - Cole St. Docks	12'8" x 14'11"	Cole St. Docks
Hall 5	5 - Cole St. Docks	12'8" x 14'11"	Cole St. Docks
Hall 5	6 - Cole St. Docks	12'8" x 14'11"	Cole St. Docks
Hall 5	7 - Cole St. Docks	12'8" x 14'11"	Cole St. Docks
Hall 5	8 - Cole St. Docks	12'8" x 14'11"	Cole St. Docks
Hall 5	5A	23'11" x 19'11"	Cole Street
Hall 6	Drive In Access Exterior	15'11" x 14'4"	Cole Street
Hall 6	Forklift Access	14' x 9'9"	Dome Docks
Hall 6	Drive In Access Interior	15'5" x 14'9"	Dome Docks

A 91'6" ramp leads from Cole Street to the 5A overhead door. The ramp has a maximum drop of vertical elevation of 7.27' from the referenced elevation of the existing Convention Center floor. This translates into a grade slope of 7.95% or an actual angle of 4.56 degrees from the horizontal (1 inch to 12 inch rise ratio)

Exhibits - Multi Level

Size limitation of multi-level exhibits is at the discretion of show management. Show management is responsible for the structural soundness of any exhibit or display.

Certifications and Permits

Sealed certification by a State of Missouri registered engineer regarding the structural soundness of any multi level booth must be submitted to Public Safety. The certifying

engineer must confirm conformance to building codes.

Permit from the St. Louis Fire Marshal must be obtained. A fire extinguisher, sprinkler system, and smoke detector on the ceiling of the lowest level are required for permit.

Multi level exhibits cannot obstruct facility air supply vents or block overhead lighting.

Ferrara Theatre

Ferrara Theatre seating capacity shall be limited to the fixed seating of 1,411 with no standing permitted per St. Louis Fire Marshal regulations.

There are four (4) public entrances to the Ferrara Theatre, two on the first level and two on the second level.

Seating is on three levels.

Two (2) dressing rooms each with a restroom and shower are located inside the Ferrara Theatre.

All audiovisual equipment, both installed and additional, and labor in the Ferrara Theatre must be ordered through PSAV Presentation Services. The following items are included in the rental of the Ferrara Theatre:

- Lights – 150 fixed lights and dimmer for full stage lighting (no movers). Etc. Expression 3 400 Channel Console.
- Audio – Renkus Heinz sound, 32 channel Midas Venice 320, 3 wired and 3 wireless microphones, 4 wireless clear com headsets, cassette tape and CD player.
- Projection – Two 10.5x14 screens mounted and framed on each side of the stage. One retractable center screen.

Additional equipment may be ordered individually or audio visual packages are available for the Ferrara Theatre. See Ferrara Theatre Audio Visual Packages in the on-line Resources Section.

Keys and cylinder changes are not available for the Ferrara Theatre.

Fire Prevention Regulations

The following are the fire prevention regulations governing exhibits and shows in America's Center:

- All curtains, drapes and decorations must be made of flameproof material, or treated with approved flame-proofing chemicals.
- No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flame-proofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flame-proofed.
- All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
- Exit door shall not be locked, bolted or otherwise fastened or obstructed at any time a building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
- All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
- Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
- All sawdust, shavings, hay and straw shall be flame-proofed, stored and maintained in a manner approved by the Fire Marshal.
- Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
- There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
- The use of liquefied petroleum gases (LPG) inside buildings, tents or other areas is strictly prohibited except for demonstration

purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 6 (six) pound cylinder.

- All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used. St. Louis City fire permit must be submitted with natural gas order forms. Please allow for additional time to receive permit from St. Louis City Fire Department.
- Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
- The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
- There shall not be any obstructions blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.
- Artificial lighting such as lanterns and candles are prohibited.
- The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City's Chief Mechanical Inspector and the Fire Marshal.
- All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements, additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers; positioned on both sides of said fryers.

All cooking appliances shall be listed by a National Testing Agency, i.e. Underwriters Laboratory or Factory Mutual.

- All aisles shall be maintained at a minimum of ten (10) feet clearance.
- All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.

Should there be any questions regarding code requirements or for permits, contact the St. Louis Fire Inspector, 1421 N. Jefferson, St. Louis, MO 63106, (314) 289-1900 office, (314) 289-1985 fax.

Fireworks / Pyrotechnics

These devices and materials require advance approval from the Fire Marshall for use in America's Center. A certificate of insurance, test shoot and St. Louis Fire Marshal permit is required prior to the final approval of any fireworks/pyrotechnics display inside the facility. A certificate of insurance from the pyrotechnics company must name the St. Louis Convention & Visitors Commission (SLCVC) as additional insured.

Pyrotechnic company should make arrangements with the Fire Marshal and Event Manager for the test shoot.

A St. Louis Fire Marshal is required whenever fireworks/pyrotechnics occur. The Show Manager will be responsible for the cost of Fire Marshal and any damage caused by Fireworks / Pyrotechnics.

Floor Marking of Aisles / Exhibit Booths

The General Service Contractor may use floor marking applications that can be easily removed by them at the end of an event. Liquid chalk is recommended. Shoe polish is prohibited. The cost of removing applications which stain the floors will be regarded as building damage and will be charged to Show Management.

Floor Plans

AutoCAD Floor Plan of America's Center
Scaled AutoCAD floor plans of America's Center can be obtained from your Event Manager.

The AutoCAD floor plan indicates areas that cannot be used or blocked, as listed below:

- 20'x20' area in front of all concession stands
- 10' deep area in front of all exit doors
- 10'x5' area in front of all restroom doors
- 10'x5' area in front of all fire hose closets
- 10'x5' area in front of all operational rooms with a single door
- 10'x8' area in front of all operational rooms with double doors
- Drinking fountains outside restrooms
- Facility storage area in the northwest corner of Hall 4 (~45'x45')
- Facility storage area in the northeast corner of Hall 5 (~45'x45')
- Facility storage area in the southwest corner of Hall 3 (~15'x12')
- ~3'6"x103' area in Annex at fire wall

Event Floor Plans

Show Management must provide detailed event floor plans for the exhibit halls, lobbies and all areas used for registration, exhibits, poster sessions and sets for 1,000 or more.

America's Center reserves the right to require detailed floor plans of any special activities that will be held in the facility.

Event entrances and exits must be clearly marked on event floor plans.

Lobby floor plans must show all proposed information booths and any other booths or display items placed in public space.

General session floor plans should be drawn with a 21.5" wide facility chair and 38" per row minimum spacing. Main aisles need to be a minimum of 10'. America's Center does not recommend more than 20 chairs in a row.

Booths requiring special electrical needs, plumbing, gas and/or compressed air, should be placed near the utility ports/floor boxes

containing these services. Exhibitor Services can assist in the best placement of these booths to prevent aisle crossings, interference with other exhibitor booths and any additional charges for labor, material, or necessary ramping. Additional materials and labor costs will be incurred if exhibit booths do not line up with the utility grid (30'centers).

Event floor plans must be drawn on the facility supplied AutoCAD floor plan and shall be totally representative of the halls, rooms, and/or areas in which the events are being held, including the location of the following, as per St. Louis Fire Marshall Regulations:

- manual pull stations
- fire hose standpipe closets
- exits
- aisles
- man doors in air walls
- floor boxes (utility grid)

Event floor plans must also clearly indicate the following:

- name of the show
- show dates
- building location
- name of General Service Contractor

Event Floor Plan Submittals

Exhibit floor plans should be submitted to the Event Manager for approval prior to selling booth space to avoid costly changes involving exhibitors. The Event Manager will review event floor plans for facility requirements and will send to the Building Inspector for their approval.

Floor plans need to be resubmitted after all changes have been completed.

Floor plans should be sent electronically to your Event Manager. Twelve (12) copies of floor plans are required for exhibit areas greater than 240,000 gross square feet. All other floor plans only need to be submitted electronically.

Floor Protection

Floor Drilling

Prior written approval is required for any floor drilling. Approval will only be given in the rare instance when major heavy equipment displays require to be bolted down on the exhibit hall floor. If approval is given, the client is responsible for the costs incurred for drilling, anchoring, removing and filling the hole to facility specifications.

Water, Loose Soil, Sand, Mulch Pens with Live Animals

Exhibits with water, loose soil, sand or mulch, including pens with live animals, must be placed on hard surfaces, such as the exhibit hall floor; they are not permitted on permanently carpeted areas or directly on terrazzo flooring.

Watering or water displays are not allowed on or within ten (10) feet of the Dome football field pit in Hall 6.

Utility ports/floor boxes must be protected from any damage that may be caused by water or dirt. Curbing and waterproof liners are required.

Materials such as mulch, compost materials, etc., must be pre-treated and formulated in such a way that any unpleasant or undesirable smells in the facility is avoided.

Brick, Stone or Similar Material

Brick, stone or similar materials may not be cut on premises unless a vacuum is used to prevent dust and debris from accumulating in the air and on the floor.

If bricks, stone or similar material need to be adhered to the facility floor, only an approved non-residue tape may be used. Materials may not be glued or adhered in any other manner to the facility floor.

Disposal of these materials is the responsibility of show management. They cannot be placed in facility trashcans or dumpsters.

Movement of Freight and Equipment

In order to maintain the quality and appearance of lobby floors, all freight and equipment traffic over these areas should be kept to a minimum. Movement of freight should be directed through exhibit halls and the second floor service corridor whenever possible.

Freight and rolling equipment moved into lobbies from exhibit halls should move through the largest possible opening.

- 7'11"(w) x 8'3"(h) overhead doors in Room 115 from Hall 3 to the Plaza lobby
- 7'11"(w) x 8'3"(h) overhead doors in Room 116 from Hall 5 to the Plaza lobby
- 7'10"(w) x 9'8"(h) with a clearance of 6'8"x9'4" oversized double doors between Hall 4 and the Plaza Lobby
- 12'(w) x 12'(h) overhead door from Annex to the North Courtyard Lobby
- 16'(w) x 12'(h) sliding door from 9th Street Dock to the Washington Lobby

Manual or motorized equipment to transport materials such as flat beds, carts, dollies, hand trucks, etc., are not provided by the Facility.

Doorways, carpeted areas, terrazzo floors and lobby flooring must be protected from the movement of crates, registration counters, pallet jacks, plants, lifts and all other rolling stock during move in and move out. When off-loading counters, booths, and other heavy objects, the use of floor protection and extreme care is required.

Mechanized Equipment used to move freight or working personnel (golf carts, forklifts, motorized pallet jacks, etc.) are not allowed on carpeted surfaces, on the second level of the Convention Center or the suite and club levels of the Dome.

Anytime a pallet jack is used to move freight over permanently carpeted areas, protection must be provided for the carpet (minimum of 3 mil polyethylene sheeting, masonite or plywood). When a pallet jack is used to move freight or other rolling stock is moved across the terrazzo flooring, protection must be provided for the terrazzo flooring (carpet or plywood).

Carpeted surfaces must be protected if used for storage of freight, pallets or boxes.

Only lifts that are needed for rigging / high work are allowed on carpeted surfaces.

Audio visual contractors and show general services contractors that have lifts that will be used for rigging over carpeted services must receive a permit from Public Safety.

In order for lifts to be approved to be used on the carpet for rigging / high work, tires must be either non-marking or covered with plastic and a plastic tray must be installed under the lift motor, battery and any other part that could leak and cause damage.

Protection must be placed on carpeted surfaces in areas where lifts used for rigging / high work are left overnight or where lifts are used in one spot for a significant amount of time.

Hand-pulled carts and two-wheeled dollies with soft wheels are approved for use on all floor surfaces.

Segways used by show management or contractors are allowed at America's Center.

Floral

America's Center has a preferred florist, Walter Knoll Florists. Exhibitor Services can provide floral order forms for the exhibitor kit.

Floral companies are responsible to clean up all floral debris as a result of delivering flowers and plants.

Food and Beverage

Food or beverage items (other than an individual meal) may not be brought into America's Center unless the Client receives permission from Levy Restaurants.

Levy Restaurants is the exclusive provider of all food and beverage service for America's Center with the exception of concessions at the permanent Dome concession stands. Sportservice is the

exclusive provider of food and beverage at the permanent concession stands in the Dome. Levy can provide concessions at mini restaurants on the exhibit hall floors including the Dome floor.

There is not a concession minimum or guarantee needed to open concessions. Levy will analyze your event, attendee habits and determine a concession plan that they feel will best fit the event. If business is lacking at an open concession stand, Levy will make the decision at that time to close the stand.

Mini restaurants, specialty vendors and the like that are set up on the exhibit hall floor will not be included in the net square footage charge for an event.

Listed below are some important food and beverage operating guidelines:

- **Levy Contract & Payment**
 - A food and beverage contract must be executed one month prior to 1st move in day.
 - Any changes, revisions, additions or deletions to the food and beverage contract and banquet event orders shall be in writing and signed by both parties.
 - Menu pricing is guaranteed within 60 days of the event.
 - All food and beverage selections are subject to a taxable 20% service and 8.491% State of Missouri sales tax and 1.5% tourism tax. Tax Exempt organizations are still responsible for the 1.5% tourism tax.
 - A 75% deposit, based upon estimated charges, must accompany the signed contract.
 - 100% pre-payment for all functions.
- **Requests to Distribute Food and Non-alcoholic Beverage Samples**
 - No food or beverage items may be brought onto the premises unless permission is requested by Show Management (in writing) and written permission is granted by Levy Restaurants.
 - Once approval has been granted by Levy Restaurants, there is no charge for sampling of food or non-alcoholic beverages provided that the following is met:

- The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.
- The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time.
- The product is properly dispensed in full compliance with all applicable federal, state and local health and sanitation regulations.
- Stringent guidelines must be met when requesting to sample alcoholic beverages.
- Refrigerated, frozen and dry storage is available through Levy Restaurants at current rates.
- *All other food and beverage samples must be purchased through Levy Restaurants.*
- No products may be sampled or given away in the public lobbies or inside any meeting room.
- **Requests to use Donated Alcoholic Beverages**
 - Per local law, only 501C3 Charitable organizations are allowed have alcoholic beverages donated for use at their functions.
- **Requests to use Donated Food and Non-alcoholic Beverages**
 - Show Management must submit a written request to Levy Restaurants with the specifics concerning the desire to use donated food products. Levy Restaurants will determine if the request can be granted under the food and beverage contract terms with America's Center and in full compliance with all health and safety requirements.
- **Alcoholic Beverages**
 - Levy Restaurants and Sportservice, as licensees, are responsible for the administration of the sale and service of alcoholic beverages in accordance with Missouri State Liquor Commission's rules and regulations.
 - Alcohol can only be distributed and/or sold by Levy and Sportservice.

- Levy and Sportservice practice responsible alcohol service. The legal drinking age in Missouri is 21. If you are 30 years or younger, valid identification will be required to be served. Acceptable ID's are: driver's license, military ID with photo, state ID with photo, or passport. No more than two (2) alcoholic beverages will be served to anyone per transaction.
- Alcoholic beverages cannot be taken out of America's Center.
- **Exclusive Food Products**
 - The St. Louis Convention and Visitors Commission and Levy have entered into a number of exclusive product contracts agreeing to the exclusive use of specified products in America's Center. Generally, these are food and beverage products.
 - Chewing gum may not be distributed in America's Center.
- **Menu Selection**
 - In order to provide you with the best possible event, America's Center requests all menu selections at least 60 days prior to the event.
 - Events over 1,000 guests may require specialized menus that our culinary staff will customize.
- **Guarantee Policy**
 - All food functions over 1,000 guests require an initial guarantee 30 days prior to the event. Within 30 days of the event only a 20% deviance from this guarantee will be accepted. Final guarantees must be received seven business days prior to the event.
 - For food functions under 1,000 guests, Levy utilizes a 72 hour or three business day guarantee policy.
 - For guarantees not received, original estimates will be used for charges.
 - After the guarantee date, full charges will be incurred for all reductions or cancellations made. The client will be charged the guarantee provided regardless if attendance falls below the guarantee.
 - Should the attendance be higher than the guarantee, the client will be charged the actual attendance of the event.
- **Overset Policy**
 - America's Center will provide a 5% over-set or 50 guest over-set maximum.
- **Service Staff**
 - Guest to server ratio is one server per 20 guests for plated meal functions and one server per 40 guests at buffet functions. This is for service at rounds of 10.
 - Rounds of less than 10 guests or a request for additional staffing are subject to labor fees. Each staff addition is charged at a four hour minimum of \$100.00 per four-hour shift.
 - Additional labor charges may apply for holiday events.
- **Event Timeline**
 - All service times are based on two-hour breakfast or lunch service or three-hour dinner service. Additional service time may be subject to additional labor fees.
 - Event start or end times that deviate more than 30 minutes than contracted may face additional labor fees.

Football Field

The football field is installed in the Dome from August through mid January. Removal of the football field during this period will be charged to the client at published rates.

The football field can only be used for sporting events. Exhibits are not permitted on the football field. Use of the football field as "carpet" is not allowed.

Food and beverage is not permitted on the football field. Food and beverage may also not be served on the Dome floor when the football field is installed.

Black-soled shoes or high heels are not permitted on the football field.

When the football field is not installed, it is stored under the Dome floor in the football field pit. No exhibits containing water or mulch may be placed on top or within 20' of the football field pit.

Furnishings and Equipment

A listing and prices of furnishings and equipment that can be supplied by America's Center is available from the Event Manager. All items are provided on a first request, first served basis, so please

inform the Event Manager of any equipment or furnishings needs as soon as possible.

Equipment and furnishings beyond the inventory capabilities of America's Center are the responsibility of the Show Management to obtain and provide labor to set and dismantle.

America's Center does not provide furnishings and equipment for exhibitor booths. Exhibit booth furnishings and equipment are available from the general service contractor.

Guns, Knives and Swords

Guns are not permitted to be sold in America's Center.

All knives and swords that are being displayed/sold at America's Center must be displayed in a locked cabinet.

Hazardous Chemicals and Materials

Show Management and exhibitors shall not bring upon the premises any hazardous chemicals or materials which do not comply with applicable federal, state and local regulations. Additionally, if in the judgment of America's Center, the hazardous chemicals and materials could be dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings of the Center, their use may not be permitted. It is incumbent on Show Management to contact Public Safety prior to any hazardous materials being brought into the Center.

Hazardous chemicals and materials, including, but not limited to pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, and chemicals (including oxidizers) are prohibited inside America's Center without approval. If approved, the exhibitor must abide by any storage instructions and use limitations. The exhibitor must also provide a copy of MSDS forms to Public Safety.

Compressed and Liquefied Petroleum Gases
- See Fire Prevention Regulations

Show Management and/or exhibitor must remove all hazardous materials from America's Center at the conclusion of the event. All costs associated with safe handling and disposal of these materials are the ultimate responsibility of Show Management.

Gasoline, Kerosene, diesel fuel, combustible gases, or other flammable liquids may not be stored in America's Center during move in, event or move out.

Hazer / Fog / Smoke Machines

Only water based hazer / fog / smoke machines are allowed. Haze, smoke or fog must not obscure visibility for emergency egress.

Event Manager must be informed when hazer / fog / smoke machines will be in use so that the appropriate building measures can be taken to prevent false fire alarms from sounding. A schedule for the use of hazer / fog / smoke machines that include rehearsal and show times must be submitted.

The use of hazer / fog / smoke machines in the Dome or Hall 6 requires a Fire Marshal to be on site during all event times that they are in use. The Fire Marshal will be billed to show management at published hourly rates.

Hot Work – Welding, Cutting, Brazing

Show Management or exhibitor must obtain a permit from America's Center for any Hot Work (i.e. torch cutting, welding, brazing, grinding, soldering, pipe thawing, torch applied roofing, shrink wrap heating, etc.) done in America's Center. Rules and regulations regarding hot work occurring in the Center are strictly enforced. Specific facility regulations concerning hot work and the hot work permit can be obtained from

Public Safety. No blanket permits are issued for any event.

House Phones

House phones are located throughout the lobbies on the 1st and 2nd levels of the Convention Center and all public levels of the Dome. House phones on Level 1 in the Convention Center are available for local and 1-800 calls by dialing '9' and then the number. Facility extensions may be dialed with just the last four numbers at all house phones.

In cases of emergency, dial x5016 at any house phones to reach the public safety department.

House Sound

Most of the meeting rooms are equipped with a house sound system suitable for presentations. The house sound system broadcasts to the 100 Complex, 120 Complex, 130 Complex, 140 Complex, 150 Complex, 160 Complex, 220 Complex, 230 Complex, 240 Complex, 260 Series, 270 Series, 280. There are no patch fees associated with the use of house sound.

The following show management offices / storage rooms do not have house sound: 90, 91, 92, 93, 94, 95, 96, 111, 112, 113, 115, 116, 117, 118, A-D, 170 Series, 180 Series, 200, 250, 251, 252, 253, 254 and 256.

House sound volume is controlled manually at facility sound rooms and adjustments to the audio levels are coordinated with your audio visual contractor. All rooms can run independent or in concert with each other. Microphone outlets are located in each room and all inputs and tie lines in meeting rooms are XLR. Audio Visual Contractors may feed signals into the house sound system.

The house sound in the exhibit halls and the Dome is suitable for paging announcements only. It is not suitable for presentations.

Paging microphones can be installed in show offices or on the exhibit hall floor. Paging microphones will be charged at the current applicable daily rate.

Standing podiums and tabletop podiums are complimentary and all podiums have a speaker light. Presidential podiums are available and will be charged at the current applicable daily rate. Podiums are placed in the room and your audio visual contractor will set in place the podium and run the electric to the podium for the light.

The upgraded room set includes a podium microphone with house sound. All other microphones are supplied by your audio visual contractor.

The 230 Prefunction does not have inputs for house sound.

The Dome can transmit house sound via a FM signal on channel 89.1FM. Guests with hearing impairments attending events in the Dome may obtain an assistive listening device from any open guest service center or tune their own portable headset receiver to FM89.1 to pick-up the house sound system.

Insurance

Show Management is required to submit a Certificate of Insurance at least one month prior to the first move in day. The License Agreement describes the type and insurance limits required.

All insurance coverage shall include the actual dates of occupancy, including move in and move out.

For events in the Convention Center, such insurance specifically shall name the City of St. Louis, the St. Louis Convention and Visitors Commission, America's Center, St. Louis Municipal Finance Corporation, AMBAC Assurance Corporation, The Bank of New York Mellon Trust Company, N.A. Trustee, and their officials (elected and appointed), commissioners, and employees,

with respect to the Event to be held at America's Center, as additional insureds on a Primary and Non-Contributory basis.

For events just in the Dome or in the Dome and the Convention Center, such insurance specifically shall name the St. Louis Convention and Visitors Commission; America's Center; St. Louis Municipal Finance Corporation; the City of St. Louis; St. Louis Regional Convention and Sports Complex Authority; St. Louis County; The State of Missouri; UMB Bank, Trustee; AMBAC Assurance Corporation; The Bank of New York Mellon Trust Company, N.A. Trustee; and their officials (elected and appointed), commissioners, trustees, employees and representatives, with respect to any liability relating to or arising from the Event to be held at the Dome, as additional insureds on a Primary and Non-Contributory basis.

Internet Cafe

America's Center has an Internet Café that is located near Room 109. Five computers and a printer with high-speed access to the Internet are available complimentary to the client, exhibitors and attendees. A firewall to the outside world is provided.

Contact Smart City for sponsorship opportunities with the Internet Café.

Keys and Cylinder Changes

Keys are available and locks can be changed for office/storage rooms. Rooms are only secure if a cylinder change is requested for that room. Rooms may still be unlocked by multiple individuals if just keys are requested for a room.

Keys to meeting rooms are only available if the meeting room is being used as an office/storage room and it does not have electronic locks. The rooms in the ballroom (220 Complex), 230 Complex and 240 Complex are locked electronically, so

cylinder changes are not possible for these rooms.

Secure rooms (rooms with cylinder changes) are under your complete control. You are responsible for the daily locking and unlocking of each secure room for your needs. Our staff, including public safety, is not able to unlock rooms with cylinder changes. We will only access secure rooms in emergency situations, e.g., fire alarm. Arrangements must be made with your catering manager for delivery and removal of food and beverage service from secure rooms. The Event Manager will coordinate with you specific times to access the secured rooms in order to remove the trash and clean the rooms.

Keys and cylinder changes are charged to Show Management at the current published rate. Requests for keys and/or cylinder changes should be made in advance. On site requests for cylinder changes may not be possible until the next business day due to the security requirements involved in cylinder changes. The number of cylinders per room varies, see below.

All keys must be returned on the last day of the event to the Event Manager. If keys are not returned, a lost key fee will be charged.

If keys are not requested for a room, the room is unlocked at least 1 hour prior to the first activity occurring in that room and locked no earlier than 1 hr after the last activity concludes in that room.

Room	# Cylinders	Room	# Cylinders	Room	# Cylinders
90	1	140	2	200	1
91	1	141	2	220	N/A
92	1	142	2	221	N/A
93	1	143	2	222	N/A
94	1	144	2	223	N/A
95	1	145	3	224	N/A
96	1	150	2	225	N/A
100	5	151	2	226	N/A
101	4	152	2	227	N/A
102	3	160	2	228	N/A
103	4	161	2	229	N/A
104	4	162	2	230	N/A
105	5	163	2	231	N/A

106	3	A	2	232	N/A
111	1	B	2	240	N/A
112	2	C	3	241	N/A
113	2	D	5	242	N/A
115	1	172	1	250	1
116	1	173A	2	251	1
117	1	173B	2	252	1
118	2	174	1	253	1
120	5	175	1	254	1
121	2	176	2	255	2
122	2	177	1	256	1
123	5	178	1	260	5
124	3	180	1	261	2
125	2	181	1	262	2
126	2	182	1	263	5
127	4	183	1	264	4
130	6			265	2
131	3			266	2
132	5			267	4
				274	6
				275	3
				276	6
				280	2

Lasers

Lasers are allowed in audio visual productions. It is Show Management's responsibility to ensure that all safety practices are followed and that your audio visual contractor follows all appropriate protocols.

Lighting

All lights are programmed based on event needs. The standard scheduling of lights is to have lights turned on 1.5 hours prior to event activity and turned off 1 hour after event activity is completed.

Exhibit Halls

Lighting clusters in exhibit halls 1 – 6 on 30' centers consist of the following:

- 1 incandescent bulb (10%)
- 1 high-pressure sodium bulb (30%)
- 2 metal halides bulbs (60%)

The incandescent and metal halide bulbs produce a white hue, while the high pressure sodium bulbs produce a yellow/orange hue.

During move in and move out, a reduced lighting level 30 % (high pressure sodium) will be provided at no charge in exhibit halls. Full Show Lighting 100% (high-pressure sodium, metal halides and

incandescent) are utilized for event periods and produce a minimum of 50 foot candles on the exhibit hall floor.

Sodium and metal halide lights have a warm-up period when they are initially turned on before they are at full strength (~10 minutes). Sodium and metal halide lights have to cool down once they have been turned off before they will turn back on (~10 minutes). Incandescent lighting is instantly at full strength when the light is turned on. No cool down is needed to turn the lights back on.

Lights may be turned off by breakers in the exhibit halls to meet special event lighting needs.

The Dome's convention lighting (Hall 6) is located on a moveable truss system. The entire lighting grid that covers the Dome floor may be moved as one or may be separated in half, allowing different heights for the south half of the Dome and the north half of the Dome. The lighting grid consists of six triangular trusses running north to south with a break at the midline of the Dome. The trusses are 56' apart. Attached to the north lighting grid at the 50yard line is a rectangular truss running east to west that is utilized in hanging the Dome's curtain.

The convention lighting on the lighting grid can vary in height from 54' to 125', with three standard heights, 54' for floor events, 77' for events utilizing the curtain and 125' for entertainment and sporting events. The lighting grid in the Dome is at 54' from mid-January through July and at 125' from August – mid-January. If a different height is desired, please contact Event Management. The cost for changing the height of the lighting grid is listed on the furnishings and equipment sheet.

The lighting grid cannot be raised or lowered during an event.

Along with the convention lighting in the Dome, the Dome also has sport lighting. This lighting is located on catwalks at the top of the Dome on the east and west sides. Sport lights are traditionally used only for entertainment and sporting events, especially those that are broadcast. Sport lights will distribute a minimum of 425-foot candles on the Dome floor. Due to the nature of these lights, sport lights must be off at least twenty minutes before turning back on. If sport lights is used, the prevailing hourly rate will be charged to client.

Emergency Lights

Emergency lights in exhibit halls 1 - 5 consist of a fluorescent lighting fixture with 4 bulbs. Emergency lighting in halls 1 – 5 must remain on at all times in case of power loss to provide a minimal amount of lighting for emergency egress.

Emergency lights in hall 6 consist of 12 incandescent lights, 3 in each corner. Emergency lighting in hall 6 can be turned off as the emergency lights will turn on in the event of a power failure to provide a minimal lighting for emergency egress.

of emergency lighting fixtures per hall

- Hall 1 – 9
- Hall 2 – 9
- Hall 3 – 12
- Hall 4 – 12
- Hall 5 – 12
- Hall 6 - 12

Meeting Rooms and Ballroom

Fluorescent lighting fixtures with 2 bulbs per fixture are in all meeting rooms in the Convention Center except for the ballroom (220 Complex) which has incandescent lights. Fluorescent and incandescent lights in meeting rooms are dimmable at the wall switch plates.

A “smart” lighting control system controls all meeting room lights. Wall switch plates can be used to easily select desired lighting levels in the room by each speaker.

Lighting button selections on the left set the lighting scheme in the room by dividing the lighting fixtures into two groups. Lighting button selections on the right can change the lighting intensity of each group of lights.

Buttons on the left are labeled as below:

- All
- North
- South
- East
- West
- ■ □
- ●

Selecting a direction, splits the lights into two groups, with the lights above the stage, the “front” group, going dark and the remainder of the lights, the “back” group, going to a high intensity.

Buttons on the right are labeled as below:

- Front On
- Front Off
- Up Arrow / Down Arrow
- Back On
- Back Off
- Up Arrow / Down Arrow

Selecting the buttons on the right increases or decreases the lighting level of each of the group of lights.

Special lighting configurations can be created in the lighting control room and accessed in the room from the ■ □ button or the ● □ button. For special lighting configurations, please contact the event manager.

Individual lighting fixtures can also be turned on/off as each lighting fixture is digitally addressable.

Lobbies and Public Space

America's Center is a multi-purpose facility and often there will be more than one event taking place in the facility at any one time. In order to provide safe and attractive access at America's Center to all guests, registration areas, exhibits, displays, entrance units, signs and other show specific displays utilizing public space require Event Manager approval, see also Advertising.

The following areas are considered public areas and are under the exclusive control of America's Center:

- Washington Avenue Drive
- Washington Entrance
- Lennox Entrance
- Washington Lobby East
- Washington Lobby West
- Washington Lounges East & West
- Washington Rotunda
- Washington Grand Staircase – Level 1
- 1st floor Gallery
- Plaza Lobby
- North Plaza Lobby
- North Courtyard Lobby
- 1st Floor Ferrara Theatre Lobby
- Plaza Lounge
- Plaza Circle
- Plaza Entrance
- Courtyard Lobby
- Entry A
- A Prefunction
- B Prefunction
- Washington Grand Staircase – Level 2
- Ballroom Prefunction
- 230 Prefunction
- 2nd floor Gallery
- 2nd Floor Ferrara Theatre Lobby
- Second Floor Atrium
- Washington Grand Staircase – Level 3
- Executive Conference Center Prefunction
- Level 3 Southwest Prefunction
- Connecting corridors and hallways
- All permanent food facilities
- All service corridors
- All elevators, escalators, ramps and stairways
- All Docks

Planters, trash cans, recycling containers, furniture, and other facility equipment in the lobbies may not be removed or repositioned.

No portion of the sidewalk, entries, passages, vestibules, halls, elevators, stairways, or access to public utilities of the facility may be obstructed. Doors, skylights, stairways, escalators, or openings that reflect or admit light into the facility cannot be covered or obstructed.

Client may not, in any way, obstruct or interfere with the rights of other tenants using the facility.

Washington Rotunda – 110' or four stories from the terrazzo floor to the interior top of the Dome from the floor

Lost and Found

Lost items found by America's Center employees or given to an employee by guests are turned in to Public Safety. Upon request, all lost and found items from private events may be turned over to show management.

Guests may be directed to the Public Safety office located in Room 109 in the Convention Center or to the Guest Service Centers at 117, 145, 417 and 445 in the Dome (if Dome seats are being used). To inquire about lost articles, guests may also call 314-342-5036 the next business day to ask about lost articles.

Any property unclaimed after forty-eight (48) hours following the term of the License Agreement will be considered abandoned by Licensee, its contractors, or exhibitors. The Center may take possession of it and treat it as its own or dispose of such property without liability.

Medical Facilities and Service

There are two (2) permanent first aid rooms in the Convention Center - Washington First Aid and Plaza First Aid and four (4) permanent first aid rooms in the upper levels of the Dome at Sections 110, 127, 410 and 426. First Aid rooms are equipped with a

cot, wheelchair, oxygen and emergency first aid kits. America's Center also has automatic defibrillators that are available through public safety 24 hrs a day, seven days a week. Wheelchairs are reserved for emergency use only.

Medical Service coverage is optional for conventions and tradeshow in the Convention Center unless, in the judgment of the Director of Public Safety, medical staffing is needed for an event. Show Managers are responsible for the hourly cost of EMTs who operate the First Aid rooms.

Groups may supplement, but not replace, the Center's EMS staff with indigenous medical personnel. Such personnel will work under the direction of the on-site EMS staff.

Music

Music is provided in the lobby space via DMX. America's Center cannot provide music for food functions or in meeting rooms, exhibit halls or any licensed space.

Natural Gas

All natural gas services at America's Center are ordered through Exhibitor Services. Gas line orders require a permit from the St. Louis Fire Prevention Bureau. Lines will not be installed until proper permits have been acquired. Please allow additional time to receive this permit. Gas operated equipment must be A.G.A. approved. Natural gas is not regulated by EDLEN and is at the facility pressure of 4 oz. Natural gas is supplied during show hours only.

Natural gas services are only available in the exhibit halls. Natural gas services are available in Halls 1, 2 and 6 on 30' centers and in Halls 3, 4 and 5 on 60' centers. Natural gas services require a minimum labor charge of 1 hour to deliver and 1/2 hour for removal plus materials.

Noise Level Guidelines

Show Management must respect the quiet enjoyment of rented space at America's Center for other groups in at the same time. The Event Manager has the right to inform show management that their event activity is disturbing other events in the facility and that the sound levels must be decreased. Event Management will make the final determination on all sound levels and duration in the Center.

Overnight Access

Individuals are not allowed to sleep overnight in the Convention Center or the Dome. Individuals are also not allowed to sleep overnight in the 9th St. Docks or the Dome Docks.

If staff needs 24 hour access to America's Center, show management must submit a list with the names of those individuals. Individuals entering the facility during closed periods must enter at the 24 hour Public Safety Command Center (Control 11) located at the corner of 9th St. and Cole St.

Package and Vehicle Inspection

Vehicles, cartons, packages or other containers brought in or removed from America's Center may be subject to random inspection by Public Safety.

Paging Capabilities

The entire America's Center convention complex has paging capabilities.

Event announcements and event paging is limited to exhibit hall areas when multiple events are booked within the facility.

At Show Management request, paging microphones can be installed in show offices or on the exhibit hall floor. Paging microphones will be charged at the current published daily rate.

Show Managers are responsible for the paging policy and the content of paging messages within their show.

Emergency messages will be broadcast throughout all space in the Convention Center and Dome.

Personal Transport Devices

Personal transport equipment such as rollerblades, skates, and skateboards are not permitted on America's Center property.

Electric wheelchairs, scooters and Segways are permitted.

Non-gasoline powered motorized vehicles, such as electric carts and bicycles, may be operated in exhibit halls during move in and move out days only. They are not permitted in carpeted areas of the Center.

Bicycles must be walked, not ridden, across any lobby area.

Safe operating practices shall be used at all times.

Plumbing

Plumbing services at America's Center are ordered through Exhibitor Services (EDLEN). Pressure for water services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed. Plumbing services are only available in the exhibit halls - in Halls 1, 2 and 6 on 30' centers and in Halls 3, 4 and 5 on 60' centers. Ramps may be used when it is necessary to cross aisles with plumbing lines.

All equipment using water must have inlet and outlet properly tagged. Plumbing services require a minimum labor charge of 1 hour to deliver and 1/2 hour for removal plus materials. Water and drain services located more than 25 feet from the facilities

closest distribution point will be charged additional footage on a per footage basis.

In some instances a pump is required to drain services out of an exhibit booth. When this occurs, time and material charges will apply.

All water or water displays must be controlled to eliminate leaking. Exhibits with water and/or mulch are not allowed to be located within 10 feet or on the football field pit in the Dome.

Pre-Con Meeting

The Event Manager will arrange a pre-convention meeting with show management, traditionally on the first move-in day of the event. America's Center's team will be introduced at this meeting, but don't worry about remembering names, as the Event Manager is still your "go to" person when you are on-site. We will ask show management to briefly describe your event and attendees. Then the Event Manager will briefly review our Event Specs and finalize any loose ends.

Public Safety

During elevated public safety levels, public safety measures may vary.

The facility maintains 24-hour video surveillance of the facility.

Show Management must provide an Emergency Contact Number while they are in St. Louis.

The St. Louis Metropolitan Police Department assigns a special police detail to provide public safety around the Center during every major event. This detail includes officers on foot, bike, canine officers and police vehicles.

Security officers, ushers and medical services at America's Center are arranged through Public Safety. The Public Safety

Department employs a professional management team to provide a safe and secure environment at America's Center. The Public Safety team will create and execute a comprehensive set of event safety plan for your event.

America's Center contracts with approved, licensed, insured, professional public safety service companies to execute the public safety plan as well as using America's Center employees for guest services (i.e. ushers, badge checkers, etc.).

Show Management may work with the Public Safety department to make arrangements for off duty police officers. Only licensed law enforcement officers may carry firearms in the facility. Law enforcement officers are required for events where there are many cash transactions, products on display with extraordinary value, events that require special crowd control and/or heavy traffic flow or poses the risk for harmful situations.

Once Public Safety has a visual and logistical understanding of your event, they will create a public safety plan for the event. Public Safety plans for each show must provide adequate coverage during move-in hours, closed periods, event hours and the move-out period. The Director of Public Safety reserves the right to determine the appropriate amount of public safety coverage and staff for the event, at the Client's expense.

A single, itemized invoice for all public safety, guest services, off-duty police and

medical used in the facility will be presented to show management on the final invoice.

Exhibitors may order booth public safety guards through the Public Safety Department.

Basic Public Safety requirements:

- **Move in**
 - Open overhead exhibit hall doors and dock areas must be monitored by public safety officers to prevent entry by unauthorized persons.
 - The exhibit hall floor must be continuously patrolled to regulate vehicle movement and prevent unsafe practices.
 - Interior lobby doors must be monitored and movement through them controlled.
- **Closed Periods**
 - Exhibit Halls and other areas require a fire watch to prevent theft and provide a patrol to discover unsafe conditions that may develop.
 - High-risk merchandise may require additional public safety considerations.
- **Event Hours**
 - All entry points leading to an event must be controlled by members of the public safety staff. Additional staff may be required depending on the type of event.
- **Move out**
 - Control of product and persons leaving the show areas is critical to the success of event.
 - Open overhead exhibit hall doors and dock areas must be monitored by public safety officers to prevent entry by unauthorized persons.
 - The exhibit hall floor must be continuously patrolled to regulate vehicle movement and prevent unsafe practices.
 - Interior lobby doors must be monitored and movement through them controlled.

Minimum Public Safety Staffing for Events

#	Where	When
1 Public Safety Officer	On Loading Dock	During Move In and Move Out
1 Public Safety Officer	At Each Open Freight Door	During Move In and Move Out
1 Public Safety Officer	Per Exhibit Hall	Whenever freight/audio visual equipment is on the exhibit floor and no activity is occurring
1 Public Safety Officer	For every 2 exhibit halls	During Event
2 Badge Checkers or Ticket Takers, minimum	At each entrance to exhibits	30 minutes before Event , through Event, then 30 minutes after
2 Badge Checkers or Ticket Takers	At each entrance to the General Session	30 minutes before , through General Session, then 30 minutes after
1 Public Safety Officer	In General Session area	Overnight if audio visual equipment is set
1 Public Safety Supervisor		All Circumstances if 10 or more Public Safety Officers are assigned per shift to the Event
1 Guest Services Supervisor		All Circumstances if 10 or more Badge Checkers, Ushers are assigned per shift to the Event
1 EMT	First Aid Room – Convention Center	30 minutes before and after a events with attendance of 10,000 or more,
1 EMT	First Aid Room - Dome	30 minutes before and after a events with attendance of 10,000 or less that utilize the Dome seating on upper levels
3 EMTs	First Aid Room - Dome	30 minutes before and after a events with attendance of 10,000 – 20,000 that utilize the Dome seating on upper levels
6 EMTs	First Aid Room - Dome	30 minutes before and after a events with attendance of 20,000 – 40,000 that utilize the Dome seating on upper levels
8 EMTs	First Aid Room - Dome	30 minutes before and after a events with attendance of 40,000 – 65,000 that utilize the Dome seating on upper levels
10 EMTs	First Aid Room - Dome	30 minutes before and after a events with attendance of 65,000+ that utilize Dome seating on upper levels as well as floor seats
1 Fire Marshal	Dome	During Event when there up to 18,000 attendees using the permanent seating
2 Fire Marshal	Dome	During Event when there are 18,000 – 40,000 attendees using the permanent seating
3 Fire Marshal	Dome	During Event when there are 40,000+ attendees using the permanent seating
1 Off – Duty Police Officer	Cash Room	For Events collecting large amounts of cash

Radio Frequency Coordination

America's Center operates a wireless public safety radio system with a frequency range of 806 Mhz to 868 Mhz. Any other wireless system that operates in this radio frequency range which may cause interference is strictly prohibited.

Recycling

America's Center is concerned about the environment and the impact that our business activities have on the carbon footprint. Recycling containers are located in all lobby spaces, meeting rooms and exhibit halls. Cardboard boxes from the tradeshow floor are recycled.

Restrooms

There are 19 women's and 19 men's restrooms in the Convention Center with 28 women's restrooms and 28 men's restrooms in the Dome. In addition, there are family restrooms in the Dome available to our guests with small children or to those who require a companion's aid.

Rigging

Rigging plans are to be submitted two (2) months in advance of the show date to America's Center Audio Visual Production Manager. There are different rigging regulations for each of the America's Center venues. Failure to abide by these rules and regulations will result in immediate removal of noncompliant items.

Basic Regulations

Only qualified and trained riggers can perform rigging.

- Rigging may be performed by employees and sub - contractors of the General Service Contractor or the Audio Visual Contractor who are familiar with the Center's hanging points, load limits, and regulations. Each General Service Contractor or Audio Visual Contractor must appoint a management or foreman level employee who is the designated rigging contact for the event.

- All rigging apparatus, hardware, hanging cables or slings, fasteners, and other gear must comply with OSHA and ANSI regulations and the manufacturer's operating specifications.
- Each chain motor must have a current inspection certificate and service record as required by OSHA.
- All custom made rigging apparatus made by a company that is not a recognized manufacturer, must be accompanied with a Professional Engineer's specifications - sealed and signed.
- All truss beam or other painted structures must be covered and protected via soft cloth or material such hanging wire, cable, chains or steel hardware.
- At no time will electrical conduits, lighting fixtures, cable trays, utility or sprinkler pipes or HVAC ductwork be used as supports or attachments.
- At the end of each event, all hanging point devices, wires, cables and clips shall be removed.

Exhibit Halls 1 - 5

Exhibit halls 1 - 5 are all equipped with overhead steel truss work configured as depicted on the steel drawing. The truss work is 40' high.

4,500 pounds at each point may be hung on 30 foot centers each way if the load is hung from the bottom chord at the intersection with the web members.

All overhead rigging loads of 1500 lbs. or more require prior approval from the Audio Visual Production Manager at America's Center.

Ballroom and Ferrara Theatre

Rigging work in America's Ballroom and the Ferrara Theatre is completed exclusively by PSAV Presentation Services. For planning purposes, a diagram of rigging points in each ballroom and Ferrara Theatre can be obtained by contacting the Audio Visual Production Manager.

Two (2) rigging points (eye hooks) are located in the ceiling of Rooms 221, 222, 223, 226, 227 and 228, each with a load

weight of up to 500 pounds. Air wall tracks in the ballroom (220 Complex) are located 25'10" above the floor and may be used for rigging up to 1,300 pounds per air wall track.

Dome (Hall 6)

Dome rigging is more complicated and often requires a structural engineer's review.

Accordingly, it is extremely important that rigging work in the Dome be submitted two months in advance of the show to the Audio Visual Production Manager at America's Center for review. The structural review cost may be at the client's expense.

The lighting grid should be at its desired height prior to any rigging in the Dome. The lighting grid cannot be raised or lowered if there are any cables that go through the lighting trusses or curtain truss.

The lighting grid can be used for the hanging of aisle banners or cloth signs, weighing no more than 300 pounds, but cannot be used for audio visual rigging. Each lighting truss will support cloth banners and/or aisle banners weighing no more than 300 pounds if they are spaced no closer than 30' along the length of the truss. Items to be suspended must be supported entirely from one lighting truss to prevent lateral stress on the lighting grid.

Right of Entry

The Facility, its agents, representatives and employees will, at all times, have access to the premises in performance of their assigned duties.

Room Sets

All meeting rooms and show management offices will have a trash can and a recycling container in each room.

All classroom sets are clothed with a vinyl cloth.

Meeting room capacities are based on the following:

- Theatre Seating – 8' deep x 12' wide stage with first row of seating 6' from the front of the stage. 38" spacing per row of chairs. 22"x22" stacking chairs that hook together except in 220 Complex where ballroom chairs 19"x19" are used. Meeting rooms that are at least 30' wide will have a 4 foot center aisle. Meeting rooms less than 30' wide will not have a center aisle. A minimum of 3' perimeter aisles.
- Classroom Seating - 8' deep x 12' wide stage with first row of tables 6' from the front of the stage. Most classroom sets will utilize 8'x18" tables, but some will use 6'x18" tables. 4 chairs will be set at an 8'x18" table and 3 chairs will be set at an 6'x18" table. 4'6" spacing per row of classroom seating. Meeting rooms that are at least 2,000 square feet will have a 4 foot center aisle. Meeting rooms less than 2,000 square feet will not have a center aisle. A minimum of 3' perimeter aisles.
- Banquet Seating – no stage, A 72" round is set with 10 chairs per table on 12' centers.
- Rounds Seating – 8' deep x 12' wide stage with first row of tables 6' from the front of the stage. 72" round set with 10 chairs per table on 12' centers.

Movement of air walls by facility staff in the 100 Complex, 120 Complex, 220 Complex and Rooms 261/262/265/266 is complex and may affect the rooms in the entire meeting room complex instead of just the rooms that you are trying to combine or un-combine. The Event Manager can discuss the best room combinations based on the flow of your event and also how to minimize interruption to other rooms in the complex due to air wall movement. Wall movements will be billed at applicable rates.

Meeting room chairs, clothed classroom tables, clothed head tables, 3 pieces of 24" high staging and a standing/table top podium are components of a first time set in a meeting room. An upgraded room set includes the above plus a skirted head table, skirted materials table and one (1) podium microphone per meeting room. Dance

floors, cylinder changes and any other facility furnishings and equipment are not included in the “First Time Set”.

Room Reset Charges

Safety

Exhibit halls during move in and move out, loading dock areas and “back of house” service areas are considered hazardous work areas. Hazardous work areas are defined as any area on the premises where exhibits, equipment and freight are being handled or where overhead work is occurring (audio visual rigging). Within these areas and throughout the premises, safety is our primary concern, so any unsafe condition or activities must be corrected promptly.

The following is strictly prohibited:

- Alcoholic beverages
- Possession or use of illegal or controlled substances of any kind
- Horseplay, practical joking
- Speeding (over 5mph) or reckless use of vehicles or equipment
- Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages

All utility panels, switchgear, fire hose cabinets, standpipes, fire extinguishers, fire alarms and emergency exit doors must remain visible and accessible at all times.

Unsafe conduct or conditions including maintenance hazards should be reported immediately to Public Safety.

America’s Center has the absolute right to close the show at any time in the interest of public safety.

Sales Tax

Show Managers and their exhibitors and contractors must collect and remit sales tax on goods sold at the Center. Refer to this website for details regarding the sales tax regulations and forms:

<http://dor.mo.gov/business/sales/>

Service Contractors

All show service contractors must become an America’s Center Approved Service Contractor to work in America’s Center.

The SLCVC reviews the references and credentials, and requires certain insurance coverage and other guarantees before permitting service contractors to work at America’s Center. To be considered, service contractors must provide the following:

- A list of client references
- A list of Convention Center references
- A brief company description which includes company ownership, management table of organization, inventory of owned and leased equipment, address of place of business and warehouse locations
- List of current Collective Bargaining Agreements that the company is signatory to, either separately or as part of a trade association
- A written acknowledgement that the company understands the trade union jurisdictions at America’s Center and will abide by them, understands the facility regulations and the regulations for contractors and will abide by the Center’s Drug Free Workplace and Minority Hiring Initiative programs.
- A description of how the company renders service, i.e., exhibitor ordering before an event and on-site during event move in. Also a written guarantee that the company will staff a service desk with company name prominently displayed during event move in and during the event.
- A current proof of insurance which meets or exceeds the coverage detailed on the Contractor Agreement. Once the Agreement is executed by America’s Center, contractors are required to present a Certificate of Insurance for the full term of the event and naming the SLCVC as additional insured.

Shuttles

The Washington Entrance has a brick paved 415 foot, two-lane drive along the front of the facility from ~ 7th Street to ~ Lennox Avenue. The Washington Drive provides two lanes of shuttle bus drop-off/pick-up

space. Up to four (4) motor coaches can be accommodated at one time.

The Plaza Circle provides one lane of shuttle bus drop-off/pick-up space. Up to five (5) motor coaches can be accommodated at one time.

Smoking

Smoking is prohibited at all times in America's Center. The Courtyard, an outside space located between the Dome and the Convention Center, is a designated smoking area.

Public Safety will issue warnings to all workers, contractors, exhibitors and attendees found smoking inside America's Center. If warnings are not heeded, the individual will be asked to leave the facility.

Solicitations

Solicitations, collections or informational handouts are not permitted in public space.

Stages

America's Center sets all facility-owned stages in meeting rooms and lobbies and all facility-owned stages 32" or lower in the exhibit halls. All facility-owned stages 48" or higher used in the exhibit halls will be brought to the approximate stage location, but the audio visual contractor must hire stagehands to set the 48" or higher stage.

All staging brought into America's Center must be installed by stagehands hired through your audio visual contractor.

Storage – Empty Boxes, Crates and Other Exhibit Material

The Center does not provide a designated area for exhibitor's empty boxes, crates, spare equipment and exhibit material storage. The general service contractor will determine where storage is possible. This storage area is often within the Licensed

Space and must not block fire exits, fire fighting equipment, electric closets and other plant equipment, and must also be properly screened from view. The storage spaces must be drawn into the show floor plans or noted in text on the floor plan.

Storage of empty crates and pallets is strictly prohibited in lobby areas, second and third levels of the facility, and the Ferrara Theatre.

Approval for storage in inactive exhibition halls is often granted less than 30 days prior to the 1st move in day. In these instances, these regulations apply:

- Maximum storage height in exhibition halls and on the loading docks is 12 feet. A fire watch must be maintained at all times.
- Storage in halls must be separated by aisles so that piles are not more than 50 feet wide, main and cross aisles will be a minimum of 8 feet and must be located opposite door openings in partition walls.
- Empty boxes, Crates and other exhibit material must not block fire warning or fire fighting equipment or block access to electric and telephone closets.
- Storage of loose materials, loose packing materials, flammable or combustible mixtures, waste, liquids, etc., is prohibited.
- Carpets must be stored in pre-designated areas and must be rolled
- These areas are to be kept clean, well organized and maintained by the General Service Contractor on a daily basis.

Tape – Use of

Only non-residue approved tape can be used on facility floors. Contractors may request to use an equivalent tape if they have a manufacturer's certification of equivalency.

- Approved tape brands for exhibit halls are listed below.
 - Polyken (Kendall) 105 C
 - Polyken (Kendall) 100 D double faced
 - 3M 355 clear tape
 - Tesa 4905
 - Tesa 4964
- Approved tape brands for carpeted areas are listed below.
 - Polyken (Kendall) 105 C

- Scala (Renfrew) #174
- Approved tape brands for terrazzo flooring are listed below:
 - Scala (Renfrew) #116 (Gaffers tape - residue free)

Show Management through their service contractors are responsible for the removal of all tape and tape residue that is placed on facility floors by the show, contractors and exhibitors during the event. Any tape that is left on the floor after the event will be removed by America's Center and all expenses associated with the tape removal will be applied to the final invoice.

Tattoos

The practice of tattooing cannot occur at America's Center.

Telecommunication Services

Voice & Data

Telecommunication services (voice and data, wired and wireless) at America's Center are ordered through Exhibitor Services (EDLEN). Voice and data services in the exhibit halls originate from the floor on 30' centers. America's Center has a total Internet Capacity of 127 megabits (27 megabits DSL @ 3 megabits each plus a 100 megabit Internet fiber).

America's Center's data network is designed to connect easily to most standard devices requiring Ethernet connectivity. Equipment settings, configurations and placement of show management's network data switches, routers, servers or video streaming equipment that will be connected to the data network will need to be discussed in advance to insure that the equipment cleanly interfaces with the data infrastructure and can provide the performance required for the event. Exhibitor Services will require a contact name and phone number for the individual responsible for the IT equipment

in order for all of the technical details to be discussed.

Services Provided

- Standard Analog Telephone Lines through our PBX Switch (dial "9") with AT&T long distance carrier, 184 maximum capacity
- Standard Digital Telephone Lines through our PBX Switch (dial "9") with AT&T long distance carrier, digital multi-key telephone instruments, 80 maximum capacity
- Direct Dial Analog Telephone Lines with AT&T long distance carrier, 76 maximum capacity
- Ring Down Phones
- Conferencing Capabilities, 32 port conference bridge and four (4) polycom conferencing units
- Call Center, 29 maximum agent positions
- Voice Mail
- National ISDN-BRI. Five (5) lines with Sprint long distance carrier
- DSL Circuits – High Speed (3.0-1.5 meg down, 500K up), limited availability (9 lines)
- Wired Data Services (Ethernet Connection with 1 IP Address) with Internet connectivity
- Wireless Internet
- LAN / WAN/ VPN

When ordering Internet or VLAN services, Exhibitor Services must be informed of any of the following planned uses:

- Internet telephone (IP Phone) is to be used
- Live video / audio streaming of the event
- Private network for speaker presentations
- Extremely large downloads / uploads

Data Services (wired and wireless) are provided by a shared 100 megabit Internet fiber pipe from AT&T Services. In order to allow you full unobstructed use of the circuit, no firewall or other virus checking facilities are provided.

A private VLAN (Virtual LAN/Network) can be designed for events, thereby protecting sensitive data from other events having similar high-speed Internet access. Switches allow segmentation of our data network with the capacity of up to 250 VLANs.

America's Center is equipped with fiber optic (multi mode, 1 gigabyte fiber backbone) and category five (5) cabling is available with access to most locations.

- A minimum of two (2) Ethernet/Data Jacks in each meeting room. Ethernet/Data Jacks are also available in the lobbies and in the floor boxes in exhibit halls 1 – 5. Floor boxes in Hall 6/Dome Floor do not have Ethernet/Data Jacks, but Ethernet lines may be run to the portals located on 30' centers in Hall 6.
- Data Jacks located in the following areas: Washington Lobby, floor boxes in Halls 1 – 5, 100 Complex, 140 Complex, 150 Complex, 160 Complex, A-D, 170 Series, 180 Series, Broadcast Levels. Maximum port speed: 10/100 megabit service at each Ethernet/Data Jack.
- Data Jacks located in the following areas: Plaza Lobby, Ferrara Theatre, Rooms 111-118, 120 Complex and 130 Complex. 10/100 megabit service at each Ethernet/Data Jack.
- Data Jacks located in the following areas: Second Floor Atrium, Rooms 253 – 256, 260 Series, 270 Series, 280. 10/100 megabit service at each Ethernet/Data Jack.

Truck Marshaling and Staging

America's Center does not own or manage a marshaling yard, however there are privately managed lots nearby that are commonly used for this purpose. Marshaling yard arrangements are made by the show General Service Contractor. Each General Service Contractor has their own agreements with a variety of lots.

Vehicles

During move in and move out automobiles, trucks and vehicles are permitted in the facility for loading and unloading but are not permitted to be parked or stored.

Automobiles and other vehicles which are part of an approved display, exhibit or presentation are permitted but must adhere to these regulations:

- Vehicles shall have no more than two (2) gallons of fuel in the tank.

- All fuel tanks shall be locked.
- Battery cables shall be disconnected.
- Ignition keys for vehicles on display shall be kept at the display location for removal of such vehicles from the building in the event of an emergency. Ignition keys must be given to America's Center Public Safety Division when the owner of the vehicle is not in the facility.
- Floor protection must be provided to protect permanently carpeted areas and terrazzo flooring from fluid drips and tire marks. Any vehicles or equipment placed for display purposes on the terrazzo must have carpet or other padding material placed under the tires or other rubber surfaces.
- Display vehicle locations in lobbies must be included on event floor plan.

Gasoline powered golf carts, forklifts and equipment are not permitted inside the facility. Only electric and propane powered carts and forklifts may be used.

Water Service

Complimentary ice water service is provided for head tables and podiums only. The catering manager will be able to assist you with your other water service needs.

Wheelchairs

We do not have wheelchairs to rent or for attendee use. You must make your own arrangements with wheelchair providers if you want to provide wheelchairs for your attendees.

Wireless Internet (WiFi)

America's Center owns and operates a full-building WiFi system. This system is provided for our clients and is an exclusive service. Clients are not authorized or permitted to install their own WiFi systems or hot spots without the specific approval of America's Center.

Wireless Internet service is provided complimentary to our guests in the lobbies of the Convention Center and in A & B Prefunctions in the Dome.

Wireless Internet service is available for purchase in exhibit halls 1 – 6, all meeting rooms and the Working Press Level of the Dome at published rates.

Wireless Internet should NOT be used for “mission critical” items.

The wireless system complies with the 802.11a, g and n standards and operates in the 2.4 and 5 gigahertz range. The wireless system has a 4,000 system wide user limit. Wireless capacity is limited in specific areas based on the number of access points servicing an area. 64 - 124 concurrent users per access point can be serviced. The wireless service connects to the 100 megabit Internet fiber from AT&T.



AMERICA'S CENTER[®]

Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the "City of St. Louis Fire Prevention Code."

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 6 (six) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check

egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

19. There shall not be any obstructions blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements, additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers; positioned on both sides of said fryers.

All cooking appliances shall be listed by a **National Testing Agency**, i.e. Underwriters Laboratory or Factory Mutual.

26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to Fire Marshal no later than **15 days** before set-up date.
27. There shall not be any ticket booths, tables, or any other display setup in the lobby without the prior approval of the Fire Marshal.

28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. Ferrara Theatre seating capacity shall be limited to the fixed seating of 1,411 with absolutely no standing allowed!
30. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
31. All floor plans submitted shall be totally representative of the halls, rooms, and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.
32. Should there be any questions regarding plans and/or code requirements, contact the St. Louis Fire Inspector, 1421 N. Jefferson, St. Louis, MO 63106, Telephone: (314) 289-1900; Fax: (314) 289-1985.

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 03/13/2019



ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	NASCC: The Steel Conference		
FACILITY:	AMERICA'S CENTER		
DATES:	April 3-5, 2019	EVENT #049003SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Booth Cleaning
- E. Floral

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT



The Power People

ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

Advance Payment Deadline Date: 03/13/2019

EXHIBITOR:		BTH #	
EVENT:	NASCC: The Steel Conference		
FACILITY:	AMERICA'S CENTER		
DATES:	April 3-5, 2019	EVENT #049003SL	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo

Wire Transfer:

ABA#: 121000248 Acct: 4122636046

International Wire Transfer:

Swift Code: WFBUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL: THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. BOOTH CLEANING ORDER	
6. PLUMBING ORDER	
7. FLORAL ORDER	
8. COMPUTER & OFFICE EQUIPMENT RENTAL OR PROFESSIONAL DETAILER ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

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E ☐ M ☐**Advance Payment Deadline Date: 03/13/2019**

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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			72.00	109.00	
1000 WATTS (10 AMPS)			103.00	156.00	
1500 WATTS (15 AMPS)			127.00	196.00	
2000 WATTS (20 AMPS)			156.00	235.00	
208 VOLT SINGLE PHASE					
20 AMPS			236.00	359.00	
30 AMPS			297.00	461.00	
60 AMPS			459.00	719.00	
208 VOLT THREE PHASE					
20 AMPS			307.00	465.00	
30 AMPS			445.00	669.00	
60 AMPS			687.00	1029.00	
100 AMPS			1098.00	1648.00	
200 AMPS			1391.00	2044.00	
400 AMPS			2341.00	3512.00	
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

Please call for information on any services you require that are not listed here.**480V CONNECTIONS** Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS			558.00	836.00	
30 AMPS			669.00	1001.00	
60 AMPS			873.00	1310.00	
100 AMPS			1154.00	1732.00	

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD		23.00	
POWER STRIP		23.00	

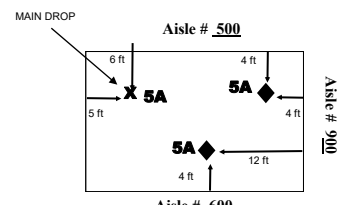
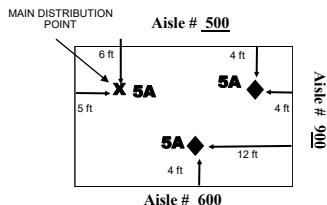
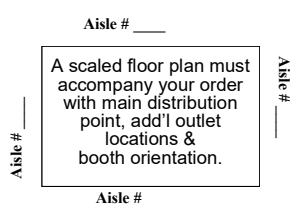
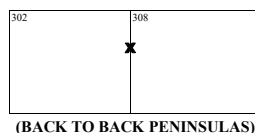
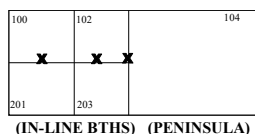
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. 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. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 03/13/2019



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LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from ground supported truss
7. Installation of lighting & monitors
8. Installation & disconnect of powers packs/inverters

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 03/13/2019**

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ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$81.00	
		OT	\$162.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
		MAN HRS	RATE	TOTAL
		ST	\$81.00	
		OT	\$162.00	
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.			
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:	DATE:
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ELECTRICAL BOOTH WORK**Advance Payment Deadline Date: 03/13/2019**

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BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting and/or Monitors

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minims	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$81.00	
		OT	\$162.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
		MAN HRS	RATE	TOTAL
		ST	\$81.00	
		OT	\$162.00	
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.			
TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

LIGHTING ORDER

EDLEN

The Power People

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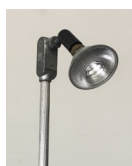
OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician's.

FIXTURE	ADV	REG	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	632.00	945.00						

BOOTH LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Pole lights are placed along the side rail or back wall of inline booths.
- * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		81.00						
8 FT POLE WITH 2 LIGHTS	30.00	45.00		81.00						



- * Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		81.00						

TRACK LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + 2 hours labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Call to discuss HANGING options for track lighting.
- * Track is white with MR 16 Fixtures

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
4' TRACK WITH 2 FIXTURES	30.00	45.00		162.00						
4' TRACK WITH 3 FIXTURES	35.00	52.50		162.00						
ADD'TL MR 16 LIGHT FIXTURES	15.00	22.50		N/A						

FLOOR PLAN	TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	TOTAL	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	

BOOTH CLEANING ORDER

Advance Payment Deadline Date: 03/13/2019



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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

SCHEDULING SERVICES

Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.

VACUUM SCHEDULING

Dates Requested

1st Day _____

2nd Day _____

3rd Day _____

4th Day _____

MOPPING SCHEDULING

Dates Requested

1st Day _____

2nd Day _____

3rd Day _____

4th Day _____

PORTER SERVICE SCHEDULING

Dates Requested

1st Day _____

2nd Day _____

3rd Day _____

4th Day _____

PORTER SERVICE RATES

Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.

TRASH REMOVAL

Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each day. Large trash cans that need to be emptied where they are located within the booth space need to order Porter Service.

VACUUMING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Vacuum scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Vacuum Booth - 1 Day28	.34	_____
_____	Vacuum Booth - 2 Days52	.65	_____
_____	Vacuum Booth - 3 Days78	.97	_____
_____	Vacuum Booth - 4 Days	1.04	1.30	_____

SHAMPOOING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	Date Service Requested	Advance Price	Regular Price	TOTAL COST
_____	Shampoo Carpet - One Time Only Date: _____	.36	.44	_____

MOPPING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Mopping scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Mop Booth - 1 Day36	.44	_____
_____	Mop Booth - 2 Days72	.90	_____
_____	Mop Booth - 3 Days	1.08	1.35	_____
_____	Mop Booth - 4 Days	1.44	1.80	_____

PORTER SERVICES (Charged per day)

# of Days	(Please schedule what days you would like the service provided in the Porter Service scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Up to 1500 square feet	44.00	55.00	_____
_____	1501 - 3000 square feet	66.00	83.00	_____
_____	3001 and over - call for a quote			_____

SPECIAL CLEANING REQUIREMENTS

Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the America's Center to provide more information and pricing on cleaning your display.

TOTAL

TRANSFER ESTIMATED TOTAL TO BOX #5 ON THE METHOD OF PAYMENT FORM

AUTHORIZATION

PRINT NAME:

EMAIL:

PHONE:

BOOTH CLEANING TERMS & CONDITIONS

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a pre-payment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer.
9. This payment terms and conditions agreement shall be governed by and construed with the laws of the State of Missouri.
10. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Phone: (314) 342-5324 Fax: (314) 342-5384

stlouis@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 03/13/2019

EXHIBITOR:		BTH #	
EVENT:	NASCC: The Steel Conference		
FACILITY:	AMERICA'S CENTER		
DATES:	April 3-5, 2019	EVENT #049003SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES	UTILITY SERVICES	ADVANCE	REGULAR	TOTAL
ADDITIONAL CONNECTIONS If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.	COMPRESSED AIR: 90-100 LBS. PSI Air Outlet (call for a quote for 24-hour Air) 457.00 685.50 Additional Connections within 20' of Outlet 318.00 478.00			
AIR LINE RESPONSIBILITIES Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.	CFM REQUIREMENTS Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations. CFM (There is a 5 CFM minimum charge per outlet/connection) Total CFM = Total CFM _____ x ADVANCE Rate 7.00 = Total CFM _____ x REGULAR Rate 10.50 =			
WATER PRESSURE Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.	WATER LINES (Edlen is not responsible for sediment or the color or taste of water.) Water Outlet 422.00 633.00 Additional Connections within 20' of Outlet 318.00 478.00 # of connections required: _____ Size of connection: _____ PSI required: _____ GPM Required: _____			
LABOR NOTES OUTLET DELIVERY There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.	DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.) Drain Outlet 422.00 633.00 Additional Connections within 20' of Outlet 318.00 478.00 Number of connections required: _____ Size of connection required: _____			
OUTLET DISTRIBUTION Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.	FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water) 1 – 50 Gallons 173.00 260.00 51 – 200 Gallons 173.00 260.00 201 – 500 Gallons 260.00 391.00 Each additional 100 Gallons up to 1,000 Gallons 29.00 44.00			
OUTLET CONNECTIONS Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.	LABOR Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.			
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.	GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)			
	TRANSFER TOTAL TO BOX #6 ON METHOD OF PAYMENT FORM	TOTAL		
	PRINT NAME:			
	EMAIL:	PHONE:		

PLUMBING DISTRIBUTION



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Phone: (314) 342-5324 Fax: (314) 342-5384

stlouis@edlen.com

Advance Payment Deadline Date: 03/13/2019

EXHIBITOR:		BTH #	
EVENT:	NASCC: The Steel Conference		
FACILITY:	AMERICA'S CENTER		
DATES:	April 3-5, 2019	EVENT #049003SL	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE			
MAN HRS		RATE	TOTAL
	ST	\$81.00	
	OT	\$162.00	
ESTIMATED TOTAL			
TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM			

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.
AUTHORIZATION	
PRINT NAME:	
DATE:	

701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	NASCC: The Steel Conference		
FACILITY:	AMERICA'S CENTER		
DATES:	April 3-5, 2019	EVENT #049003SL	

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen 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.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form

FLORAL ORDER FORM

Advance Payment Deadline Date: 03/13/2019



The Power People

ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	NASCC: The Steel Conference		
FACILITY:	AMERICA'S CENTER		
DATES:	April 3-5, 2019	EVENT #049003SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS ADVANCE PAYMENT PRICE For advance payment price to apply we must receive your order with payment prior to the deadline date posted on the top of this order form.
FLORAL DELIVERY All floral pricing includes delivery and pickup from the booth or designated location within the America's Center.
RENTAL RETURNS Rental items that are not in the booth at the close of the show will be charged a minimum of 2X the rental price again.
STRING LIGHT RENTAL If you order string lights, you must also order electric for them separately on the electrical order form. Power is not included in the rental price.
CONTAINER UPGRADES Container upgrades are available in Gold and Silver for an additional fee. These containers must be pre-ordered. Delivery can not be guaranteed for on-site orders.
SALES TAX The rental rate of all items on this form includes sales tax added at a rate of 8.68%.
FLORIST All floral services will be delivered by Walter Knoll Florist.
TERMS & CONDITIONS I agree in placing this order that I agree to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNoticesTermsEdlen-GDPR.pdf
Form FLO-0314SL

GREEN PLANTS				
(Please circle type of plant when ordering)			QTY	
3' GREEN PLANTS	Circle one: Palm Tree Bushy			
4' GREEN PLANTS	Circle one: Palm Tree Bushy			
5' GREEN PLANTS	Circle one: Palm Tree Bushy			
6' GREEN PLANTS	Circle one: Palm Tree Bushy			
7' GREEN PLANTS	Circle one: Palm Tree Bushy			
8' GREEN PLANTS	Circle one: Palm Tree Bushy			
10' GREEN PLANTS	Circle one: Palm Tree Bushy			
12' GREEN PLANTS	Circle one: Palm Tree Bushy			
15' GREEN PLANTS	Circle one: Palm Tree Bushy			
LARGE FERN / VINING				
CASCADING 1' WIDE X 10" TALL				
UPRIGHT SMALL 18" WIDE X 1' TALL				
FLOWERING PLANTS (Select color when ordering)				
FLOWERING MUM PLANT (Yellow / White / Lavender / Asst)				
BROMELIAD (Red / Lavender / Orange / Pink)				
AXALEA (Red / Orange / White)				
KALANCHOE (Red / Orange / Yellow/Pink)				
FLORALS & MISCELLANIOUS				
FRESH CUT ARRANGEMENT - SMALL				
FRESH CUT ARRANGEMENT - MEDIUM				
FRESH CUT ARRANGEMENT - LARGE				
BLOOMING BASKET - SMALL				
BLOOMING BASKET - MEDIUM				
BLOOMING BASKET - LARGE				
FLORAL BOUTONNIERE (Specify color pallet: _____)				
FLORAL CORSAGE (Specify color pallet: _____)				
MINI LIGHTS				
6" BUBBLE BOWL				
10" BUBBLE BOWL				
CONTAINERS	Select color: Gold/Silver/Black			

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER	
TRANSFER TOTAL TO BOX #7 ON METHOD OF PAYMENT FORM	TOTAL
PRINT NAME:	
EMAIL:	PHONE:



AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: America's Center, 701 Convention Plaza, St. Louis, MO 63101
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to:
joncruz@psav.com

MONITORS

	QTY.	
■ 21" Multi sync monitor	_____	\$125
■ 32" LCD monitor	_____	\$230
□ Dual-post stand □ Table stand		
■ 46" LCD monitor	_____	\$465
□ Dual-post stand □ Table stand		
■ 60" LCD monitor	_____	\$720
□ Dual-post stand □ Table stand		

MONITOR ACCESSORIES

	QTY.	
■ DVD player	_____	\$70
■ Laptop	_____	\$220

PROJECTION

	QTY.	
■ 42"- 54" Rolling cart with black skirt	_____	\$55
■ 8' Tripod screen	_____	\$85





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



AUDIO EQUIPMENT

QTY.

- Wired handheld microphone _____ \$65
- Wireless microphone _____ \$190
 - ☐ Handheld ☐ Lavalier
- Powered speaker _____ \$110
up to five people
- Sound system _____ \$356
 - *two speakers, two stands, one mixer, one wired microphone*
 - *up to 20 people*
- 4-channel mixer _____ \$68

COMPUTER & ACCESSORIES

QTY.

- Laptop _____ \$220
- Black-and-white printer _____ \$170

RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

CUSTOM ITEMS

QTY.

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

Jonathan Cruz

Director, Event Technology - PSAV®

America's Center

701 Convention Plaza, St. Louis, MO 63101

■ office: 314.342.5074 ■ email: joncruz@psav.com





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Adjacent Booth No. _____

Adjacent Booth
No. _____

Adjacent Booth
No. _____

Adjacent Booth No. _____

Jonathan Cruz
Director, Event Technology - PSAV®
America's Center
701 Convention Plaza, St. Louis, MO 63101
■ office: 314.342.5074 ■ email: joncruz@psav.com





**AMERICA'S
CENTER®**



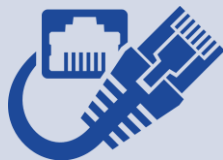
NASCC: The Steel Conference

April 3rd – April 5th, 2019

Order 14 days prior to the 1st day of the event move-in for incentive rate.

Incentive deadline for the above event is March 15th, 2019

Smart City is the exclusive telecommunications service provider for the
America's Center Convention Complex.



Hardwired Internet Service

- Dedicated Bandwidth Services



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



To review and order our services visit

<https://orders.smartcitynetworks.com>

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.



CONTACT

Levy Convention Centers At The America's Center

701 Convention Plaza
St. Louis, MO 63101

Erica McCarty

314-342-5254

emccarty@levyrestaurants.com



Important Exhibitor Information

- All food and beverages must be ordered through Levy Catering, the exclusive caterer at the America's Center
- In ensuring the highest level of presentation, service and quality, we ask that all food and beverage selections be placed **two weeks** prior to the event. Orders that are submitted less than two weeks in advance will be subject to a 10% increase.
- Payment will occur prior to the event and the designated card will be charged for anything added by the exhibitor during the event. A detailed invoice will be provided.
- Please note that all food and beverage items are subject to a 22% service charge plus applicable 11.179% sales tax.
- Please allow for a minimum of 45 minutes to one hour for all replenishment requests during the show.
- There will be a \$25.00 delivery charge on all orders of less than \$75.00.
- Exhibitors will be responsible for supplying any electricity required for service equipment, trash removal from booth, as well as tables needed for food service.

NO FOOD OR BEVERAGE FROM AN OUTSIDE
SOURCE IS ALLOWED IN THE CONVENTION CENTER.
ALL FOOD AND BEVERAGE IS SUPPLIED BY
CONVENTION HOSPITALITY.

NASCC: The Steel Conference

April 3-5, 2019

ALL DAY BEVERAGES	Price	Quantity	Date	Time (Start and End)
Freshly Brewed Regular And Decaf Coffee	\$52.00			
Hot Water With Assorted Tea Bags	\$40.00			
Assorted Soft Drinks	\$4.00			
Bottled Water	\$4.00			
5 Gallon Water Cooler With Dispenser	\$40.00			
20 Lb. Bag Of Ice	\$12.50			
Wine – Red, White, Rose, Or Sparkling	Market Price			
Domestic Beer	\$6.00			
Imported Beer	\$7.00			
Snacks	Price	Quantity	Date	Time (Start and End)
Assorted Cookies By The Dozen	\$53.95			
Trio Of Goopy Butter Bars	\$59.95 per person			
Sliced Fresh Fruit Platter	\$6.95 per person			
Granola Bars	\$3.50 each			
House-Made Granola Bars	\$62.95 per dozen			
Low Fat Fruit Yogurts	\$3.95 each			
Reception Bites	Price	Quantity	Date	Time (Start and End)
Artisan Cheese Board	\$14.95 per person			
Garden Fresh Vegetable Basket	\$13.95 per person			
Gourmet Flatbread Squares	\$12.00 per person			
Fresh And Exotic Fruit	\$175.00 per 25 guests			
St. Louis Original Toasted Raviolis	\$9.95 per person			
Wild Mushroom Truffle Aranchinis	\$5.95 per piece			
Antipasto Skewers- Aged Balsamic	\$5.95 per piece			
Cannelloni Bites – Pesto Cream	\$4.95 per piece			
Jumbo Pretzels	\$6.95 per person			
Crunchy Vegetable Chips	\$6.95 per person			
Quesadillas – Brisket, Ancho Chicken, or Vegetable	\$4.00 per piece			
Crab Rangoon – Sweet Chili Sauce	\$4.50 per piece			
Spring Rolls – Ginger Soy Sauce	\$4.50 per piece			
Pork Potstickers – Ponzu Sauce	\$4.95 per piece			
Beef Wellington Bites – Horseradish Cream	\$4.00 per piece			

**LEVY CONVENTION CENTERS
CATERING ORDER FORM
PAYMENT INFORMATION**

(Payment Information: Please print clearly)

Company Name _____
(print legibly)

Contact _____

Contact on site _____

Cell # _____

Email _____

Address _____

Company Phone _____

Fax _____

Credit Card Type

☐ Visa

☐ Amex

☐ MasterCard

Number _____

Exp. Date _____ 3 digit Code _____

(Amex has 4 numbers on front)

Name on Card _____

Mailing address if different than above.

***Catering Requirements**

Catering contracts are required for all events. A contract will be provided to you, once your order form has been received.

***Ordering Forms**

Payment Information Page and the Menu & Functions Information Page are required to complete your order. Orders are only accepted via email.

Please email your order to:
emccarty@levyrestaurants.com

***Payments & Deposits**

Our credit policy requires pre-payment in full for all catering events.

***Service Charge & Tax**

A 22% service charge and 1.5% tourism tax will be added to all food and beverage items, service charge, equipment rental, labor fees and décor. Sales tax will apply with exception to organizations that are tax exempt in the state of Missouri.

***Service Assistance**

Staff Culinaricians or Special Attendants @ \$150/four hour shift minimum.

For Catering Inquiries

Please contact:

Erica McCarty

Catering Sales Manager,

314-342-5254

emccarty@levyrestaurants.com

NASCC: THE STEEL CONFERENCE

April 3-5, 2019 | America's Center | St. Louis



Contact Name _____

Booth Number _____

Company Name _____

Billing Address _____

City/State _____

Zip _____

Phone _____

Email _____

(confirmation of your order will be sent to email provided)

AT725 Handheld Badge Scanner:

Simple, no nonsense, 1 button badge scanning. Touchscreen navigation to view leads or add notes and qualifiers. Devices are monitored by onsite staff and leads sync online for real time access.



Expo Leads Mobile: Capture, qualify, and manage tradeshow leads in real time using your own Apple or Android smart phone or tablet. Features include qualifiers, surveys, and notes to maximize your booth time, as well as immediate follow up with text, email, or a phone call right from the app. Leads sync online with a data connection and download into a conveniently organized excel document.



Order Lead Retrieval

Lead retrieval Options	on or before 2/1/19	on or before 3/1/19	after 3/1/19	number of units	TOTAL
AT725 Handheld Scanner	\$399	\$499	\$599		\$
ExpoLeads Mobile App "3 Pack" (Use your own smart device)	\$499	\$549	\$599		\$
ExpoLeads Mobile Additional Codes (only available with purchase of "3 pack")	\$125	\$125	\$125		\$
AT725 Addon Options					
Delivery, Installation, and Training at your booth!	\$199	\$249	\$299		\$
Bluetooth Printer	\$199	\$249	\$299		\$
Custom Qualifiers Provide on separate page	\$199	\$199	\$199		\$
Grand Total					\$

Terms/Cancellation Policy:

Cancellation requests submitted up to 14 days prior to the first official day of the event will be refunded less a \$75 admin fee. No refunds will be granted within 14 days prior to the event. All refund requests must be sent to leads@mcievents.com for processing or review. On-site orders limited to availability.

Units must be returned to the desk within one (1) hour of the show floor closing on the last day of the event. A \$2,000 fee will be charged to the card on file for any unrecovered units. Renting company is responsible for the proper use and safekeeping of each lead retrieval unit rented. Damage or loss will be billed to the exhibitor after the event.

Signature _____ Date _____

Credit Card Payments Only

Acct Number: _____

Name on Card _____

Expire Date _____ CVV Code _____

Signature _____

Fax - 972-349-7715

Scan & Email - leads@mcievents.com

Online - <https://leads.mcisemi.com/nascc2019>

AT725 Addon – Custom Lead Qualifiers*

*Fill out if selected on page 1

What are Custom Qualifiers?

Custom qualifiers are a list of descriptors unique to your company to categorize your leads quickly and without the need to write notes.

Can a single lead have more than 1 qualifier?

Yes, qualifiers are presented as a list and multiple qualifiers can be selected. Using the list below a single lead could have both “Large Customer” as well as “Needs Demo” and “Send Literature” or any combination you like.

How many Custom Qualifiers can I submit?

You can submit up to 20 custom qualifiers. Each qualifier can be no longer than 20 characters (inclusive of spaces and punctuation), so abbreviate where possible. Qualifiers will be the same across all units in the order.

Standard qualifiers included with your lead service rentals are:

Send Samples	Contact ASAP	Recommends
Send Literature	Followup 30 days	Final Say
Send Pricing	Followup 60 days	Large Customer
Provide Quote	Followup 90 days	Midsized Customer
Have Sales Call	Add to mailing list	Small Customer
Needs Technical Info	Place order at show	
Needs Demo	Decides Purchase	

Provide your Custom Qualifiers below:

1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	



PUBLIC SAFETY OFFICER BOOTH ORDER FORM

Date: _____

Company Name: _____

Address: _____

Email: _____

Phone: () _____ Cell: () _____ Fax: () _____

Show/Event: _____ Booth # _____

Name/Point of Contact @ Booth: _____

Rate: Public Safety Officer (PSO) \$24.75 per hr. A 4 hour minimum call applies to PSO.

Date	Quantity	Shift Start Time	Shift End Time

Estimated Cost: # Hours _____ x \$24.75 per hour = \$ _____

Grand Total \$ _____

Credit Card Authorization:

Type of Credit Card: _____ Credit Card # _____

Expiration Date: _____ Name that appears on card: _____

Cardholder's Signature _____

**Please email your request to: Public Safety Dept., Attn: Jourdon Morgan, jmorgan@explorestlouis.com.
For questions and/or assistance, please call Jourdon Morgan @ (314) 342-5163.
(Rate in effect July 1, 2018 through June 30, 2019.)**