



Dear Exhibitor,

We can't wait to welcome you to NY NOW this Winter!

The enclosed manual covers the important information you'll need as you prepare for the upcoming market. We encourage you to read through each section carefully as items change from market to market.

- **The Handmade Collection will open Saturday, February 1 at 9am and close Tuesday, February 4<sup>th</sup> at 6pm.**
- **The Lifestyle and Home Collections will open Sunday, February 2<sup>nd</sup> at 9am and close Wednesday, February 5<sup>th</sup> at 3pm.**
- Take note of deadline dates – the savings can be substantial - when ordering goods and services from our vendor partners including Freeman (**January 7 for set-up labor, rental displays, furniture and carpeting, etc.**) and the Javits Center (**January 17 for electrical service and telecommunications, etc.**). *Don't forget to request confirmations of processed orders from our vendor partners and bring this paperwork to show site.*
- Refer to the color-coded target check-in floor plan for your company's move-in schedule. For exhibitors utilizing hand-carry move-in this schedule indicates when your booth space will be available for set-up. **NOTE: Target check-in times change from market to market.**
- **Make it easy!** Clearly display your company name AND booth # in a visible location so NY NOW attendees can find you with ease. Also, don't forget to call-out NEW products within your display.
- **We're here to help!** If you have any questions or need clarity on a particular topic, please don't hesitate to reach out to us. On page 7 you'll find contacts to direct your questions to depending upon the topic.

Sincerely,

NY NOW Show Team



# Critical Dates & Deadlines

February 1-5, 2020 • Jacob K. Javits Convention Center • New York, NY

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
<b>SHOW MANAGEMENT INFORMATION</b>			
December 15	<a href="#">Show Map Deadline</a>	Show Management	<input type="checkbox"/>
January 7	<a href="#">Exhibitor Appointed Contractor Form</a>	Show Management	<input type="checkbox"/>
January 7	<a href="#">Certificate of Insurance</a>	Show Management	<input type="checkbox"/>
January 7	<a href="#">Helium Balloon Request</a>	Show Management	<input type="checkbox"/>
January 7	<a href="#">Wastebasket Request Form</a>	Show Management	<input type="checkbox"/>
Prior to Show	Hotel and Travel	onPeak	<input type="checkbox"/>
Prior to Show	Insurance for Purchase	Marsh/TotalEvent	<input type="checkbox"/>
<b>FREEMAN FORMS</b>			
January 7	Carpet	Freeman	<input type="checkbox"/>
January 7	Standard and Custom Accessories	Freeman	<input type="checkbox"/>
January 7	Digital Graphics and Hanging Signs	Freeman	<input type="checkbox"/>
January 7	Discounted Hardwall Package	Freeman	<input type="checkbox"/>
January 7	Display Labor Order Form	Freeman	<input type="checkbox"/>
January 7	Enhanced Booth Sign	Freeman	<input type="checkbox"/>
January 7	Furnishings Form	Freeman	<input type="checkbox"/>
January 7	Hanging Signs	Freeman	<input type="checkbox"/>
January 7	Material Handling	Freeman	<input type="checkbox"/>
January 7	Rental Exhibits	Freeman	<input type="checkbox"/>
January 7	Labor Orders	Freeman	<input type="checkbox"/>
<b>JAVITS FORMS</b>			
January 17	<a href="#">Booth Catering</a>	Javits	<input type="checkbox"/>
January 17	<a href="#">Cleaning Service</a>	Javits	<input type="checkbox"/>
January 17	<a href="#">Electrical Service</a>	Javits	<input type="checkbox"/>
January 17	<a href="#">Plumbing Service</a>	Javits	<input type="checkbox"/>
January 17	<a href="#">Telecommunications/Internet Service</a>	Javits	<input type="checkbox"/>
January 17	<a href="#">Security</a>	Javits	<input type="checkbox"/>
<b>SHIPPING</b>			
Refer to Form	<a href="#">International Freight Shipments</a>	Phoenix International	<input type="checkbox"/>
December 30-January 16	Shipments to Warehouse	Freeman	<input type="checkbox"/>
Refer to Targeted Move-in Plan	Shipments Direct to Show Site	Freeman	<input type="checkbox"/>
<b>VENDOR FORMS</b>			
December 5-20	Lead Retrieval (tiered pricing)	Experient	<input type="checkbox"/>
December 23 – Early Bird	Foam Board/Grids/Shelving (tiered)	Manny Stone Decorators	<input type="checkbox"/>
January 7	FB Booth Furnishings	FB International	<input type="checkbox"/>
January 10	Display Cases	American Fixture/Levin	<input type="checkbox"/>
January 17	Audio Visual	MetroMultiMedia	<input type="checkbox"/>
January 24	Plant and Floral	Big Apple Florist	<input type="checkbox"/>



# A-Z Exhibitor Information

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## SHOW HOURS

Handmade Designer Maker, Handmade Global Design, and Artisan Resource show hours are:

**Saturday-Tuesday, February 1-4** 9am-6pm

The show hours for all sections except the Handmade Collection (Handmade Designer Maker, Handmade Global Design, and Artisan Resource) are:

**Sunday-Tuesday, February 2-4** 9am-6pm

**Wednesday, February 5** 9am-3pm

## AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

## ANIMALS

Live animals or pets are not allowed on the show floor at any time. Only individuals with disabilities may be accompanied by their service or assistance animal.

## BADGES/ADMISSION TO THE JKJCC

Admission to the exhibit hall during the set-up or dismantling period is open to exhibitor personnel only. Buyers will not be admitted on the show floor prior to the official show opening. You can access exhibitor badge registration via the NY NOW [Exhibitor Console](#). If you don't know your password, you can retrieve it from the [login page](#) to your online account. Upon completion, you will receive a confirmation barcode. Bring this confirmation to any one of three registration areas found within the Javits Center to print out your badge.

## BOOTH CLEANING

Show Management will provide a one-time vacuuming of booths on the evening prior to Show opening. Cleaning crews will not vacuum draped off spaces. If you do plan on draping off your booth space prior to Show opening morning, please have a representative of your company provide access at 8am to ensure that the complimentary cleaning can be performed. Wastebaskets left at the front edge of the booth will be emptied each night. To order additional cleaning service through the Javits, please complete their cleaning request form through their [online ordering site](#).

## BOOTH IDENTIFICATION SIGN

All booths received a standard booth sign which reflects your booth number and directory name as it appears on your directory listing. (The exceptions to this rule are the Accent on Design, Accessories exhibits in the 8100 aisle and Wellness non-booth package areas). For an enhanced booth sign or "peel and stick" booth numbers refer to the Freeman Accessories Order Form within this manual.

## BOOTH OCCUPANCY

Your booth must be staffed and open for business during regular show hours. Exhibitors will be admitted at 8am each day and may stay until one-half an hour after Show closing. Booths may not be dismantled prior to the show close. Failure to adhere to these rules may result in a fine and/or losing priority status in future Emerald trade shows.

## BOOTH REGULATIONS

Exhibitors must follow the Standard Exhibit, Island and Peninsula booth regulations as described within this manual under "Height Restrictions."

## BUSINESS CENTER

A FedEx/Kinko's Business Center offering faxing, copying and light shipping is located within the Jacob Javits Center. For more information call 212/216-2900 or [click here](#) to access their brochure.

## CARPETING

If you have a package booth and decide you will not need the package booth carpet, please notify your sales team by January 7. A fee will apply if this request is received after the deadline date.

## CASH SALES

In order to preserve the wholesale character of the Show, cash sales for immediate delivery of goods purchased are prohibited.

## CHILDREN

Children under 16 are not allowed on the floor during set-up and tear down. **There will be no exceptions to this rule.** On show days baby strollers are not allowed on the show floor.

## CODE OF CONDUCT

Be considerate of your neighbor:

- The distribution of giveaways or the use of flashing lights, smoke machines, bubbles, side-show tactics or other noisy or undignified displays is prohibited
- Under no circumstances should an exhibitor enter or take photographs of another exhibitor's display without permission
- Product, furniture, lighting, models or any part of an exhibitors' display may not extend into the aisles at any time
- Exhibitors are expected to perform in a business-like manner at all times
- Exhibits must be open by the official open hour each day and remain fully staffed until closing time
- Lighting may not project beyond your exhibit space
- Do not remove product, samples or anything that looks left behind or abandoned in other's booths.

## DEMONSTRATIONS

All demonstrators and models must be properly clothed at all times and must confine their activities to their exhibit space. Plans for raffles, prize drawing or promotion contest of any kind requiring visitors to register in a booth and/or be present in a booth at a specified time must be submitted to Show Management for prior approval. Hosting outside activities during Show hours that would draw attendance away from the exhibit building is strictly prohibited.

## DONATIONS

[Housing Works](#) is the official charity of NYNOW. Contact [Sarah Tanenbaum](#) for Homegoods, Gift Accessories, Furniture (including some IKEA furniture) donations 646-207-4847 or [Jose Pouso](#) 917 428-2135 for books or stationery donations.

## DRIVER CHECK-IN OFFICE

The driver check-in office is the area where POVs (personally owned vehicles) or freight carriers will check in their vehicle to off load product/freight through the loading dock. Once the driver has checked in their vehicle, after their posted targeted check-in time, they will be asked to move their vehicle to a waiting area until a space at the loading dock becomes available. The check-in office is located at 12<sup>th</sup> Avenue and 35<sup>th</sup> St. East side (Storefront office).

## ELECTRICAL

All electrical services must be performed by the Javits. [Click here](#) to access their online ordering site. More detailed information is on the Electrical page within this manual. Exhibitors can make one of the outlets in their booth 24-hour power if electrical is needed late during set up/after show close, adding this option to a 500-watt outlet would cost \$32.

## EXHIBITOR APPOINTED CONTRACTOR

Exhibitor Appointed Contractors (EAC), also known as Installation and Design companies (I&D), are required to have authorization from the Javits Center's Contract Labor Administration Office before hiring labor from the Javits. EAC's without authorization may order labor through Freeman. At no time may an EAC provide labor from any source outside of the Javits. For more information contact the Labor Administration Office at 212/216-2328 or [click here](#) to view the approved list. Exhibitors using independent labor contractors must electronically submit the [Exhibitor Appointed Contractor Form](#) and the [EAC's Certificate of Insurance](#) by January 7. EAC's should email or fax Lundy Alvarez: Fax- 914.948.2867 | E-mail- [Lundy.Alvarez@emeraldexpo.com](mailto:Lundy.Alvarez@emeraldexpo.com). Please refer to the EAC requirements page of the manual for more information.

## EXHIBIT SPACE PAYMENT

Exhibitors with outstanding exhibit space payments will not be permitted to move-in and set-up. Exhibitors are responsible for assuring that their exhibit space has been paid in full prior to the show.

## FLAMEPROOFING

All display material used in the Javits must be flame retardant and conform to NYC Fire Department "FDNY" regulations. Please refer to the section in the manual entitled Fire Department Regulations for important information that must be followed when designing and setting up all exhibits.

## FOAM BOARD

Exhibitors may use their own foam board as long as it is flame-retardant. The Fire Marshal will remove any non-flameproof foam board from the building. Foam board must be manufactured flame retardant and cannot be sprayed or treated at show site. Foam board that is compliant may be purchased through [Manny Stone Foam Board](#).

## FOOD AND BEVERAGE

Levy and CxRA are the exclusive food contractors of the Javits. The distribution of food and beverages from exhibits must be pre-approved by Show Management and only then be ordered through Levy and CxRA. Exhibitors are responsible for all cleaning required as a result of these activities.

## FREIGHT SHIPPING ADDRESS (Warehouse rates apply)

**Advance Warehouse** – December 30-January 16

Exhibiting Company Name / Booth # \_\_\_\_\_

NY NOW Winter 2020

c/o Freeman

909 Newark Turnpike

Kearny, NJ 07032

## FREIGHT SHIPPING ADDRESS

**Direct Shipments to Exhibit Site** – Refer to the targeted move-in plan to see what dates your shipments should arrive:

Exhibiting Company Name / Booth # \_\_\_\_\_

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c/o Freeman

Jacob K. Javits Convention Center

369 12<sup>th</sup> Avenue

New York, NY 10001

\*Refer to the Shipping page within this manual for more detailed shipping information.



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## HAND CARRY

The lane in front/adjacent to the Crystal Palace has been designated as the official location for exhibitors to hand carry or unload booth materials. Exhibitors must be badged and may hand carry their merchandise from their privately-owned vehicle (i.e. car, van or SUV) to the designated exhibit areas. Vehicles can be no larger than a Sprinter Van. Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) or hanging clothes racks with four wheels to move in their items. Hand carts & dollies are not permitted. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within 30 minutes and the vehicle must then be moved. Vehicles left unattended will be ticketed and towed. Additionally, the space in the Inner Roadway (the shuttle bus loading space) will be available for exhibitor self-service hand carry operations during move-in and move-out. See Labor Rules and Regulations for specific instruction.

## HELIUM BALLONS

Helium balloons and products are not allowed in the Javits unless they are specific product to be displayed for resale. Exhibitors must sign a Statement of Responsibility accepting financial responsibility for their removal if the balloons become attached to or entangled with the Javits Center's ceiling. [Click here](#) to complete this required form which must be returned to Show Management 30 days prior to the event. Please note that helium tanks may not be stored on the show floor, but may be stored with the Javits' plumbers for a fee. For more information on helium tank storage call 877/452-8487.

## HOTEL AND TRAVEL

[Book your hotels](#) through NY NOW's official housing agency, onPeak. Visit the NY NOW website for special rates. You may contact them at (855) 992-3353 or email [nynow@onpeak.com](mailto:nynow@onpeak.com).

## INSURANCE

All Exhibitors are required to secure general liability insurance and carry proof of insurance to show site. NY NOW does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies (see Terms & Conditions on back of the Exhibit Space Contract). Exhibitors must maintain insurance that meets the requirements outlined in this manual and must [submit proof](#) to NY NOW.

## INTERNET

The Javits Center has been fitted with a high-density wireless internet access system. This service includes FREE wireless internet access up to 256k of bandwidth. The free Wi-Fi service has been optimized for light business uses such as simple web browsing and e-mail. To order internet for your booth, see the Javits Order Form located within this manual or [click here](#) to access their site.

## LOCATION

The Jacob K. Javits Convention Center (JKJCC) is located at 655 West 34<sup>th</sup> Street, NY, NY 10001, between 34<sup>th</sup> and 40 streets and 11<sup>th</sup> and 12<sup>th</sup> avenues. NY NOW will occupy Level 3 (Halls 3A-3E), Level 1 (Halls 1A-1C) and the River Pavilion from February 1-5, 2020.

## MARKETING OPPORTUNITIES

Drive traffic to your booth and create excitement about your product by taking advantage of the various value-added opportunities available exclusively to exhibitors. [Visit the NY NOW website](#) for full details or contact your sales team.

## PAINTING

Exhibitors who paint their booth structure must use a drop cloth or similar material to ensure the Javits floor remains clean. The Javits will charge exhibitors who get paint on the Javits floor a \$250 fee.

## PARKING

There is no parking at the Javits Center. There are a variety of lots open nearby, ranging from 24-hour, 7-days a week, to more limited service. [Click here](#) for available parking sites.

## PHOTOGRAPHY

Taking photographs of another exhibitor's booth without permission is strictly prohibited.

## PLUMBING WORK

Exhibitors may test, tune or repair water, drain, air and gas lines on the exhibitor side of the disconnect to the building system. However, all other work must be performed by the Javits plumbing team. Refer to the [Plumbing Request Form](#), available through the Javits' online ordering portal.

## PROMOTIONAL DISTRIBUTION

Distribution of any printed materials, samples or other articles shall be restricted the confines of the exhibitor's own exhibit space. Signs or advertising devices shall not be displayed outside of each exhibitor's own space. If you have any questions relating to this subject or would like information on outside advertising, please contact: [Londy.Alvarez@Emeraldexpo.com](mailto:Londy.Alvarez@Emeraldexpo.com).

## REGISTRATION

[Register for your staff badges](#) within the NY NOW Exhibitor Console. Print and bring your confirmation email to show site to receive your staff badges. NY NOW will not mail badges in advance.

## SALES MEETINGS

Any exhibitor wishing to conduct a sales meeting please [click here](#) to complete and submit the Meeting Room Request Form.



# A-Z Exhibitor Information

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## SECURITY

NY NOW Show Management makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, The Javits Convention Center, drayage contractor, decorator, nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft. Additionally, **overnight storage** is available in meeting room 1B02. To order additional booth security, such as an overnight security guard, please refer to the vendor section of this manual.

## SHIPPING + MATERIAL HANDLING

Refer to the Shipping section within this manual for extensive details.

## SHUTTLES

Complimentary shuttle bus service is provided in the morning and afternoon during Show days, connecting the Javits Center and the permanent showrooms as well as some of our [designated hotels](#). There is no midday service. Shuttle bus service information is subject to change so please refer to the [NY NOW website](#) for the latest information.

## SIGNS AND BANNERS

Signs and banners may be hung from the ceiling of the Javits up to a maximum height of 20' in most locations. Signs, copy and height must be pre-approved by Show Management. There is a per square foot advertising fee for all signs and banners. Exhibitors are responsible for all production and labor costs incurred to produce, install and dismantle signage. Refer to the Freeman Hanging Sign and Structural Integrity Statement forms within this manual for more information.

## SMOKING

Please be advised that the Jacob K. Javits Convention Center is a non-smoking facility. This policy applies to all areas of the Javits Center. Smoking is NOT permitted on the show floor.

## SOUND LEVEL

Exhibitors must regulate the level of sound in their booths so as not to inhibit the ability of neighboring exhibitors.

## STORAGE

Storing of any crates, cartons, boxes or other show materials behind your booth wall is strictly prohibited. This is a fire code violation and may result in a fine and/or confiscation of materials. Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by Freeman. Freeman will return all "empties" at the conclusion of the Show. Exhibitors may obtain labels marked "EMPTY STORAGE" at the Freeman Service Desk and should affix them to each empty crate, carton and box. Mark your exhibit booth number on each label. Freeman will shrink-wrap your empties to a skid free of charge. To take advantage of this service, please go to the nearest Freeman Labor Desk once you have completely unpacked.

## TIPPING

It is illegal to tip labor at the Javits Center. The New York State Police will prosecute any violators.

## VISITOR INFORMATION

NYC & Company provides service to all attendees of NY NOW. [Visit their website](#) for helpful travel and destination information.

## WASTEBASKETS

In an effort to be "green" wastebaskets will *only* be provided upon request. [Click here](#) to order wastebaskets for your booth.

## WHEEL CHAIRS

A limited number of wheelchairs are available at the Javits Command Center. Chairs can be reserved in advance by calling 212/216-2196. If you require special accessibility or arrangements during NY NOW please call 914-421-3293.



# Exhibitor Badge Registration

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Admission to the exhibit hall during the set-up or dismantling period is open to exhibitor personnel with Exhibitor Badges. You may order the appropriate badges by accessing exhibitor badge registration from the [NY NOW Exhibitor Console](#). If you don't know your password, you can retrieve it from the [login page](#) to your online account.

Once logged in, select the link Exhibitor Badge Request and enter the names of the personnel requiring badges. Upon completion, you will receive a confirmation with a barcode. Please bring this confirmation with you to any one of three registration set-ups found throughout the lobby spaces of the Javits Center and you will be able to print out your badge(s). For additional help, call 800-465-5514 or email [NYNOWwinterEXH@experient-inc.com](mailto:NYNOWwinterEXH@experient-inc.com).

**All exhibitors must carry suitable photo identification.** Exhibitors may enter through the front entrance of the JKJCC on the 11th Avenue side of the building. Registration hours during set-up are from 8- 5 PM. Exhibitor Registration hours during show days are 8:00 AM - 6:00 PM except for Wednesday, February 5 where the hours are 8-2:45 PM. Exhibitors should pick up all badges by 6:00 PM on Saturday, February 1. Handmade Designer Marker, Handmade Global Design, Artisan Resource and exhibitors who are part of Lifestyle (Gift) located in the River Pavilion should retrieve their badges by 5:00 PM on Friday, January 31. Access to the exhibit hall terminates at 7:00 PM on set-up days. This rule will be strictly enforced. Any workers on the show floor after 7:00 PM will be asked to leave and return the next morning.

Helpers who are brought into the Show for the sole purpose of unpacking, setting, styling or packing merchandise will be provided wrist bands that are valid during these periods only. A contracting exhibitor can obtain these wristbands at Show site. This system is designed for security reasons.

**Helpers should not engage in display set-up and dismantle duties reserved for Javits Center Carpenters, Teamsters, Electricians and Plumbers.**

**NOTE:** To avoid any issues; if your booth or structure requires any assembly (exception pop up booths, 250 sq. ft. or less), order labor from Freeman or another appointed contractor in advance. Please refer to the labor section of this service manual for specifics on the various labor jurisdictions in place at the Javits Center.

**CHILDREN UNDER 16 YEARS OF AGE ARE PROHIBITED DURING SET-UP AND DISMANTLING OF THE SHOW. THERE WILL BE NO EXCEPTIONS.**



# Show Management Contact Information

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Listed below are the specific departments and their contact information. While most of the questions you may have about your participation in the Show should be directed to the Operations Department, the departments and functions listed below are the exceptions.

## Display Inquiries/Shipping/Labor

Operations Department

Londy Alvarez [londy.alvarez@emeraldexpo.com](mailto:londy.alvarez@emeraldexpo.com)

Emily Williams [emily.williams@emeraldexpo.com](mailto:emily.williams@emeraldexpo.com)

Provide Company Name, Booth number  
and Show Name

## Operations Manager

Londy Alvarez

914-421-3293

[londy.alvarez@emeraldexpo.com](mailto:londy.alvarez@emeraldexpo.com)

## Operations Manager

Emily Williams

770-291-5519

[emily.williams@emeraldexpo.com](mailto:emily.williams@emeraldexpo.com)

## General Sales & Sponsorship Inquiries

914-421-3271

## Marketing/Public Relations

Meg Estevez

914-421-3283

[meg.estevez@emeraldexpo.com](mailto:meg.estevez@emeraldexpo.com)

## Payment of Booth Space

*Accent on Design®*, *Handmade® Designer Maker*,  
*Handmade® Global Design*, *Home Furnishings +*  
*Textiles*, *Tabletop + Gourmet Housewares*

Valerie DeJesus

914-421-3217

[valerie.dejesus@emeraldexpo.com](mailto:valerie.dejesus@emeraldexpo.com)

*Baby + Child*, *Gift*, *Accessories*, *Wellness and*  
*Artisan Resource*

Dorothy Mathus

914-421-3328

[dorothy.mathus@emeraldexpo.com](mailto:dorothy.mathus@emeraldexpo.com)

## Exhibitor Registration

[NYNOWwinterEXH@experient-inc.com](mailto:NYNOWwinterEXH@experient-inc.com)

800-465-5514

## Management Onsite Show Offices

Accent on Design® – 4B Terrace

HANDMADE – 4B Terrace

HOME – 4B Terrace

LIFESTYLE – Level One Room 1CO2



# Official Contractors

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## AUDIO VISUAL/ COMPUTER

MetroMultiMedia  
115 Moonachie Ave  
Moonachie, NJ 07074  
(201) 340-2290  
FAX (201) 340-2108

## BOOTHSEAL

(855) 266-8473  
[orders@boothseal.com](mailto:orders@boothseal.com)  
[www.boothseal.com](http://www.boothseal.com)

## CLEANING

Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188  
(212) 216-2090  
[www.javitscenter.com](http://www.javitscenter.com)  
[services@javitscenter.com](mailto:services@javitscenter.com)

## DISPLAY CASE RENTALS

American Fixture & Display  
15-04 130th Street  
College Point, NY 11356  
(718) 463-2176  
FAX (718) 463-4302  
[www.americanfixture.com](http://www.americanfixture.com)

## ELECTRICAL

Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188  
(212) 216-2090  
[www.javitscenter.com](http://www.javitscenter.com)  
[services@javitscenter.com](mailto:services@javitscenter.com)

## FLORAL

Big Apple Florist, Inc.  
228 East 45th Street  
New York, NY 10017  
(212) 687-3434  
FAX (212) 687-5939  
[www.bigappleflorist.com](http://www.bigappleflorist.com)

## FOAMBOARD

Manny Stone Decorators  
5 Candeub Ct. Ste. #3  
Manalapan, NJ 07726-8438  
(732) 617-1177  
FAX (732) 536-7508  
[www.mannystone.com](http://www.mannystone.com)

## FOOD SERVICE

Cultivated  
(212) 216-2400  
[services@cultivatedny.com](mailto:services@cultivatedny.com)  
<https://www.javitscenter.com/exhibit/catering/>

## FURNISHINGS/FREIGHT/LABOR

Freeman  
909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575  
FAX (201) 299-7343  
[www.freeman.com/store](http://www.freeman.com/store)

## HOTEL/AIR TRAVEL

onPeak  
350 N Clark St  
Suite 200  
Chicago, IL 60654  
(312) 527 7270  
[nynow@onpeak.com](mailto:nynow@onpeak.com)

## INSURANCE FOR PURCHASE

Marsh/Total Event Insurance  
[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

## INTERNATIONAL FREIGHT FORWARDER

Phoenix International  
1201 Corbin Street  
Elizabeth, NJ 07201  
(908) 355-8900  
FAX (908) 355-8883  
[phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com)

## LEAD RETRIEVAL

Experient  
5202 Presidents Court  
Suite 310  
Frederick, MD 21703  
(888) 270-8467  
FAX (301) 694-3286  
<https://exhibitor.experientswap.com>  
[marie.zinnert@experient-inc.com](mailto:marie.zinnert@experient-inc.com)

## MOBILITY VEHICLE RENTAL

Jacob K. Javits Convention Center  
(212) 216-2196  
[www.javitscenter.com](http://www.javitscenter.com)

## PROPS AND THEME DECOR

Props For Today, Inc.  
32-00 Skillman Avenue, 3rd Floor  
Long Island City, NY 11101  
(212) 244-9600  
FAX (212) 244-1053  
[www.propsfortoday.com](http://www.propsfortoday.com)

## SECURITY

Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188  
(877) 452-8487  
[www.javitscenter.com](http://www.javitscenter.com)  
[tmui@javitscenter.com](mailto:tmui@javitscenter.com)

## TELECOMMUNICATIONS

Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188  
(877) 452-8487  
[www.javitscenter.com](http://www.javitscenter.com)  
[services@javitscenter.com](mailto:services@javitscenter.com)

## TEMPORARY HELP

CTI Convention Staffing  
Tom Borst  
122 East 42nd Street Suite 2815  
New York, NY 10168  
(212) 297-1211  
[tborst@ctimetropolitan.com](mailto:tborst@ctimetropolitan.com)

**February 1-5, 2020 • Jacob K. Javits Convention Center • New York, NY**

Show Management will have perimeter guard service at the JKJCC throughout the set-up, Show days and dismantling periods of the Show. **Exhibitors are reminded, however, that this event is an open booth Show and they are solely responsible for the security of their exhibits, merchandise and personal belongings.** Protect yourself from the unexpected.

Each exhibiting company should have property insurance coverage in place that protects you “just in case.” While Show Management will exercise reasonable care in safeguarding exhibitors' property, neither Show Management, the JKJCC, the contractors, nor any of their officers, agents or employees, assume any responsibility for such property. Exhibitors should take every precaution to protect exhibit materials. Here are a few suggestions:

- Ship in locked trunks or crates.
- If cartons are used, be sure they are securely taped or banded, and do not mark them with the name or type of articles inside.
- Ship with a reputable trucker or forwarder.
- Furnish the shipping company with an accurate bill of lading, including the weight of the shipment.
- Do not leave the exhibit unattended during set-up, Show days, and the dismantling period.
- Cover the display at the end of each set-up and open day of the Show.
- If merchandise is particularly valuable, consider booth security or store in overnight security in meeting room 1B02-03
- Do not leave merchandise under tables or displays overnight.
- Do not, under any circumstances, include merchandise in containers to be stored with empties.
- At the close of the Show, pack as quickly as possible, and do not leave the exhibit space unattended.
- Have an employee remain in the exhibit space until all merchandise is completely packed and sealed.

The Overnight storage room is available 24 hours a day during move-in, show days and move-out, located in room 1B02-03. You can ask a floor manager for this precise location. This storage rooms are staffed by security and can be used to store handbags, laptops and brief cases during the show or merchandise overnight. **Please note: all items must be removed by 12 noon on Thursday, February 6. Show management will not be responsible for items left behind.**

Exhibitors removing merchandise from the Show floor MUST wear their exhibitor badge. To assure maximum security for open exhibits and merchandise, after-hours work or entertainment will not be permitted in exhibit booths. All buyers and exhibitors must leave the building within one-half hour after the Show closes.

If exhibitors feel their merchandise requires special protection, they may hire a private guard through the NY NOW official security vendor. Refer to the Security Order Form located in the vendor section of this manual.

The Javits Center has announced the launch of a new camera system that allows customers to view their exhibits in real time from a mobile app on their personal devices. Under the program, customers operating an exhibit at the Javits Center can purchase the installation of high-definition cameras that provide live-stream aerial footage of their exhibit, enabling them to assess sales activity, the level of customer engagement and the impact of product placement. Live-stream footage from each camera – installed and maintained by Javits Center staff – will be available to customers 24 hours a day by downloading a free mobile app on their smartphone. The palm-sized 2 Megapixel cameras can be mounted at most exhibits, and customers will have the ability to download their own video footage. The camera installation packages can be purchased at a starting price of \$325, which includes:

- Four days of wireless viewing
- 14 days of cloud storage for video footage
- Mobile set-up on a personal smartphone
- Connection of one device to the Javits Center's high-speed wireless system

Camera installation orders for upcoming events can be placed through the Exhibitor Solutions Department by calling (212) 216-2319 or sending an email to [services@javitscenter.com](mailto:services@javitscenter.com).

**Protect your Booth overnight at Javits.** BoothSeal, LLC offers a product that prohibits visual and physical exhibit space access during the overnight hours of your stay at the Javits Center. For further information, please contact BoothSeal by phone at (855) 266-8473 or [orders@boothseal.com](mailto:orders@boothseal.com) or visit their website at [www.boothseal.com](http://www.boothseal.com).





# Targeted Move-in/out & Set-up

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In order to manage an efficient move-in operation, freight will be accepted on a targeted schedule. Please refer to the color-coded Freight Target Check-In/Move-In Floor Plan for your targeted date and time. Click on the freight target check-in schedule floor plan below that corresponds with your booth location.

[Freight Target Check-In Schedule – Level 1- Booths 7000-8700](#)  
[Freight Target Check-In Schedule – Level 3- Booths 1000-4100](#)

**NOTE- Plan to arrive early to complete set-up by 7:00 PM each set-up day. Exhibitor access will terminate at 7:00 PM each set-up day. Security will begin clearing the halls by this time each day.**

**Exhibitor access will terminate at 7:00 PM each set-up day. Set-up hours are as follows:**

- Exhibitors with a targeted freight date of Wednesday may begin set-up on Wednesday, January 29, after your target date time and *after the receipt of your freight*.
- Exhibitors with a targeted freight date of Thursday may begin set-up on Thursday, January 30, after your target date time and *after the receipt of your freight*.
- Exhibitors may set up on Friday, January 31, from 8:00 AM until 6:00 PM.
- Neither setting up nor unpacking will be permitted after 6:00 PM on Saturday night to allow for the removal to storage of all cases and crates and the laying of aisle carpet.
- Children under 16 years of age are not allowed on the show floor during the set-up and tear-down process. There are no exceptions to this rule.
- Contact the show office if you need additional time once you arrive at Javits.

**Please Note:** All cross aisles, the 1700, 2300, 2600, 2900, 3200, 3500, and the 3800 aisles on Level 3 and the 7100, 7400, 7800, and 8300 aisles on Level 1 are designated as NO FREIGHT AISLES. No exhibitor material will be allowed in these aisles except crates or containers marked with empty labels.

## Targeted Move out

[Driver Check-In Schedule – Level 1- Booths 7000-8700](#)  
[Driver Check-In Schedule – Level 3- Booths 1000-4100](#)



# Shipping Information

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## DIRECT SHIPMENTS TO THE CONVENTION CENTER - TARGETED

Included in your exhibit fee is the receiving of your freight at JKJCC (except for UPS/Federal Express shipments; loose, non-palletized/crated shipments and shipments received by carriers with multiple alternate delivery locations that require delivery to different locations in the convention center, defined as Alternate Delivery Location), delivery to your booth, storage of empty crates and cartons and the reloading of outbound freight at JKJCC. For full description and applicable rates, refer to Freeman's Material Handling/Shipping pages.

Freight will be received per the color-coded FREIGHT TARGET CHECK-IN SCHEDULE FLOOR PLAN in this manual. The date and time that your freight can arrive is determined by your booth number.

[Freight Target Check-In Schedule – Level 1- Booths 7000-8700](#)  
[Freight Target Check-In Schedule – Level 3- Booths 1000-4100](#)

The inbound and outbound material handling services include:

**A. Receiving freight at the JKJCC**  
**B. Delivery to your booth**

**C. Storage and return of empty crates and cartons**  
**D. Reloading of outbound freight**

Your freight must arrive on the date and time specified on the color-coded floor plan. If your freight arrives too early, the driver will be told to return at the scheduled time. However, if your freight arrives later than your target date, your driver will be permitted to check-in and your freight will be unloaded after those targeted for that day. A target date is the earliest time and date that your freight is allowed into the JKJCC. Please note that we will not check in any freight arrivals after 2:30 PM (the freight check-in time deadline has been extended for certain booths on Wednesday and Thursday). At the 2:30 PM closing time, any trucks checked-in at, or prior to, 2:30 PM will be unloaded that day.

For hand carried shipments, please deliver hand carry items through the front of the building before 5:00 PM. Your target date does apply when hand carrying.

The following advance shipments will be unloaded according to the target schedule as well:

- A. Freight received through the Freeman warehouse.
- B. Direct shipments by Freeman Exhibit Transportation which have been received in their terminal by January 16, 2020.

## ADVANCE AND ONSITE SHIPPING ADDRESSES

### Advance – To the Freeman Warehouse

*(Must arrive between December 30-January 16 and be properly packaged to avoid additional fees)*

Company Name & Booth Numbers  
**NY NOW®**.  
c/o Freeman  
909 Newark Turnpike  
Kearny, NJ 07032

### Onsite – To the Javits Convention Center

*(Refer to the targeted schedule for your date and time)*

Company Name & Booth Number(s)  
**NY NOW®**.  
c/o Freeman  
Jacob K. Javits Convention Center  
369 12<sup>th</sup> Avenue  
New York, NY 10001

## DELIVERY METHODS

There are several methods to ship your products and display to the Javits:

- Ship in advance to the Freeman Warehouse
- Ship in advance with Freeman Exhibit Transportation directly to the Javits
- Ship with your own carrier
- Deliver in your own vehicle
- Hand Carry (restrictions apply)
- Ship via UPS or FedEx (Freeman Material Handling Service and Rates apply)



# International Shipping Information

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Due to heightened security at U.S. ports of entry, some international shipments may be delayed for inspection. We strongly recommend consulting with your carrier and your customs broker to determine when to ship your product to ensure timely delivery.

Phoenix International Business Logistics, Inc. is the recommended Customs House Broker and International Freight Forwarder for the Show. International participants should be aware that exhibitors have the option of entering their shipments under duty free Trade Fair Status. This option is intended for high value merchandise only.

In accordance with the U.S. Customs regulations, freight entered under trade fair status cannot be removed from the bonded facility (JKJCC) unless for exportation, destruction, or for permanent U.S. entry. If arrangements have not been made for merchandise to either be exported, or sold and cleared through U.S. Customs by Show closing, merchandise will be transported in bond, to Phoenix's bonded warehouse and placed in storage until otherwise instructed. Phoenix is available to advise the best methods of transportation to New York, including recommendations of shipping lines and airlines, and to advise what documents and procedures are required, etc. Refer to the International Freight Guidelines within the vendor section of this manual for more information. Or, you may contact Phoenix at 908-355-8900 or [phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com).

## Federal Regulations regarding ocean freight shipments

International exhibitors attending trade shows in the U.S. now face new federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are putting their show in jeopardy because Customs can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide Phoenix or a Phoenix agent the following 10 data elements 48 hours prior to loading at the port of origin:

- |  |   |
|--|---|
| 1) Manufacturer (or supplier) name and address | 6) Consolidator name and address                    |
| 2) Seller name and address                     | 7) Importer of record number                        |
| 3) Buyer name and address                      | 8) Consignee number                                 |
| 4) Ship to name and address                    | 9) Country of origin of goods                       |
| 5) Container stuffing location                 | 10) Harmonized Tariff Schedule of the United States |

To expedite the process, contact Phoenix or a Phoenix agent to request an email copy of an easy to use "type and send" ISF form or download it from <http://phoenixlogistics.com/ImporterSecurityFiling.pdf>.

**Canadian exhibitors** seeking to export exhibit materials to the U.S. should be advised that U.S. Customs will require an IRS identification number for the entry of these shipments to the U.S. If your organization does not have an IRS number, your U.S. Customs broker should have the capability to file and receive a temporary IRS number on your behalf. Failure to provide this number at the border crossing will result in delays. Emerald Expositions cannot provide our tax identification number to exhibitors as the importer of record must be the exhibitor or a distributor representing the exhibitor. Remember: no show materials = no show. Don't delay in making these arrangements prior to shipping your exhibit. Please call Phoenix at (908) 355-8900 for further assistance.

**Important!** The Bioterrorism Act passed by the U.S. Congress in 2002 regulates all shipments of food and beverages into the United States. All food and beverage shipments, no matter how small, are subject to inspection upon arrival in the United States. This may cause considerable delay to your shipment. NY NOW exhibitors are discouraged from shipping from overseas any food or beverages for their personal use or for distribution from their booth. If your product to be displayed for sale in your booth includes food or beverages, we recommend that you contact Phoenix International for more information.

U.S. Customs and Border Protection has recently begun enforcing new regulations regarding wood packing material (crates, pallets, etc.) We encourage you to contact a customs broker prior to shipping any wood packing material from outside the U.S. Please refer to the International Freight Guidelines within this manual for more information.



# Close of Market

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Buyers are **NOT ALLOWED** on the Exhibit Floor during breakdown. If you have to meet a buyer after the Show closes, please arrange to meet them outside of the Exhibit Hall at a specific time. Show Management cannot be responsible for making these arrangements or attempting to get the parties together.

**The Handmade Collection (Handmade Designer Maker, Handmade Global Design and Artisan Resource) and part of Lifestyle (Gift) located in the River Pavilion will close at 6pm on Tuesday, February 4. All other sections close at 3pm on Wednesday, February 5.**

Empty crates, trunks and cartons will be delivered to booths as quickly as possible. Exhibitors should remember that it takes several days to remove all crates and empties from the floor, and it can take up to eight hours to return them at the end of the Show. Exhibitors should not leave their booth(s) unattended during this period as it is almost impossible to protect against pilferage. Exhibitors removing merchandise must wear their exhibitor badge. Further instructions regarding dismantling will be distributed during the Show.

Click below for move out maps:

[Level 1 Target Move Out](#)

[Level 3 Target Move Out](#)

Handmade and The Handmade Collection (Handmade Designer Maker, Handmade Global Design and Artisan Resource) and exhibitors who are part of Lifestyle (Gift) located in the River Pavilion exhibitors are not targeted, and may move-out beginning Tuesday, February 4 after show closing. Exhibitors in these sections must be packed and have their Material Handling Agreement turned into the Freeman Exhibitor Service Center by 11 am on Wednesday morning. Exhibitor materials must be removed at 4 pm. To ensure all materials are removed by this time, all carriers must be checked in by 2 pm.

Exhibitors targeted for move-out on Thursday, February 6, 2020, must be packed and have their Material Handling Agreement turned into the Freeman Exhibitor Service Center by 11 am on Thursday morning. Exhibitor materials must be removed at 4 pm. To ensure all materials are removed by this time, all carriers must be checked in by 2 pm.

Exhibitors targeted for move-out on Friday, February 7, 2020, must be packed and have their Material Handling Agreement turned into the Freeman Exhibitor Service Center by 11 am on Friday morning. Exhibitor materials must be removed at 11 am. To ensure all materials are removed by this time, all carriers must be checked in by 9 am.

**Important!** Please be advised that exhibitors are responsible for any costs associated with Javits Center trash removal/dumpster charges due to abandoned booth displays (**including large, one time use, shelving units**) and/or large crates and flooring left in booth spaces at the conclusion of our event. If you are interested in receiving a price quote for these services from the Javits Center, please stop by the Show office.

Show Management will not be responsible for items left behind.



# Outbound Shipments

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Exhibitors are responsible for the pick-up of exhibitor merchandise from the JKJCC at the conclusion of the Show. Freeman will assist in arranging such pick-up, but in the event of failure to collect exhibitor's merchandise, Freeman reserves the right to reroute shipments. **Material handling agreement paperwork covering all outgoing shipments must be handed in at the Freeman Service desk before exhibitors leave the JKJCC.**

## ***Removal by Exhibitor (sections closing on Tuesday, February 4)***

Cars, small vans, and company trucks smaller than 30' can be loaded out Tuesday evening. (Please be patient/plan accordingly as the vast majority of material handling labor efforts on Tuesday afternoon/evening are directed to returning the empty boxes, cases, pallets and crates stored in the dock areas or on trailers several blocks from the Javits Center. Space in the back is limited. The loading out process on Tuesday can involve many hours of waiting time). Please check in with the freight desk before 6:00 PM. Vehicles larger than 30', all common carriers, and van lines will not be loaded on Tuesday evening unless advance notice is given to Freeman by noon on Monday. All samples not removed from the JKJCC by 6:00 PM on Thursday, February 6 will be taken to the official freight contractor's warehouse at charges specified on the Material Handling Service & Rates Form or the freight will be rerouted to another carrier at the exhibitor's expense.

## ***Removal by Exhibitor (sections closing on Wednesday, February 5)***

Cars, small vans, and company trucks smaller than 30' can be loaded out Wednesday evening. (Please be patient/plan accordingly as the vast majority of material handling labor efforts on Wednesday afternoon/evening are directed to returning the empty boxes, cases, pallets and crates stored in the dock areas or on trailers several blocks from the Javits Center. Space in the back is limited. The loading out process on Wednesday can involve many hours of waiting time). Please check in with the freight desk before 10:00 PM. Vehicles larger than 30', all common carriers, and van lines will not be loaded on Wednesday evening unless advance notice is given to Freeman by noon on Tuesday. All samples not removed from the JKJCC by 4:00 PM on Thursday, February 6 or 11am on Friday, February 7 based on your targeted move-out, will be taken to the official freight contractor's warehouse at charges specified on the Material Handling Service & Rates Form or the freight will be rerouted to another carrier at the exhibitor's expense. All displays that have not been dismantled and packed by 11:00 AM on Friday, February 7, will be dismantled by the official service contractor at the exhibitor's expense.

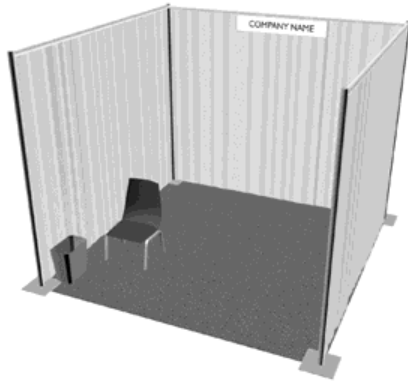
## ***Removal by Third Parties***

The sale of part or all of an exhibitor's lines to department stores, jobbers, etc., has resulted in the movement of material from one booth to another as the merchandise of many exhibitors is consolidated for one large shipment. As a result, problems arise either because of error or because of purposely misdirected shipments. Exhibitors are responsible for the proper preparation of all shipping documents for merchandise in their booth(s), including material handling agreement paperwork and bills of sale. The material handling agreement paperwork must list the name and address of the shipper, the consignee, the count, description and weight of covered items. Exhibitors should indicate whether shipments are prepaid or collect and state the name and address of the company or person responsible for charges. Under no circumstances can this responsibility be delegated. Exhibitors must submit properly completed material handling agreement paperwork to the official freight contractor prior to leaving the JKJCC. **EXHIBITORS ARE RESPONSIBLE FOR ALL PACKING BY, AND ACTIONS OF, PERSONNEL BROUGHT INTO THE SHOW BY PURCHASING FIRMS.**

Any party picking up one or more sample lines must sign in with Freeman and present a list of exhibitors with booth numbers from which merchandise will be collected. The merchandise of each exhibitor must be packed separately with separate material handling agreement paperwork. Freeman will not accept material handling agreement paperwork from anyone other than the contracting exhibitor. The procedures outlined herein will be strictly monitored by Freeman and Show Management.

## ***Storage between Markets***

- Freeman has a storage facility available to handle display storage between the NY NOW® Shows (warehouse storage fees will apply). Please contact them directly at (201.998.6444) or stop by the Freeman desk at the Javits Center.
- BTX Global has a storage facility available to handle display storage between shows (warehouse storage fees will apply). Please contact them directly at (866-300-9703).



- 8' high **white drape** along all back and side walls. (Exceptions: Handmade® Global Design booths and Handmade® Designer Maker booths on level 3 will be provided with 8' high **black drape** along all back and side walls).

**Additionally, each of these packages include the following:**

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at the conclusion of the Show. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees. Exhibitors are

encouraged to ship crated or palletized to the Show.

- 1 chair
- Identification sign
- Pipe and Drape (the support uprights are 1½ inches in diameter and the top rods are 1 5/8 inches in diameter)
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual.
- Vacuuming of booth (prior to opening morning of the Show)

## NOTATIONS:

- ◆ Corner booths will have no drape on the cross aisle.
- ◆ If an exhibitor has multiple booths, intervening drapery partitions will be provided as long as this request and an accompanying floorplan highlighting the location of the partitions are received by the Operations Department on or before **January 7, 2020**. Freeman will service all **on-site** requests on a time and material basis at the exhibitor's expense.
- ◆ 8' high column draping (white drape only) of Javits Center building columns will be provided to those exhibitors having building columns in their booth spaces as long as a written request for this service is received by the Operations Department on or before **January 7, 2020**. Freeman will service **on-site** requests on a time and material basis at the exhibitor's expense.
- ◆ 8' high column draping (white drape only) with the exception of the Handmade Collection (Handmade Designer Maker and Handmade Global Design) who use black drape.
- ◆ The pipe and drape that is supplied as your booth divider is not designed to support anything heavier than 10 lbs.

**Remember:** The maximum running length for all manufactured/hard walled displays must be at least 3" less than the overall length of the exhibit space (i.e. 9' 9" for 10' wide displays and 19' 9" for 20' wide displays). Please factor in "wiggleroom" when designing your displays.

**Handmade® Designer Maker exhibitors who paid for packaged booths** will have booths that consist of white poplar plywood panels. **A standard 10'x10' booth has an inside dimension of 9'7". The 12' deep booths have (an inside dimension of 11'8 and 9/16") A 10'x10' constructed display will not fit within the confines of a 10'x10' hard wall booth package.** Various wall treatments are permitted.

**Accent on Design, Tabletop + Gourmet Housewares, Baby + Child, Wellness and Accessories** exhibitors who paid for packaged booths should refer to their respected sections for details.





Baby + Child exhibitors who selected and paid for the Baby + Child **Celtic Booth package** will receive 8' high white polyblend stretched fabric back and side wall panels framed in Eurostyle support metal. If you are taking the packaged option, please be advised that metal framework will be in place overhead and around the sides and in front of your booth(s) as a means of support.

The side dimensions of a standard 10x10 Celtic booth are 9'9". The fabric panels are used from event to event – please do not damage the panels.

Corner booths are free of panels on the corner side of the booth.

**Additionally, each of these packages include the following:**

- Drayage/Material handling consisting of crated and palletized shipments, from the dock to the booth and the removal of freight at the conclusion of the Show. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- Light bar with four 50 watt halogen fixtures. In booths less than 8' deep, light bars will be installed straight across the front of the booth. In booths deeper than 8', light bars will be installed 2' in from the aisle in a straight line. Power and labor for light fixtures is included.
- Double-sided street sign with company name and booth number
- Gray Booth carpeting will be installed without exception. Other type of flooring or carpet can be installed over the carpeting. **Please note: Should you decide you will not need the package booth carpet, please notify Freeman by January 7. A minimum charge of \$211.50 will apply if this request is received after the deadline date.**
- 1 chair
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual
- Vacuuming of booth (prior to opening morning of the Show) and daily trash removal

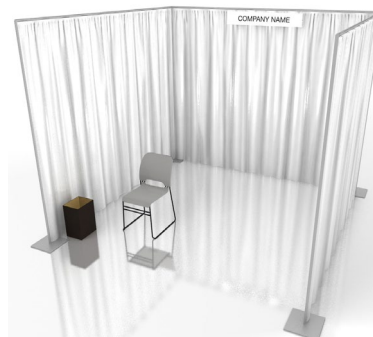
Baby + Child exhibitors taking the packaged booth option can order additional light bars and light fixtures from Freeman by completing the Freeman Accessories Order Form within this manual.

## NON-PACKAGED BOOTHS

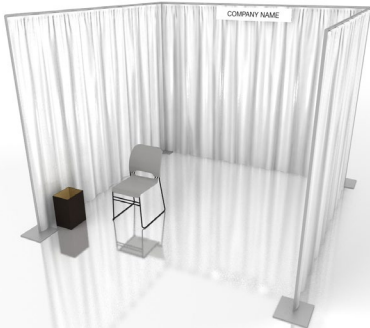
Baby + Child exhibitors who selected and paid for the **non-packaged** booth option receive the following:

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at the conclusion of the Show. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- 8' high white drape back wall and sidewalls
- Standard booth identification sign
- 1 chair
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual
- Vacuuming of booth (prior to opening morning of the Show) and daily trash removal

**NOTE: Flooring is not included with this option**



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Exhibitors in booths 8200 - 8800, you will be provided 8' high **white drape** along back and side walls.

Pipe and Drape support uprights are 1½ inches in diameter and the top rods are 1 5/8 inches in diameter.

**Also included in this package:**

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at the conclusion of the Show. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- 1 chair
- Identification sign
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual.
- Vacuuming of booth (prior to opening morning of the Show)

**NOTE: Flooring is not included with this option**



Exhibitors in the 8300 aisle of the Accessories section who selected and paid for the **Celtic Booth Package** will receive 8' high polyblend stretched fabric back and side wall panels framed in Eurostyle support metal. If you are taking the packaged booth option, please be advised that metal framework will be in place overhead, around the sides, and in front of your booth(s) as a means of support.

The inside dimensions of each standard booth are 9'9". The white polyblend stretched fabric panels are used from event to event – please do not damage the panels. Corner booths are free of panels on the corner side of the booth.

**Also included in this package:**

- Drayage/Material handling consisting of crated and palletized shipments, from the dock to the booth and the removal of freight at the conclusion of the Show. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- Light bar with four 50 watt halogen fixtures. In booths less than 8' deep, light bars will be installed straight across the front of the booth. In booths deeper than 8', light bars will be installed 2' in from the aisle in a straight line. Power and labor for light fixtures is included.
- Double-sided street ID sign with company name and booth number
- Black booth carpeting (the black booth carpeting will be installed without exception/another type of flooring or carpet can be installed over the black carpet). **Please note: Should you decide you will not need the package booth carpet, please notify Freeman by January 7. A minimum charge of \$211.50 will apply if this request is received after the deadline date.**
- 1 chair
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual
- Vacuuming of booth (prior to the opening morning of the Show)

## NON PACKAGED BOOTHS

**Non packaged booths in the 8300 aisle receive raw booth space only.** Exhibitors in the non-packaged booth spaces in the 8300 aisle of the Accessories section are responsible for all exhibit walls, flooring, lighting, signage and furniture. Each Personal Accessories non-packaged booth in the 8300 aisle comes with the following:

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at the conclusion of the Show. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- Vacuuming of booth (prior to opening morning of the Show)
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual



Exhibitors in the Wellness section who selected and paid for the **Celtic Booth Package** will receive 8' high polyblend stretched fabric back and side wall panels framed in Eurostyle support metal. If you are taking the packaged booth option, please be advised that metal framework will be in place overhead, around the sides, and in front of your booth(s) as a means of support.

The inside dimensions of each standard booth are 9'9". The white polyblend stretched fabric panels are used from event to event – please do not damage the panels. Corner booths are free of panels on the corner side of the booth.

### Packaged booths in the 3900 – 4200 aisles include the following:

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at the conclusion of the Show. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- Double-sided street ID sign with company name and booth number
- Gray booth carpeting. **Please note: Should you decide you will not need the package booth carpet, please notify Freeman by January 7. A minimum charge of \$211.50 will apply if this request is received after the deadline date.**
- Light bar with four 50 watt halogen fixtures. In booths less than 8' deep, light bars will be installed straight across the front of the booth. In booths deeper than 8', light bars will be installed 2' in from the aisle in a straight line. Power and labor for light fixtures is included.
- 1 chair
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual
- Vacuuming of booth (prior to the opening morning of the Show)

Wellness exhibitors taking the packaged booth option can order additional light bars and light fixtures from Freeman by completing the Freeman Accessories Order Form within this manual at an additional cost.

### NON PACKAGED BOOTHS

**Non packaged booths in the 3900 – 4200 aisles receive raw booth space only.** Exhibitors in the Wellness section with non-packaged booths are responsible for all exhibit walls, flooring, lighting, signage and furniture.

### Each non-packaged booth comes with the following:

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at the conclusion of the Show. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- Vacuuming of booth (prior to the opening morning of the Show)
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual

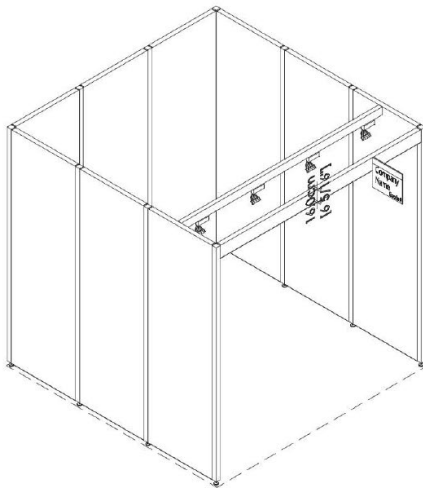
Accent on Design® exhibitors who have ordered and paid for the Accent on Design® booth package, will be provided with a **Veloce hard wall** system, consisting of poplar plywood (painted white) panels white wooden framework and a double sided street sign with company name and booth number.

**NOTE: A standard 10' x 10' or 10' x 12'(inside depth dimension 11'8 and 9/16") booth has an inside width dimension of 9' 7". A 10' x 10' constructed display will not fit within the confines of a 10' x 10' Accent on Design® Veloce hard wall booth package.**

If you are taking the packaged booth option, please be advised that wooden (painted white) framework will be in place overhead, around the sides, and in front of your booth(s) as a means of support. Where an exhibitor takes more than one space, the intervening wall panels are provided as long as this request and an accompanying floor plan highlighting the position of the wall panels are received by the Operations Department on or before **January 7, 2020**.

Freeman will service all on-site requests on a time and material cost basis. Please be advised that exhibitors will be responsible for charges associated with the installation of any supports required for free standing and "angled" walls and doors. All corner booths will have a 2' deep x 8' high side panel on the cross aisle side. This booth system is contiguous and difficult to alter. Keep this in mind when planning your display. Various wall treatments are permitted. Some acceptable examples are as follows: painting, wallpapering, draping, stapling and nailing into the wall.

## PACKAGED BOOTHS



Each packaged booth comes with the following:

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at Show close. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- Light bar with four 50 watt halogen fixtures. In booths less than 8' deep, light bars will be installed straight across the front of the booth. In booths deeper than 8', light bars will be installed 2' in from the aisle in a straight line. Power and labor for light fixtures is included.
- Poplar plywood (painted white) hard wall
- Black booth carpeting. **Please note: Should you decide you will not need the package booth carpet, please notify Freeman by January 7. A minimum charge of \$211.50 will apply if this request is received after the deadline date.**
- 1 side chair - Side chairs are provided as part of the package upon request only. [Click here](#) and complete the order form if you would like to request side chairs.
- Vacuuming of booth (prior to the opening morning of the Show)
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual
- Double sided sign with name and booth number

A 10' x 10' booth (100 sq. ft.) receives four 50 watt halogen lights on one light track. Two lights are provided for every 50 square feet of exhibit space thereafter (example – a 400 sq. ft. exhibit space receives 16 lights). The light tracks are installed 2' from the aisle in a uniform straight line manner. Overhead bars and vertical posts are required to support the track lighting system.

Accent on Design® exhibitors taking the packaged booth option can order additional light bars and light fixtures from Freeman by completing the Freeman Accessories Order Form within this manual.

All package booths in Accent on Design® consist of a hard wall construction. Your exhibit contract specifies whether you have paid for the Accent on Design booth package or not. If you have not ordered the booth package, you will be supplied with a marked space only and must supply your own booth walls, lighting, furnishings and signage (an Accent on Design® package booth identification sign is available for a fee. Sign will include company name and booth number as it appears on the Exhibit Space Contact. Please refer to the Freeman Accessories Order Form within this manual for pricing information).

## **NON PACKAGED BOOTHS**

**Non packaged booths in Accent on Design® receive raw booth space only.** Exhibitors with non-packaged booths are responsible for all exhibit walls, flooring, lighting, signage and furniture.

Each Accent on Design® non-packaged booth comes with the following:

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at the conclusion of the Show. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees.
- Exhibitors are encouraged to ship crated or palletized to the Show.
- Vacuuming of booth (prior to opening morning of the Show)
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual

You can order labor for the installation of your own hard wall display by using the Freeman Labor Order Form. Additional halogen lamps and shelving can be ordered by using Freeman's Optional Rental Enhancements form.

If you have any questions having to do with what is included in your Accent on Design booth fee please contact Andrea Colagiovanni, [andrea.colagiovanni@nynow.com](mailto:andrea.colagiovanni@nynow.com)





**FB INTERNATIONAL, INC.**  
 1 Raritan Road  
 Oakland, NJ 07436  
 Tel: +1 201 337 1985  
 Fax: +1 201 337 4848  
 Email: services@fbinternational.net


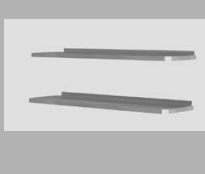
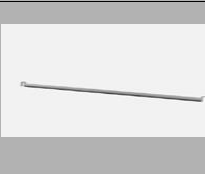

## VELOCE WOOD BOOTH PACKAGE FURNITURE, ACCESSORIES & LIGHTING ORDER FORM

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Section:** \_\_\_\_\_

**Advanced Rate DEADLINE: January 7, 2020**  
**Order must be accompanied by CREDIT CARD AUTHORIZATION FORM for processing.**

QTY	IMAGE	DESCRIPTIONS & DIMENSIONS	ADV. RATE	STD. RATE	AMOUNT
		<b>Shelving Unit with 3 Shelves</b> L 45in. x D 14in. x H 85in. (L 115cm x D 35cm x H 215cm)	<b>\$205.49</b>	\$256.86	
		<b>Straight or Slanted Shelf</b> <b>MUST BE ORDERED WITH SHELVING UNIT</b> L 45in. x D 13in. (L 115cm x D 32cm)	<b>\$37.85</b>	\$47.31	
		<b>Hanging Bar</b> <b>MUST BE ORDERED WITH SHELVING UNIT</b> L 45in. x D 1.18in. (L 115cm x D 3cm)	<b>\$37.85</b>	\$47.31	
		Customized Paint Color(Water-Based) (Please provide Behr# or Glidden# or Pantone# for paint match)	<b>\$180.00</b> per linear meter (per 39")	\$225.00 per linear meter (per 39")	

**■ DAMAGED PANELS:**

Refurbishing fees are assessed for:  
 - hole larger than 6.3mm(0.25") in diameter i.e plasma mounts, furnishings or graphics.  
 - any graphics, wall coverings wallpaper or adhesives not removed.  
 - any hardware not removed (of any size).

<b>SUB-TOTAL</b>	<b>\$</b>
<b>8.875% NY SALES TAX</b>	<b>\$</b>
<b>GRAND TOTAL</b>	<b>\$</b>



E-Mail or fax forms with FB order form to:

**FB INTERNATIONAL, INC**

1 Raritan Rd, Oakland, NJ 07436

TEL: +1 201 337 1985

FAX: +1 201 337 4848

EMAIL: services@fbinternational.net

**METHOD OF PAYMENT FORM / CREDIT CARD AUTHORIZATION**

**\*ALL ORDERS ARE SUBJECT TO FULL PAYMENT PRIOR TO PROCESSING BY FB INTERNATIONAL, INC.**

EXHIBITING COMPANY NAME:	
CONTACT NAME:	
BILLING ADDRESS:	
BOOTH NUMBER:	BOOTH SIZE:
TELEPHONE:	FAX:
E-MAIL:	

**ORDER SUMMARY**

<b>BOOTH PACKAGE FURNITURE &amp; ACCESSORIES TOTAL</b>	\$	
<b>8.875% NY SALES TAX</b>	\$	
<b>GRAND TOTAL</b>	\$	

**METHOD OF PAYMENT & AUTHORIZATION** (used for FB International, Inc. orders only)

<b>Credit Card</b> <input type="checkbox"/>	American Express <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/>	For your convenience, we will use this authorization to charge your credit card account for your advanced orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include FB INTERNATIONAL, or any other charges which FB INTERNATIONAL may be obligated to pay on behalf of Exhibitor.
<b>Credit card information is required to be on file to process your order regardless of the type of payment chosen.</b>		
Credit Card # _____ Expiration Date: ____/____ Security Code: _____ Cardholder's Name: _____ Cardholder's Signature: _____ Cardholder's Billing Address: _____ City/State/Zip: _____		
<b>Check</b> <input type="checkbox"/>	Check No. _____	<b>MAKE PAYABLE TO:</b> <b>FB INTERNATIONAL, INC.</b> * Only checks drawn on United States banks in \$ will be accepted.
<b>Bank Wire Transfer</b> <input type="checkbox"/>	<b>NOTE: Customers are responsible for any bank wire fees.</b>	
I agree in placing this order AND have accepted FB International terms and conditions		
ORDERED BY (SIGNATURE): _____		
PRINT NAME: _____		DATE: _____

# Tabletop + Gourmet Housewares (Packaged)

February 1-5, 2020 • Jacob K. Javits Convention Center • New York, NY

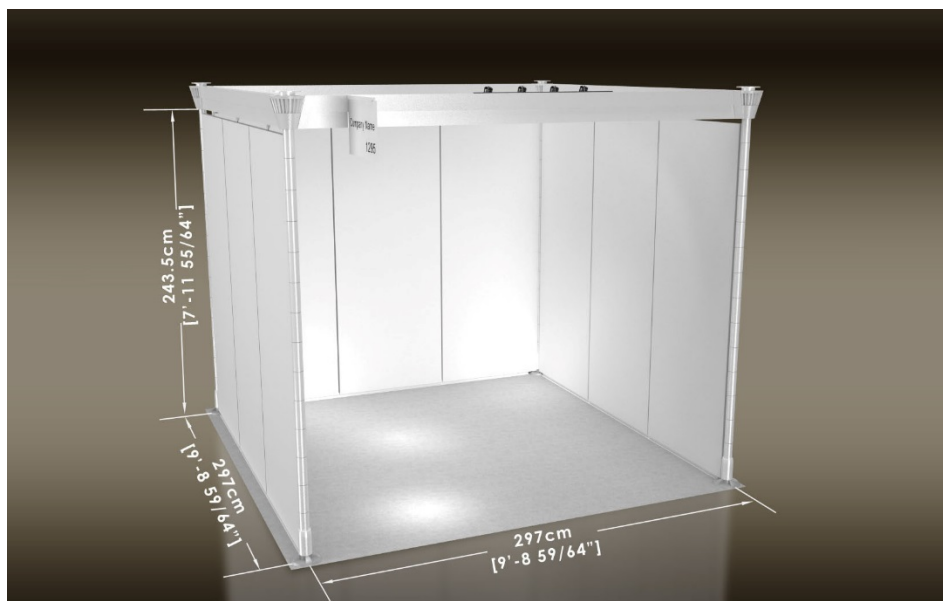
Tabletop + Gourmet Housewares exhibitors who have selected and paid for the Palo Alto Tabletop + Gourmet Housewares packaged booth option will receive 8' high white back and side hard wall panels framed in Eurostyle support metal bars and posts. If you are taking the packaged option, please be advised that the metal framework will be placed overhead and around the sides and in front of your booth(s) as a means of support. Where an exhibitor takes more than one space, intervening wall panels are provided as long as this request and an accompanying floor plan highlighting the position of the wall panels are received by the Operations Department on or before **January 7, 2020**. Freeman will service all on-site requests on a time and material basis.

Various wall treatments are permitted. Some acceptable examples are as follows: painting the wall another color, wallpapering, draping, stapling and nailing into the wall. (Please refer to [Specification Sheet for Tabletop + Gourmet Housewares Booth Package](#)).

Each standard booth comes with the following:

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at the conclusion of the Show. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- Light bar with four 25W LED (4000 Kelvin) light fixtures, including power and labor. **(See light formula below)**
- Double sided street sign with company name and booth number
- Black booth carpeting. **Please note: Should you decide you will not need the package booth carpet, please notify Freeman by January 7. A minimum charge of \$211.50 will apply if this request is received after the deadline date.**
- Vacuuming of booth (prior to opening morning of the Show)
- 1 chair
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual

Each 10' x 10' booth or 10' x 12' booth receives **Four 25 watt LED (4,000 Kelvin) lights** affixed to the front beam. Beams and vertical posts are required to support the lighting system. Tabletop + Gourmet Housewares exhibitors can order shelving units, shelves, hanging bars and additional light fixtures from FB International by completing the [Tabletop + Gourmet Housewares booth Package Furniture & Accessories Order Form](#).





**FB INTERNATIONAL, INC.**  
 1 Raritan Road  
 Oakland, NJ 07436  
 Tel: +1 201 337 1985  
 Fax: +1 201 337 4848  
 Email: services@fbinternational.net


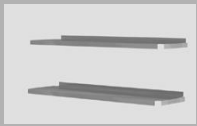


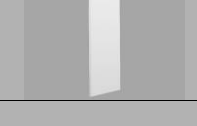

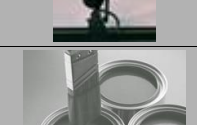

## TABLETOP + GOURMET HOUSEWARES PACKAGE FURNITURE, ACCESSORIES & LIGHTING ORDER FORM

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Advanced Rate DEADLINE: January 7, 2020**

**Order must be accompanied by CREDIT CARD AUTHORIZATION FORM for processing.**

QTY	IMAGE	DESCRIPTIONS & DIMENSIONS	ADV. RATE	STD. RATE	AMOUNT
		<b>Shelving Unit with 3 Shelves</b> L 45in. x D 14in. x H 85in. (L 115cm x D 35cm x H 215cm)	<b>\$205.49</b>	\$256.86	
		<b>Straight or Slanted Shelf</b> <b>MUST BE ORDERED WITH SHELVING UNIT</b> L 45in. x D 13in. (L 115cm x D 32cm)	<b>\$37.85</b>	\$47.31	
		<b>Hanging Bar</b> <b>MUST BE ORDERED WITH SHELVING UNIT</b> L 45in. x D 1.18in. (L 115cm x D 3cm)	<b>\$37.85</b>	\$47.31	
		<b>Structural Beam</b> (For hanging support from beam itself)	<b>\$350.00</b>	\$437.50	
		<b>Re-Enforced Panel</b> (For hanging display materials to wall panels)	<b>\$190.00</b> per linear meter (per 39in.)	\$237.50 per linear meter (per 39in.)	
		<b>Track with 4 LED Lights</b> (Electrical power and Labor Included)	<b>\$450.63</b>	\$563.29	
		<b>Additional Single Light Fixture</b> (Electrical power and Labor Included)	<b>\$81.11</b>	\$101.38	
		Customized Paint Color(Water-Based) (Please provide Behr # or Glidden # or Pantone# for paint match)	<b>\$180.00</b> per linear meter (per 39")	\$225.00 per linear meter (per 39")	

\*If you are taking the TABLE TOP+ GOURMET HOUSEWARE booth package, each 5' x 10' or 10' x 10' booth space receives track light with four (4) 10W/110V light fixtures. Power for these light fixtures is included in the TABLE TOP+ GOURMET HOUSEWARE booth package. Please use this form to order any additional lighting that may be required for this display system.

■ **DAMAGED PANELS:**

- Refurbishing fees are assessed for:
- hole larger than 6.3mm(0.25") in diameter i.e plasma mounts, furnishings or graphics.
  - any graphics, wall coverings wallpaper or adhesives not removed.
  - any hardware not removed (of any size).

<b>SUB-TOTAL</b>	<b>\$</b>
<b>8.875% NY SALES TAX</b>	<b>\$</b>
<b>GRAND TOTAL</b>	<b>\$</b>



E-Mail or fax forms with FB order form to:

**FB INTERNATIONAL, INC**

1 Raritan Rd, Oakland, NJ 07436

TEL: +1 201 337 1985

FAX: +1 201 337 4848

EMAIL: services@fbinternational.net

**METHOD OF PAYMENT FORM / CREDIT CARD AUTHORIZATION**

**\*ALL ORDERS ARE SUBJECT TO FULL PAYMENT PRIOR TO PROCESSING BY FB INTERNATIONAL, INC.**

EXHIBITING COMPANY NAME:	
CONTACT NAME:	
BILLING ADDRESS:	
BOOTH NUMBER:	BOOTH SIZE:
TELEPHONE:	FAX:
E-MAIL:	

**ORDER SUMMARY**

<b>BOOTH PACKAGE FURNITURE &amp; ACCESSORIES TOTAL</b>	\$	
<b>8.875% NY SALES TAX</b>	\$	
<b>GRAND TOTAL</b>	\$	

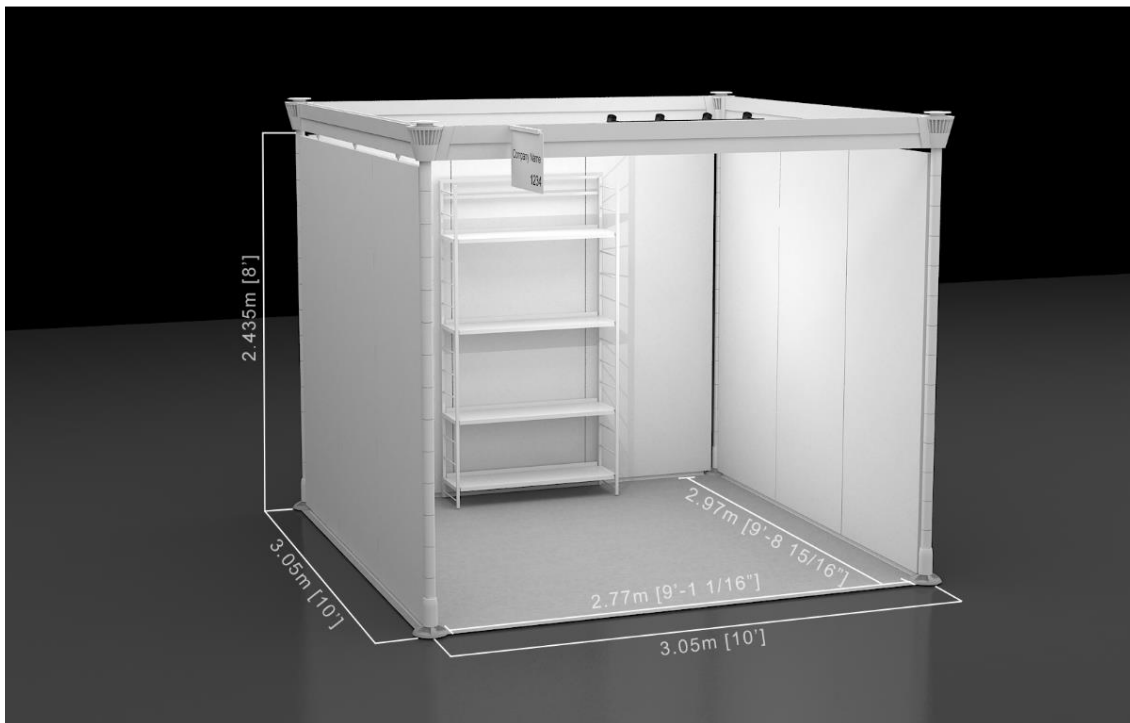
**METHOD OF PAYMENT & AUTHORIZATION** (used for FB International, Inc. orders only)

<b>Credit Card</b> <input type="checkbox"/>	American Express <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/>	For your convenience, we will use this authorization to charge your credit card account for your advanced orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include FB INTERNATIONAL, or any other charges which FB INTERNATIONAL may be obligated to pay on behalf of Exhibitor.
<b>Credit card information is required to be on file to process your order regardless of the type of payment chosen.</b>		
Credit Card # _____ Expiration Date: ____/____ Security Code: _____ Cardholder's Name: _____ Cardholder's Signature: _____ Cardholder's Billing Address: _____ City/State/Zip: _____		
<b>Check</b> <input type="checkbox"/>	Check No. _____	<b>MAKE PAYABLE TO:</b> <b>FB INTERNATIONAL, INC.</b> * Only checks drawn on United States banks in \$ will be accepted.
<b>Bank Wire Transfer</b> <input type="checkbox"/>	<b>NOTE: Customers are responsible for any bank wire fees.</b>	
I agree in placing this order AND have accepted FB International terms and conditions		
ORDERED BY (SIGNATURE): _____		
PRINT NAME: _____		DATE: _____

**February 1-5, 2020 • Jacob K. Javits Convention Center • New York, NY**

Artisan Resource® Exhibitors will receive 8' high white back and side Palo Alto hard wall panels framed in Eurostyle support metal bars and posts. Please be advised that the metal framework will be placed overhead and around the sides and in front of your booth(s) as a means of support. Where an exhibitor takes more than one space, intervening wall panels are provided as long as this request and an accompanying floor plan highlighting the position of the wall panels are received by the Operations Department on or before **January 7, 2020**. FB International will service all on-site requests on a time and material basis.

Various wall treatments are permitted. Some acceptable examples are as follows: painting the wall another color, wallpapering, draping, stapling and nailing into the wall. (Please refer to [Specification Sheet for Artisan Resource® Booth Package](#)).



**Each standard booth comes with the following:**

- Four 25 watt LED (4000 Kelvin) lights affixed to the front beam. Beams and vertical posts are required to support the lighting system. Artisan Resource® exhibitors can order shelving units, shelves, hanging bars and additional light fixtures from FB International by completing the [Artisan Resource booth Package Furniture & Accessories Order Form](#).
- Drayage-delivery of freight from the dock to the booth and the removal of freight to the dock at the conclusion of the Show (except UPS, FedEx and DHL)
- Double sided street sign with company name and booth number
- Gray booth carpeting. **Please note: Should you decide you will not need the package booth carpet, please notify Freeman by January 7, 2020. A minimum charge of \$211.50 will apply if this request is received after the deadline date.**
- Vacuuming of booth (prior to opening morning of the Show)
- 1 chair
- 1 shelving unit
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual.

**For international shipments please refer to the Phoenix International Business Logistics section in this manual or contact Phil Hobson or Sally Mulkeen at 908-355-8900 or [phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com).**





**FB INTERNATIONAL, INC.**  
 1 Raritan Road  
 Oakland, NJ 07436  
 Tel: +1 201 337 1985  
 Fax: +1 201 337 4848  
 Email: services@fbinternational.net

## ARTISAN RESOURCE PACKAGE FURNITURE, ACCESSORIES & LIGHTING ORDER FORM

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Advanced Rate DEADLINE: January 7, 2020**

**Order must be accompanied by CREDIT CARD AUTHORIZATION FORM for processing.**

QTY	IMAGE	DESCRIPTIONS & DIMENSIONS	ADV. RATE	STD. RATE	AMOUNT
		<b>Shelving Unit with 3 Shelves</b> <i>L 45in. x D 14in. x H 85in.</i> <i>(L 115cm x D 35cm x H 215cm)</i>	<b>\$205.49</b>	\$256.86	
		<b>Straight or Slanted Shelf</b> <b>MUST BE ORDERED WITH SHELVING UNIT</b> <i>L 45in. x D 13in.</i> <i>(L 115cm x D 32cm)</i>	<b>\$37.85</b>	\$47.31	
		<b>Hanging Bar</b> <b>MUST BE ORDERED WITH SHELVING UNIT</b> <i>L 45in. x D 1.18in.</i> <i>(L 115cm x D 3cm)</i>	<b>\$37.85</b>	\$47.31	
		<b>Structural Beam</b> <i>(For hanging support from beam itself)</i>	<b>\$350.00</b>	\$437.50	
		<b>Re-Enforced Panel</b> <i>(For hanging display materials to wall panels)</i>	<b>\$190.00</b> <i>per linear meter</i> <i>(per 39in.)</i>	\$237.50 <i>per linear meter</i> <i>(per 39in.)</i>	
		<b>Track with 4 LED Lights</b> <i>(Electrical power and Labor Included)</i>	<b>\$450.63</b>	\$563.29	
		<b>Additional Single Light Fixture</b> <i>(Electrical power and Labor Included)</i>	<b>\$81.11</b>	\$101.38	
		Customized Paint Color(Water-Based) <i>(Please provide Behr #or Glidden # or Pantone# for paint match)</i>	<b>\$180.00</b> <i>per linear meter</i> <i>(per 39")</i>	\$225.00 <i>per linear meter</i> <i>(per 39")</i>	

\*If you are taking the ARTISAN RESOURCE booth package, each 5' x 10' or 10' x 10' booth space receives track light with four (4) 10W/110V light fixtures. Power for these light fixtures is included in the ARTISAN RESOURCE booth package. Please use this form to order any additional lighting that may be required for this display system.

**■ DAMAGED PANELS:**

- Refurbishing fees are assessed for:
- hole larger than 6.3mm(0.25") in diameter i.e plasma mounts, furnishings or graphics.
  - any graphics, wall coverings wallpaper or adhesives not removed.
  - any hardware not removed (of any size).

<b>SUB-TOTAL</b>	<b>\$</b>
<b>8.875% NY SALES TAX</b>	<b>\$</b>
<b>GRAND TOTAL</b>	<b>\$</b>



E-Mail or fax forms with FB order form to:

**FB INTERNATIONAL, INC**

1 Raritan Rd, Oakland, NJ 07436

TEL: +1 201 337 1985

FAX: +1 201 337 4848

EMAIL: services@fbinternational.net

**METHOD OF PAYMENT FORM / CREDIT CARD AUTHORIZATION**

**\*ALL ORDERS ARE SUBJECT TO FULL PAYMENT PRIOR TO PROCESSING BY FB INTERNATIONAL, INC.**

EXHIBITING COMPANY NAME:	
CONTACT NAME:	
BILLING ADDRESS:	
BOOTH NUMBER:	BOOTH SIZE:
TELEPHONE:	FAX:
E-MAIL:	

**ORDER SUMMARY**

<b>BOOTH PACKAGE FURNITURE &amp; ACCESSORIES TOTAL</b>	\$	
<b>8.875% NY SALES TAX</b>	\$	
<b>GRAND TOTAL</b>	\$	

**METHOD OF PAYMENT & AUTHORIZATION** (used for FB International, Inc. orders only)

<b>Credit Card</b> <input type="checkbox"/>	American Express <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/>	For your convenience, we will use this authorization to charge your credit card account for your advanced orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include FB INTERNATIONAL, or any other charges which FB INTERNATIONAL may be obligated to pay on behalf of Exhibitor.
<b>Credit card information is required to be on file to process your order regardless of the type of payment chosen.</b>		
Credit Card # _____ Expiration Date: ____/____ Security Code: _____ Cardholder's Name: _____ Cardholder's Signature: _____ Cardholder's Billing Address: _____ City/State/Zip: _____		
<b>Check</b> <input type="checkbox"/>	Check No. _____	<b>MAKE PAYABLE TO:</b> <b>FB INTERNATIONAL, INC.</b> * Only checks drawn on United States banks in \$ will be accepted.
<b>Bank Wire Transfer</b> <input type="checkbox"/>	<b>NOTE: Customers are responsible for any bank wire fees.</b>	
I agree in placing this order AND have accepted FB International terms and conditions		
ORDERED BY (SIGNATURE): _____		
PRINT NAME: _____		DATE: _____

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 • Fax: (469) 621-5618



**DEADLINE DATE**  
**JANUARY 7, 2020**

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

NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

For Assistance, please call (201) 299-7575 to speak with one of our experts.

## PACKAGE CARPET REMOVAL

This form applies to exhibitors in the following sections that have contracted with NY NOW for a booth wall system package:

- Accent on Design
- Accessories
- Artisan Resource
- Baby + Child
- Gift / Museum Source
- Handmade Designer Maker
- Home Furnishings + Textiles
- Tabletop + Gourmet Housewares
- Wellness

### PLEASE REMOVE THE PACKAGE CARPET PROVIDED.

Contracted Package Exhibitors wishing to have the booth carpet removed must complete and return this form to Freeman by **JANUARY 7, 2020** to have the carpet removed at **NO CHARGE**. Form may be faxed to (469) 621-5618 or emailed to [FreemanNewYorkES@freeman.com](mailto:FreemanNewYorkES@freeman.com). You may also go to [FreemanOnline](#) to indicate your selection to opt out of the package carpet.

Request received after JANUARY 7, 2020, including exhibitor move-in days will be charged a \$211.50 removal fee.

If you are keeping the package carpet, no action is required.



*(This is a generic sample of a "package booth" and does not necessarily reflect the actual package provided.)*

**FREEMAN package carpet removal**

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In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

## 1. Admission Policy

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official show management badge.
- No one under the age of 16 is permitted on the exhibition floor during set-up and dismantle periods. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.
- Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

## 2. Advertising

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of NY NOW".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

## 3. Aisles

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

## 4. Americans with Disabilities Act (ADA)

- All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

## 5. Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

## 6. Behavior/Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

## 7. Booth and/or Material Abandonment

- Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

## 8. Building Regulations and Care of the Facility

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

## 9. Demonstrations

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

## 10. Environmental Laws/OSHA Regulations

All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

## 11. Excessive Trash

Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

## 12. Forklifts

Forklifts with operators are available from the general service contractor. Arrangements must be made with them at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000 pound lift capacity for special handling of large equipment or machinery.

## 13. Exhibit Design

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.
- Helium balloons are NOT allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

## 14. Exhibitor Appointed Contractor (EAC)

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

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- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:
  - Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
  - The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
  - Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.
  - Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
  - Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.
- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

## 15. Exhibitor Registration & Badges

- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.

## 16. Fire Protection/Fire Marshal Requirements

All exhibit spaces must be in full compliance with all facility, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

- **Fire and Safety**
  - The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
  - Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
  - Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
  - Spray painting is prohibited.
  - Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
  - Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
  - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.
- **Flammable and Toxic Materials**
  - All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
  - Samples should also be available for testing.
  - Materials that cannot be treated to meet the requirements should not be used.
  - A flame-proofing certificate should be available for inspection.
  - Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
  - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## 17. Food & Beverage Sampling

- Levy and CxRA are the exclusive caterers at NY NOW. If you would like to arrange any special events with catering within your exhibit space, please [contact them directly](#).



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## 18. Freight Holds

Show management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

## 19. Hospitality & Networking Events by Exhibitors

- No exhibitor, or any affiliate thereof, shall conduct any off site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor, and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to show management for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

## 20. Install/Dismantle

- **Installation and Dismantlement**
  - Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
  - Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
  - No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
  - All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)
  - Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.
- **Labor**
  - Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
  - Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
  - Arrangements should be made in advance.
  - Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
  - Review the exhibitor manual for specifics on union guidelines and restrictions.

## 21. Insurance

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" in the Exhibitor Manual for specifics on insurance requirements.

## 22. Literature Distribution/Giveaways

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.
- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

## 23. Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

## 24. Paging & Announcements

Show management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

## 25. Photography/Video Recording

- Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products.
- Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from show management and the owner of the subject.
- Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Exhibitors wishing to use an outside photographer must receive written permission in advance from show management.
- Conference sessions may not be photographed or video/audio recorded.

## 26. Raffles, Drawings and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

## 27. Security

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- NY NOW Show Management makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide guard service in on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Javits, A&M Professional Security, Freeman, nor any of their officers, agents or employees assume any responsibility for such property, loss or theft. To order additional exhibit security, such as an overnight security guard, see the Private Security Guard Form under the Optional Service Vendor Order Forms section of this manual.

## 28. Sound/Music/Noise

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

## 29. Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.

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In order to provide equal visibility for all exhibitors, signs, merchandise and fixtures are not allowed above the 8' height of the back or side walls.

Exhibitors may extend the back and side walls and the fascia of their exhibits up to 12' in height, including graphics limited to company name/corporate logo and booth number provided:

- The exhibit and signage (if applicable) must be part of the constructed display.
- All sides of the additional height are finished and painted white (any unfinished sides of displays...including electrical cords...must be covered or taped in white at exhibitor's expense).
- There is no sign, fixture, merchandise or other form of corporate identification above the 8' height of the back of any wall in common with another exhibitor.
- Detailed plans are submitted to Show Management at least 30 days in advance of the opening of the Show.
- Show Management grants its approval.
- Per the Javits Center ceiling height restrictions: the maximum exhibit height for booths 1930-2172 is 11'.
- The maximum exhibit height for peninsula and island booths (400 square feet or larger) ranging from booths 8200 to 8767 is 14'.

**Exception to the above:** Exhibitors in peninsula and islands booths (400 square feet or larger) may extend the back and side walls and fascia's of their exhibits up to 16' in height, including graphics limited to company name/corporate logo and booth number provided that the **policies outlined in the bullet points above are adhered to** (all exhibitor merchandise must be kept at the 8' height or lower).

Plans for all booths with exhibit heights exceeding 8' must be submitted to the Operations Department via e-mail to Londy Alvarez- [Londy.Alvarez@emeraldexpo.com](mailto:Londy.Alvarez@emeraldexpo.com) and Emily Williams- [Emily.williams@emeraldexpo.com](mailto:Emily.williams@emeraldexpo.com) at least 30 days in advance of the opening of the Show in order for Show Management to have the time to evaluate the plans and to determine which hall it is in.

**With the exception of those treatments associated with our Marketing Opportunities Program, signs and banners hung from the ceiling of the Javits Center are prohibited.**

Exhibitors who wish to have an enclosed ceiling or even partial coverage of their booth must submit a detailed request 30 days in advance of the opening date of the Show to the Operations Department via e-mail to Londy Alvarez- [Londy.Alvarez@emeraldexpo.com](mailto:Londy.Alvarez@emeraldexpo.com) and Emily Williams- [Emily.williams@emeraldexpo.com](mailto:Emily.williams@emeraldexpo.com).



# Fire Department Rules & Regulations

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In compliance with New York City law, **smoking is prohibited** in any enclosed areas on the Javits Center property. The smoking ban includes areas that are fully or partially covered such as loading docks and the covered portion of the Inner Roadway. Individuals found smoking in these areas will be removed from the premises by security officials. Repeat offenders will be banned from the Javits Center.

All display materials used in the Javits must be flame retardant and conform to New York City Fire Department "FDNY" regulations. No combustible decorations shall be used at any time. All fabrics and decorations used in booths must be flame proofed with a compound approved by the New York Board of Standards and Appeals. An affidavit must be kept available in the display for inspection by the FDNY, stating clearly (i) by whom and when such flame proofing was done; (ii) the exact materials flame proofed and the flame proofing compound used; and (iii) the approximate period of effectiveness of such flame proofing. A flame test may be performed by the FDNY at an inspector's discretion.

Cut flowers, living trees, plants, shrubs and grasses are permitted, provided all such decorations are kept in moist earth or water and are maintained in a healthy condition. Decorative greens containing pitch are prohibited. Artificial flowers or floral decorations which are not, or cannot be, flame proofed to comply with FDNY regulations, may not be used. No tanks of liquefied petroleum gas or inflammable liquid, either empty or filled, may be brought into the JKJCC. Please make sure your material conforms to New York regulations before you arrive at JKJCC.

**The use of packing crates or cartons as display pieces is permitted, provided they are flame retardant and conform to the FDNY criteria.**

## FIRE HOSE COLUMNS

Columns with fire hose cabinets must remain clear and accessible. The Fire Hose cabinet sign must also remain visible and not obscured in anyway by exhibits.

## CRATE STORAGE

No crate storage, bulk storage or cardboard empties is permitted on Show/Exhibit floors.

## DOUBLE DECKER BOOTHS

Double decker booths are not allowed on level 1 of the Javits Center.

Level Three and Level Four – Double Decker booths and booths with overhead structure must be submitted to the NYC DOB for a building Notice (BN) Permit. This process must be performed by an architect licensed in the State of NY. The NYC DOB process and approval takes approximately two – three months so don't wait to file.

## OPEN FLAMES

The New York City Fire Department will not issue blanket Open Flame Permits to Show Organizers. However, open flame permits are available to individual exhibiting companies seeking to have an open flame in their booth for the standard fee (payable to the New York City Fire Department) of \$210.00. **Please submit a plan of operation, including any images, diagrams of the device (if something other than candles), and a certificate of insurance which includes the Jacob K. Javits Convention Center, New York Convention Center Operating Corporation, New York Convention Development Corporation, State of New York, Triborough Bridge and Tunnel Authority, Empire State Development Corporation, Emerald Expositions, and NY NOW as additional insureds. An exhibit that is included on the Open Flame Permit must have an exhibitor supplied Type 5lb. ABC fire extinguisher in the booth.** Failure to comply with any of the above will result in denial of the use of an open flame. Please contact Elijah Williams, Javits Center Fire Safety Director at [Ewilliams@javitscenter.com](mailto:Ewilliams@javitscenter.com) or (646) 352-1361 for further information.

## FLAMEPROOFING

### Packing Materials

Avoid flammable packing materials. The cost of any of several suitable materials is not high and they last for several shows. Although we cannot predict how individual fire inspectors will rule on these matters, it is believed that wooden crates, corrugated cartons and fabric padding are acceptable. While not fireproof, they will not readily ignite from a carelessly thrown match or cigarette or an electrical spark.



# Fire Department Rules & Regulations (continued)

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## DISPLAY MATERIALS

Use only FLAME PROOFED fabrics for display and test them personally to make sure they will not burn. While a final determination rests with the fire prevention inspector, in most cases this does not apply to displaying your own product (please contact Elijah Williams, Javits Center Fire Safety Director at [Ewilliams@javitscenter.com](mailto:Ewilliams@javitscenter.com) or (646) 352-1361 if you require further clarification). Flame proofing usually lasts from six months to a year after which the material must be reprocessed. The test, usually performed by a fire prevention inspector, is to hold a lighted match to several different portions of the fabric. The material may char, but cannot burst into flame, melt, or drip. All decorative greens containing pitch and straw are prohibited. **Untreated cardboard and paper display backdrops or flooring are prohibited.\*** **Untreated wood shipping pallets used for display walls or flooring are prohibited.**

\*Set Shop can provide colorful, acid free, non-reflective, flame retardant paper display backgrounds. The product is called SETPAPER. SETPAPER rolls come in 51 colors and 4 widths. For further information, please contact Set-Shop at (212) 255-3500/ (800) 422-7381 or [info@setshop.com](mailto:info@setshop.com) (website: [www.setshop.com](http://www.setshop.com)).

Sources of flameproof display fabrics are as follows: **Rose Brand Textile Fabrics** (201) 809-1730 or (800) 223-1624; website: [www.rosebrand.com](http://www.rosebrand.com) and **Dazian's** (201) 549-1000 or (877) 232-9426; website: [www.dazian.com](http://www.dazian.com).

These firms will supply the necessary affidavits on request.

All flame proofing applications must be performed by an official flame retardant services provider recognized by the FDNY. Flame proofing applications performed by anyone other than an official flame retardant services provider recognized by the FDNY, must be tested and certified by an official flame retardant services provider recognized by the FDNY. Certified Flame proofing can provide flame proofing services at the Javits Center. Please call them at (800) 590-5530 to receive a quote/set-up a flame proofing appointment.

Turning Star, Inc. can provide flame retardant protection (for fabrics, paper, cardboard and wood) that is recognized by fire departments across the United States (including the FDNY) - (718) 254-0534 or (877) 849-3182; website: [www.turningstar.com](http://www.turningstar.com). For exhibitors who choose to apply flame retardant spray or liquid to their own display fabrics etc., these items can be shipped to Turning Star Inc., and Turning Star, Inc. will test these materials for flame resistance. If the materials pass the test, Turning Star can provide you with a Certificate of Flame Resistance (good for one year) that will be recognized by the Javits Center safety officials and the FDNY.

## FOAM BOARD

Exhibitors wishing to use their own foam board must be sure that it is flame-retardant and not exceed a thickness of 3/16". The Fire Marshall will insist that any foam board not flame proofed be removed from the building. Foam board must be manufactured flame retardant and cannot be sprayed or treated at showsite. All Manny Stone Decorators foam board is flame-retardant. Please see the [Manny Stone Foam Board Order Form](#) for details. You may also visit the website- [www.mannystone.com](http://www.mannystone.com).

**IMPORTANT: Be sure that this information is placed in the hands of all persons who will be setting up your exhibit, your factory shipping departments and all lines you represent.**

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Qualified union labor personnel (approved contractors by Javits/Freeman) are required to perform various services at the JKJCC. Helpers brought into the Javits Center by exhibitors for the sole purpose of unpacking, setting, styling or packing should not engage in display set-up and dismantle duties reserved for Javits Center carpenters, teamsters, electricians and plumbers. The following guidelines will help you in preparing your exhibit to conform to jurisdictions. Adherence to these regulations can save you substantial money.

**NOTE:** One of the primary reasons these labor rules and regulations were established is to provide a safe working environment for all and to ensure the structural integrity of the exhibits.

Be sure to place labor order in advance of move in for substantial savings.

## EXHIBIT BUILDING

Exhibit building labor is done by JKJCC Apprentice and Journeyman Carpenters. This labor must be ordered from Freeman or an approved Javits Exhibitor Appointed Contractor. Exhibit building labor is responsible for uncrating and crating exhibits, building and dismantling of exhibits, displays, backgrounds, booths; all work requiring the use of bolts and screws or nail fasteners, laying carpets and other floor covering, hanging non-electric signs, banners and drapes, and distributing contractor owned or leased furniture and other standardized equipment.

The following exceptions apply:

- Exhibitors may erect and dismantle "pop-up" displays which do not exceed 250 square feet and can be erected and/or dismantled by employees of the exhibiting company, without tools (**drills, ladders, saws, hammers, wrenches, Allen wrenches etc.**) and ladders. Those performing the work above must be employees of the exhibiting company and must carry identification to verify that fact. Exhibit building labor must install all wood flooring.
- Exhibitors' may unpack, pack and arrange their merchandise and products in their exhibit.
- When unsafe set-up or dismantle conditions exist, the Javits Center may elect to suspend the exceptions listed above and Javits exhibit building labor will complete the set up at the exhibitor's expense.
- The Javits Center may issue more detailed rules on this from time to time.

## EAC (Exhibitor Appointed Contractor)

Exhibit labor must be ordered from the Service Contractor or an approved Javits Exhibitor Appointed Contractor. Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) other than Freeman to set-up or tear down their exhibit must complete the [Itemized EAC Form](#) by **January 7, 2020**. Submit to Lundy Alvarez-

[Lundy.Alvarez@Emeraldexpo.com](mailto:Lundy.Alvarez@Emeraldexpo.com)

Fax- 914.948.2867

The EAC/contractor must be licensed, insured and authorized to work in The Convention Center.

Exhibitors must turn in original EAC certificates of insurance to NY NOW and Freeman prior to the show.

Please submit all insurance Certificate of Insurance to Lundy Alvarez- [Lundy.Alvarez@Emeraldexpo.com](mailto:Lundy.Alvarez@Emeraldexpo.com) | Fax- 914.948.2867

The Convention Center and Freeman must be named as additionally insured by all contractors working in the hall. [See insurance requirements](#). **If you are an EAC that is not listed on the Javits approved EAC list, and will be supervising the job, you must also submit a Certificate of Insurance.**

All EAC personnel must sign in with Show Security in meeting room 1B04 prior to entering the Exhibit Hall.

Contractors must adhere to all rules and regulations of the show, The Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged. The clean floor policy will be strictly enforced and fees may apply.

**Note: EACs with multiple exhibitors please provide certificate of insurance along with Itemized EAC Form (Exhibitor name, Booth number, booth size, and onsite contact information) and submit to Lundy Alvarez- [Lundy.Alvarez@Emeraldexpo.com](mailto:Lundy.Alvarez@Emeraldexpo.com)**

Fax- 914.948.2867.



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## FREIGHT MOVING

Freight moving labor is handled by JKJCC Teamsters. They are responsible for loading and unloading, moving and delivering exhibitor freight to and from the exhibitor's booth. This labor must be ordered from the General Contractor. However, certain items may be brought into the JKJCC through the front of the building by exhibitors. If your POV (personally owned vehicle) fits one of the descriptions listed below **and there is a qualified driver with the vehicle at all times**, you may carry certain items into the JKJCC. Suitable vehicles for the **self-service** hand carry unloading procedure are:

- Automobiles
- Mini vans
- Econoline/Sprinter vans
- Sport Utility Vehicle

**Box/cube trucks and vans, or trailers hitched to the above vehicles are prohibited in the self-service hand carry unloading areas. There must be someone representing the exhibitor with the vehicle at all times. There is a 30 minute unloading and loading time. All items brought in through the front of the building must fit into the following categories:**

- An exhibitor may hand carry items or use nothing larger than a two-wheeled baggage cart (rubber or plastic wheels only) to move items.
- Hanging clothes racks with four wheels are allowed for moving hanging garments.
- Exhibitors must use the doors and routes designated by show management.
- The persons moving items must have identification showing that they are employees of the exhibiting company.

## JAVITS CENTER REMINDS CUSTOMERS ABOUT HAND CARRY POLICY TO MINIMIZE TRAFFIC CONGESTION

The Javits Center is the busiest convention center in the United States, and as a result, their operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with new developments, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during move-in and move-out periods.

Recent traffic congestion concerns around the Javits Center have increased traffic enforcement by City agencies. In order to alleviate these concerns, the Javits Center is re-issuing their hand carry policy to all concerned. The hand carry policy, which is outlined below, is designed to maximize exhibitor move in and minimize traffic congestion.

Exhibitors are reminded that the west side of 11th Avenue is officially designated a City bus lane, and vehicles illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD). For move-in and/or move-out periods during large trade shows, the Javits Center will often request assistance from the NYPD to facilitate curbside standing of personal vehicles and small vans along the west side of 11th Avenue between West 34th Street and West 40th streets. However, this does not grant immunity from potential ticketing or vehicle towing to customers who ignore the regulations established by the Javits Center in conjunction with the NYPD and other regulatory agencies.

The Javits Center Hand Carry Policy is as follows:

### Approved During Hand Carry Operations:

- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving items must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed;
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items;
- Hanging clothing racks with four wheels are allowed for moving hanging garments; Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building; and
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

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Prohibited During Hand Carry Operations:

- Power or hand tools (**drills, ladders, saws, hammers, wrenches, Allen wrenches etc.**), ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a vehicle larger than an Econoline/Sprinter van;
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- Any freight moved by a **moving or freight company**, contractor or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations. Moving and Freight companies must check in with Freeman at the driver check in (on 12<sup>th</sup> avenue) and unload at one of the docks at the rear of the building.

On the west side of 11th Avenue between 34th Street and 36th Street:

- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline/Sprinter van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked alongside the curb, and double parking is strictly prohibited;
- All vehicles must be attended at all times by a licensed driver;
- Parking or standing on the east side of 11th Avenue is strictly prohibited;
- Recommend exhibitors pack all exhibit item before staging a vehicle curbside; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

On the Inner Roadway along 11th Avenue:

- Hand carry operation hours are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame
- Access granted to exhibitors on a first-come, first-serve basis;
- Only vehicles with two licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle; and
- Any vehicle left unattended will be towed at the owner's expense.

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Javits electricians must install and dismantle all lighting and electrical with one exception; an exhibitor with a 100 sq. ft. booth, having ordered one 500 watt outlet, may hang and dismantle exhibitor owned light fixtures, up to four individual lights (**excluding track lights**) without tools or the use of a ladder. An inspection fee of \$62.30 will apply to this scenario.

Track lighting with four light fixtures or less in a 100 sq. ft. booth, having ordered power and requiring labor and/or utilizing **track lighting** should expect to pay for installation and dismantling labor. Exhibitor must provide their own support for hanging track lighting. Support bars can be found here: [http://www.pipeanddrapeonline.com/7--12-Foot-Adjustable-Width-Support-Rod\\_p\\_87.html](http://www.pipeanddrapeonline.com/7--12-Foot-Adjustable-Width-Support-Rod_p_87.html).

Javits electricians also install and remove all electrical signs, wiring, load centers, disconnects and distribution panels, all communication and video cable between and outside exhibits and under carpets, and all sound systems. Javits electricians will also operate certain sound, light, and video systems as well as install monitors that are wall or stand mounted.

If you wish, you may plug in your own equipment to your rental outlet if you have ordered 110 volt service of 500 watts or less. You may also test and tune your own equipment and run communications wire between devices like modems, CPUs or printers within your booth.

**NOTE: Exhibitors may not plug into existing service/service ordered by another exhibiting company. This dangerous practice is a fire hazard and will be monitored closely.**

## PLANNING YOUR ELECTRICAL SERVICE

Here are some facts and tips to help you save energy when planning your electrical service:

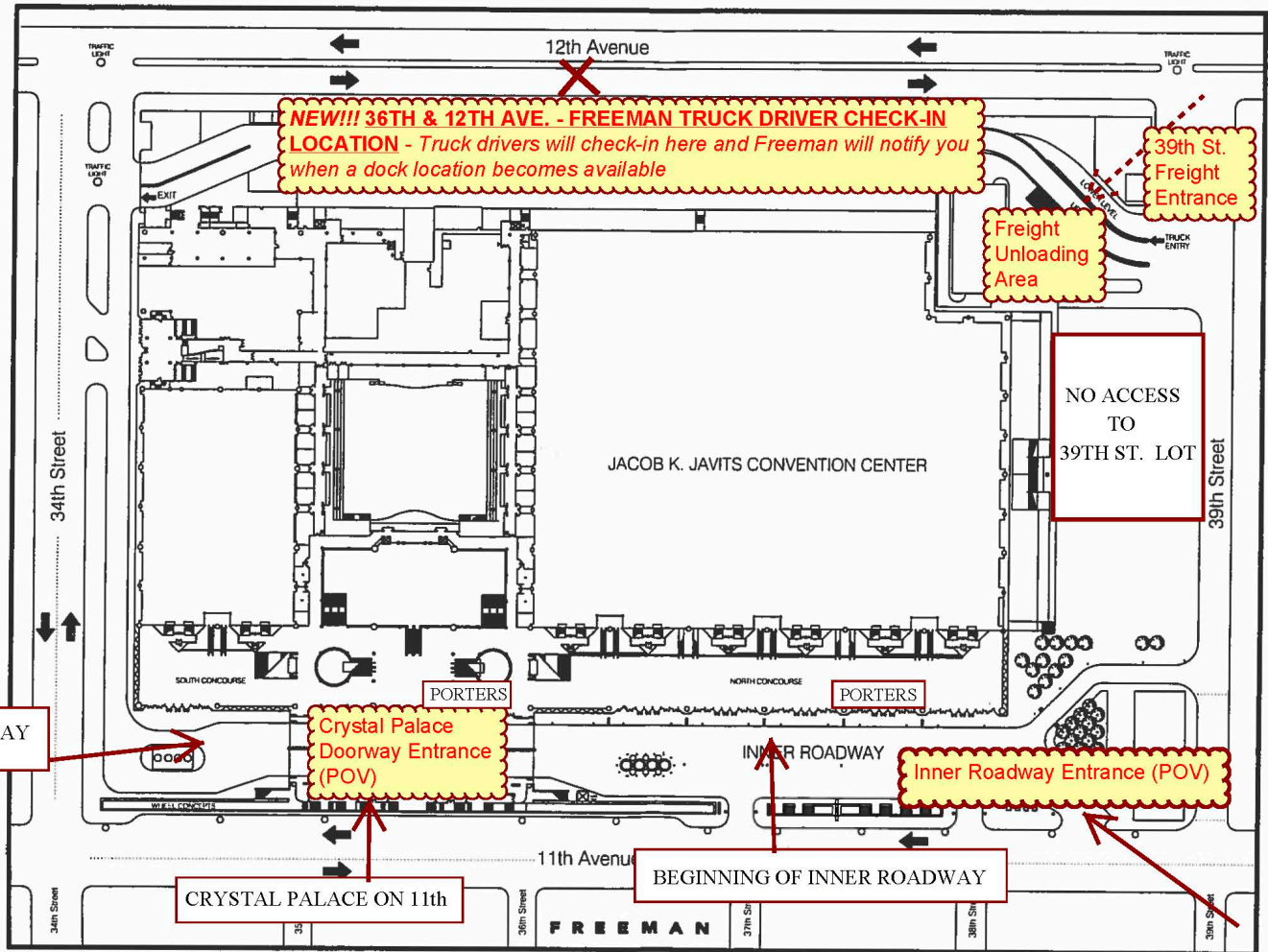
- All Javits electrical service connections are single connections (a multi-box/plug-in strip is an extension cord only and requires electrical wattage).
- As mandated by the electrical code, lighting fixtures may only be powered by service classifications of “up to 500 watts”, “501 to 1000 watts” and “1001 to 1500 watts”. **Service classifications “1501 to 2000 watts” and 2001 to 2500 watts” are for equipment hook up only and may not be used for lighting circuits.**
- If you have several devices and pieces of equipment spread throughout your booth, you may need to order a separate service for each.
- All electrical equipment must be Underwriter Laboratories (UL) approved.
- Electrical code violations are unsafe, time consuming and costly to correct. So, please feel free to call Javits Show Electric Division at (212) 216-2656 if you have any questions about the New York City codes. A couple of typical code violations are:
  - ◆ Use of multiple attachment plugs, called “cube taps”
  - ◆ Use of plugs and connectors which are commonly used in Europe and Asia
  - ◆ It is a fire hazard to connect more than one multi box or plug-in strip to a single electrical connection
- Be aware of labor charges you may incur. Charges are usually assessed for:
  - ◆ All 208, 460 volt and overhead work
  - ◆ Securing and removing service for booths with three or more separate 110 volt services
  - ◆ **Installing and dismantling exhibitor-owned lights. (An exhibitor with a 100 sq. ft. booth, having ordered one 500 watt outlet, may hang and dismantle exhibitor owned light fixtures –excluding track lights - without tools or the use of a ladder.)**
  - ◆ Installing and removing communications cable between booths or under carpet
  - ◆ Installing, operating and removing sound and light equipment

Labor is charged in half-hour increments. If the electrical service for your exhibit is complex and you are concerned about labor charges, call the Javits Show Electric Division at (212) 216-2656 for a labor estimate. To place your order, simply call toll-free (877).4.JAVITS (877.452.8487) or order online through their [online ordering system](#) and receive a discounted rate.

## Electrical Service and Fixture Options

The Javits Center can provide 110 volt service in 500 watt increments up to 2500 watts. Refer to the [Javits online ordering system](#) for information on additional power options, quad boxes and plug-in strips, and the array of lighting fixture rental options available. Parcan lighting fixtures are available on a limited basis in the exhibit halls housing booths 5000–6808, 8200-8770, and 100-550. Please contact the Javits Show Electric Division at (212) 216-2656 for clarification. **Please note**, if your Booth Package includes light fixtures, they will be installed automatically, it is not necessary to complete a request for electrical form. However, if you require additional power, you must place an order.

## JACOB K. JAVITS CONVENTION CENTER



## EXHIBITOR SUBMISSION OF EAC (Exhibitor Appointed Contractor) INFORMATION:

Exhibit labor must be ordered from the Service Contractor or an approved Javits Exhibitor Appointed Contractor. Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC), other than Freeman to set-up or tear down their exhibit must complete the ITEMIZED EAC Form located on the following page. **Forms must be received by January 7, 2020** and submitted to Londy Alvarez- [Londy.Alvarez@Emeraldexpo.com](mailto:Londy.Alvarez@Emeraldexpo.com) | Fax- 914.948.2867

The EAC/contractor must be licensed, insured and authorized to work in The Javits Convention Center. Exhibitors must turn in original EAC certificates of insurance to NY NOW and Freeman prior to the show.

Please submit all insurance Certificate of Insurance to Londy Alvarez- [Londy.Alvarez@Emeraldexpo.com](mailto:Londy.Alvarez@Emeraldexpo.com) | Fax- 914.948.2867

The Convention Center and Freeman must be named as additionally insured by all contractors working in the hall. [See insurance requirements](#). **If you are an EAC that is not listed on the Javits approved EAC list, and will be supervising the job, you must also submit a Certificate of Insurance.**

All EAC personnel must sign in with Show Security in meeting room 1B04 prior to entering the Exhibit Hall.

Contractors must adhere to all rules and regulations of the show, The Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged. The clean floor policy will be strictly enforced and fees may apply.

**Note: EACs with multiple exhibitors please provide certificate of insurance along with the ITEMIZED EAC FORM BELOW (Exhibitor name, Booth number, booth size, and onsite contact information) and submit to Londy Alvarez- [Londy.Alvarez@Emeraldexpo.com](mailto:Londy.Alvarez@Emeraldexpo.com). Fax- 914.948.2867**



# Itemized EAC Form

February 1-5, 2020 • Jacob K. Javits Convention Center • New York, NY

## EAC FORM

EAC NAME:

	Exhibitor Name	Booth Number	Booth Size	Onsite Contact Information
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Please e-mail this form with your Insurance to Londy Alvarez

| E-mail: [Londy.Alvarez@Emeraldexpo.com](mailto:Londy.Alvarez@Emeraldexpo.com)

| Fax: 914.948.2867





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**ALL EXHIBITORS ARE REQUIRED TO SECURE GENERAL LIABILITY INSURANCE AND CARRY PROOF OF INSURANCE TO SHOW SITE!**

Submit your insurance documents online. [Click here](#) and attach your proof of insurance. Be sure the name of the attachment reflects the name of the insured exhibiting company.

## Insurance Requirements

As stated in your Exhibit Space Agreement, an exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with exhibitor's obligations under this paragraph. The following three types of insurance are required:

- Workers' Compensation insurance, unless you are the sole proprietor. Sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need workers compensation coverage.
- Consult with your insurance company regarding this. Operations cannot provide any additional information to fulfill this requirement.
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
- Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

### **THERE ARE NO EXCEPTIONS TO THESE REQUIREMENTS**

Comprehensive general liability and automobile liability insurance policies shall name as additional insured Emerald Expositions and each of its subsidiaries. These dates cover move-in, show days and move-out. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to Emerald Expositions, shall be furnished to Emerald Expositions sixty (60) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to Emerald Expositions.

The following information MUST be contained on the certificate:

- **"Producer"** - Name, address and phone number of insurance carrier
- **"Insured"** - Company Name, Address, Phone number and Booth Number of Company Insured
- **"Coverage"** - Coverage must be provided for Comprehensive General Liability, Automotive Liability, and Workmen's Compensation, complete with policy numbers, effective dates of coverage and limits of coverage.
  1. **Comprehensive General Liability Insurance** - Confirm that you have adequate coverage to protect your interests from potential claims arising from the injury to a person other than an employee at your booth.
  2. **Automobile Liability Insurance** - Confirm that an automobile liability policy is in place for any company owned vehicles used in connection with the show. Confirm that insurance is provided for any non-owned and/or hired vehicles used in connection with the show, including utility vehicles for loading and unloading.
  3. **Workers Compensation Insurance** - Exhibiting companies must have a Workers Compensation policy as required by law to insure your employees in the event of a work-related injury.
- **"Description of Special Items"** - Emerald Expositions-NY NOW Winter 2020, Freeman and the Javits Convention Center must be listed as additional insured for the dates February 1-5, 2020.
- **"Certificate Holder"**  
Emerald Expositions – NY NOW Winter 2020  
1133 Westchester Avenue – Suite N136  
White Plains, NY 10604  
ATTN: Operations  
For more information e-mail **Londy Alvarez**: [Londy.Alvarez@emeraldexpo.com](mailto:Londy.Alvarez@emeraldexpo.com) and Emily Williams-  
[Emily.williams@emeraldexpo.com](mailto:Emily.williams@emeraldexpo.com)

To protect your property and staff we suggest taking the following steps:

## Property Insurance

Contact your insurance broker or carrier to obtain a policy to cover the value of your booth, equipment, product and supplies. If you already have property insurance, confirm that it will extend to your property during shipping and at the show. Many insurance policies only cover property at a listed location or within 1,000 feet of that location. If you use an independent contractor for installation or dismantling, review the agreement carefully to determine what insurance may be available if damage occurs as a result of their negligence.



## **Exhibitor Insurance Program**

### **EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)**

Emerald Expositions requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$2,000,000 aggregate**. Emerald Expositions and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

### **Apply for insurance coverage online**

[Click here](#) to purchase General Liability insurance for NY NOW  
Visa, Mastercard, AMEX are accepted  
Coverage must be purchased prior to the event/show

### **QUESTIONS?**

#### **Total Event Insurance**

[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

ACORD <b>1.</b> CERTIFICATE OF LIABILITY INSURANCE		DATE				
<b>PRODUCER</b> Insurance Company Name      Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <b>INSUREERS AFFORDING COVERAGE</b>				
<b>INSURED <b>2.</b></b> Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349    Fax: (212) 555-9819		INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:				
<b>COVERAGES <b>3.</b></b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	<b>4.</b> TYPE OF INSURANCE	POLICY NUMBER	<b>7.</b> POLICY EFFECTIVE DATE (MM/DD/YY)	<b>8.</b> POLICY EXPIRATION DATE (MM/DD/YY)	<b>9.</b> LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/20	01/01/21	EACH OCCURENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGRREGATE	\$2,000,000
					PRODUCTS-COMP/OP AGG	\$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/20	01/01/21	COMBINED SINGLE LIMIT	\$1,000,000
					(Ea accident)	
					BODILY INJURY	\$
					(Per person)	
					BODILY INJURY	\$
					(Per accident)	
					PROPERTY DAMAGE	\$
					(Per accident)	
					AUTO ONLY-EA ACCIDENT	
					OTHER THAN	\$
					AUTO ONLY:	\$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/20	01/01/21	EACH OCCURENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/20	01/01/21	X WC STATU- ORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE -POLICY LIMIT	\$1,000,000
D	OTHER				Each Occurrence & Aggregate	
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> <b>5.</b> Emerald Expositions (Show Management), Freeman (Official Service Provider), The Javits Convention Center (Facility), and NY NOW (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald Expositions and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald Expositions, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald Expositions shall be excess and non-contributory. Show date(s) are: February 1-5, 2020 at the Javits Convention Center, NY, NY.						
<b>CERTIFICATE HOLDER</b> X		<b>ADDITIONAL INSURED; INSURER LETTER:</b> X		<b>CANCELLATION</b>		
<b>6.</b> Emerald Expositions /NY NOW 1133 Westchester Ave., Ste. #N136 White Plains, NY 10604-3547 Attn: Londy Alvarez		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS			AUTHORIZED REPRESENTATIVE 	

- PRODUCER: Name, address and phone number of insurance carrier.
- INSURED: Company name, address, phone number and booth number of company insured.
- COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME OF ADDITIONAL INSUREDS: Emerald Expositions (Show Management), Freeman (Official Service Provider), NY NOW (Show) and The Javits Convention Center (Facility) as additional insureds on a primary and non-contributory basis. Show dates are February 1-5, 2020.

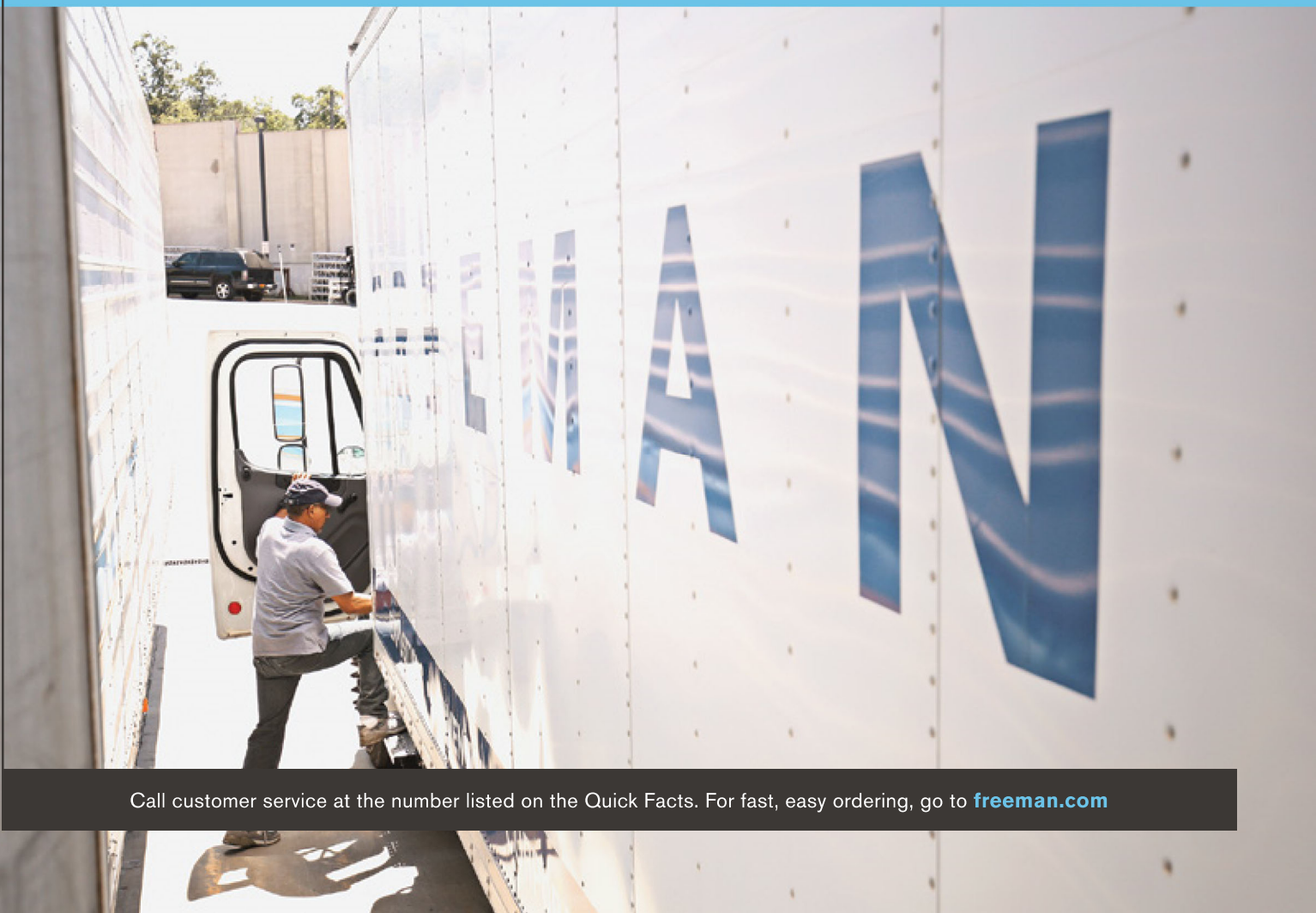
- CERTIFICATE HOLDER: Emerald Expositions – NY NOW, 1133 Westchester Ave., Ste. #N136, White Plains, NY 10004, Attn: Londy Alvarez.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

# RESULTS, DELIVERED

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

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



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



## EXHIBIT TRANSPORTATION SERVICES

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

### Freeman Exhibit Transportation promise:

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

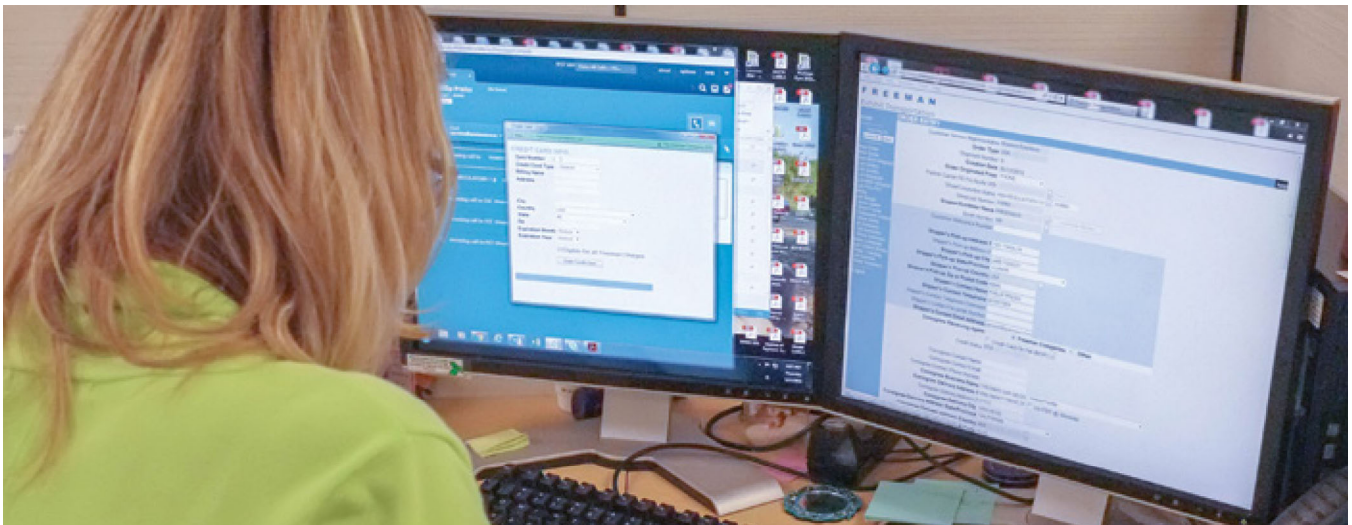
### Questions?

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

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

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

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



# 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: **NY NOW / February 1-5, 2020**

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](http://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 #**

**NY NOW**

C/O: FREEMAN  
909 NEWARK TURNPIKE  
KEARNY, NJ 07032

**MUST BE DELIVERED BY JANUARY 16, 2020**

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

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

**NY NOW**

C/O: FREEMAN  
JACOB K JAVITS CONVENTION CENTER  
369 12TH AVENUE  
NEW YORK, NY 100011188

**CANNOT BE DELIVERED BEFORE JANUARY 29, 2020**

#### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Labels : \_\_\_\_\_

### FAX THIS COMPLETED FORM VIA:

**E-mail:**

**[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)**

**or**

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

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

**SHOW #** (486107) \_\_\_\_\_

FREEMAN exhibit transportation





**February 1-5, 2020**

# **International Shipping & U.S. Customs Guidelines**

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**PIBL**

Phoenix International Business Logistics, Inc.  
Port Elizabeth  
1201 Corbin Street  
Elizabeth, NJ 07201

Phil Hobson / Sally Mulkeen  
Tel 908-355-8900  
Fax 908-355-8883  
Email [phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com)

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## Forms:

- A) Import Freight Information Sheet**
- B) Importer Security filing form**
- C) PIBL’s Worldwide List of Agents**

# INTRODUCTION

**Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for NY NOW 2020**

We strive to offer each exhibitor exemplary service in concert with our overseas partners. By using PIBL's international network, your company can derive the following benefits:

- Alleviate potential transport and customs clearance problems and insure your exhibit is delivered on time.
- Increase the efficiency and reliability of the entire transportation process
- By establishing an account with a PIBL overseas agent, all charges for services incurred in the U.S. can be invoiced directly to you through our agent. Otherwise, payment for services must be collected from the exhibitor (or their freight forwarder) prior to the delivery of your shipment to the show site.
- PIBL will coordinate the customs clearance of all inbound freight through U.S. Customs and Border Protection (CPB) and will arrange timely delivery to the show site.
- Our licensed personnel are on-site before, during, and after the show to answer questions about customs clearance and to assist you with the re-exportation of freight after the show closing.

Should you have any questions regarding transportation or U.S. Customs issues, we invite you to contact us.

# U.S. CUSTOMS CLEARANCE PROCESS

All shipments arriving in the U.S. require clearance from U.S. Customs prior to release from the port, airport or terminal. In order for PIBL to affect customs clearance on your behalf, you must provide a company name under which PIBL can prepare the customs entry. This company can either be a U.S. resident company or an overseas non-resident company.

## What PIBL Needs to Act as Your Customs Broker

1. Completed U.S. Customs Power of Attorney Form (available upon request)
2. Import Freight Information Sheet (attached) - return this by facsimile or email to the PIBL coordinating office. If needed, consult with your freight forwarder on how to complete this form.
3. Contact name and phone number

**Note:** Customs clearance will take approximately 2-3 days. During this time, the freight must remain under customs supervision at the port of entry and under no circumstances can it be delivered to the show site.

## About The Power Of Attorney

The PIBL coordinating office must be in possession of your Power of Attorney 48 hours prior to export of seafreight shipments, in order to file the importer security notice with U.S. Customs or immediately upon export of airfreight shipments. It is the exhibitor's responsibility to make available to PIBL all appropriate documentation for customs clearance. **Failure to do so may result in late filing fees and surcharges and/or late delivery to the show site.**

Blank Power of Attorney forms are available upon request.

## Timely Deliveries

Although PIBL will do everything possible to insure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of shipments due to the exhibitor's failure to follow the provided procedures.

# TYPES OF U.S. CUSTOMS ENTRIES

## Permanent Entries

Permanent Customs entries are reserved for those Exhibitors who are expecting their freight to permanently remain in the United States. U.S. Duty and other applicable processing fees will apply. Shipments with duty liability of less than \$250.00 are automatically cleared as a permanent entry.

## Temporary Entries

NYNOW has been designated as an Official International Trade Show by the U.S. Government. This allows international exhibitors to enter freight into the United States duty free for 90 days. Prior to expiration of this 90 day period, the exhibitor must decide whether to Customs clear the goods permanently into the U.S., re-export the goods, or dispose of the goods. Unless instructions are otherwise provided or the shipment is imported under an ATA Carnet, all consignments with duty liability exceeding \$250.00 will be imported under a Trade Fair entry. Shipments with estimated duty liability less than \$250.00 will be entered permanently and the duty invoiced to the exhibitor or their agent. All give-away items, food, beverage, etc., are considered consumables and are therefore unable to be cleared under the Trade Fair Designation.

To prevent violation of the trade fair bond and the assessment of fines and penalties, re-exportation or permanent entry of all goods entered into the United States under trade fair designation must be processed by PIBL. All freight entered under Trade Fair status must remain in bond at PIBL's contracted warehouse after the show until permanent clearance has been processed with Customs and the duty paid or the freight is exported.

### **\*\* IMPORTANT NOTE \*\***

It is not recommended that merchandise intended for temporary or permanent entry into the U.S. be packed and shipped together. U.S. Customs will not accept one customs entry for both permanent and temporary freight. We suggest that such freight be packed and shipped independently under separate commercial invoices and house bills of lading. Questions on this subject can be forwarded to PIBL or our overseas agents.

# CONSIGNMENT INFORMATION

Please insure that your shipments are sent on a prepaid basis, marked and consigned as follows.

## Consignee

Name of exhibiting company  
NY Now 2020 / Booth # \_\_\_\_\_  
C/O Jacob Javits Center  
655 West 34th Street  
New York, NY 10001

## Notify

PIBL - Phoenix Int'l Business Logistics, Inc.  
1201 Corbin Street  
Elizabeth, NJ 07201  
Attn: Phil Hobson/Sally Mulkeen  
Phone: 908.355.8900 Fax: 908.355.8883

# OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight (FCL): New York	January 19, 2020
Ocean Freight (LCL): New York	January 12, 2020
Air Freight: Newark or JFK	January 19, 2020

To insure timely delivery to show site, we recommend all shipments arrive in the U.S. by the above dates. PIBL will not charge intermediate storage for airfreight or LCL seafreight shipments that have arrived and are customs cleared within the above provided time frames.

**Demurrage, per diem and chassis charges for full containers during the time period between arrival and delivery to showsite must be negotiated with the steamship lines in the country of origin.** If arrangements have not been made and confirmed in writing by the steamship lines, PIBL will invoice container and chassis demurrage and per diem charges directly to the Agent or Exhibitor.

*Freight arriving after the above dates will be charged additional fees based on services required to ensure timely clearance and delivery of your shipment to the show.* It is imperative that the coordinating PIBL office be pre advised of all incoming shipments prior to the freight's arrival in the U.S. If the above deadlines can not be met, please advise our office immediately so we can make arrangements to expedite the customs clearance and delivery of your shipment.



# REQUIRED DOCUMENTATION

The following documents must be available for Customs clearance:

- Bills of lading or Airway bills. (*Express release Bills of lading only*)- No Originals.
- Signed Commercial/Proforma invoices in English, giving exact commodity description with Harmonized number, unit value and total value. (NO COMMERCIAL VALUE on Invoices is not accepted by U.S. Customs)
- Completed and Signed Import Freight Information Sheet (Enclosed)
- Packing list in English (May be combined with the commercial invoice)
- Power of Attorney (Available upon request) Not required if you have worked with PIBL previously.
- Any applicable documents, licenses, insurance certificates

## IMPORTER SECURITY FILING (10 + 2)

International exhibitors attending trade shows in the U.S. face federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are subject to fines and penalties. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide PIBL or a PIBL agent the following 10 data elements 48 hours prior to loading at the port of origin.

- |  |  |
|--|--|
| 1. Manufacturer (or supplier) name and address | 6. Consolidator name and address         |
| 2. Seller name and address                     | 7. Importer of record number             |
| 3. Buyer name and address                      | 8. Consignee number                      |
| 4. Ship to name and address                    | 9. Country of origin of goods            |
| 5. Container stuffing location                 | 10. Harmonized Tariff Schedule (HTSUS) # |

On July 9, 2013, CBP was authorized to begin full enforcement of the ISF regulation. CBP will begin fining Importers for the submission of an inaccurate, incomplete or untimely filing or for failure to file. Violators will be fined \$5,000 per non filed, late filed, inaccurate filing or inaccurate ISF update. Fines will not exceed \$10,000 per ISF. To expedite the process, contact PIBL or a PIBL agent to request an email copy of an easy to use "type and send" ISF form or download it from

[http://phoenixlogistics.com/f\\_and\\_e.html](http://phoenixlogistics.com/f_and_e.html)



# RESTRICTIONS ON WOOD PACKAGING MATERIAL

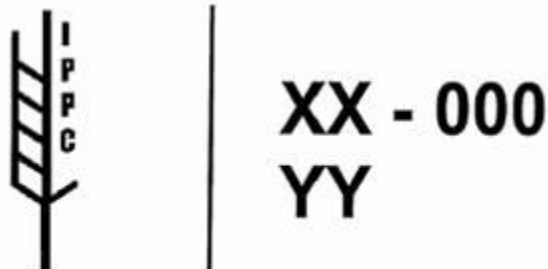
The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement commencing on July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as “wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids.” **Any WPM not meeting the treatment specifications of this rule will be immediately re-exported.**

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent IPPC mark that indicates that the article meets the new requirements. U.S. Customs is no longer accepting fumigation certificates as proof of fumigation. All fumigated WPM must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packing material used for your exhibit, please consult your local PIBL agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website:

<http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html>



XX represents the ISO country code.  
000 represents the unique number assigned by the national plant protection organization.  
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

# U.S. CUSTOMS CONTAINER SEAL REQUIREMENTS

U.S. Customs and Border Protection is reminding shippers and importers that all loaded containers arriving by vessel at a port of entry in the U.S. on or after October 15, 2008, are required by statute ([6 U.S.C. 944](#)) to be sealed with a seal meeting the [ISO/PAS 17712](#) standard.



The ISO/PAS 17712 standard requires that container freight seals meet or exceed certain standards for strength and durability so as to prevent accidental breakage, early deterioration (due to weather conditions, chemical action, etc.) or undetectable tampering under normal usage. ISO/PAS 17712 also requires that each seal be clearly and legibly marked with a unique identification number. If you have any questions regarding seal requirements, please contact PIBL or one of our overseas agents.

## FULL CONTAINER OCEAN SHIPMENTS

Containers must be terminated at the Port of New York/New Jersey. At which point, PIBL will arrange the customs clearance and transfer to showsite

For the purpose of ensuring containers are available for re-export, we ask that you notify PIBL of any full container return shipments prior to arrival of the container in New York / New Jersey. Availability of containers is limited and booking equipment is required 15 days in advance. If arrangements have not been made and containers are not available for loading on showsite, Exhibitor's freight will be removed from showsite and returned to PIBL's contracted warehouse at the exhibitor's expense.

## **LESS THAN CONTAINER LOAD OCEAN SHIPMENTS**

If you intend to utilize the services of a sea freight consolidator for your LCL (less than container load shipments), please be aware of the delays associated with utilizing this service. Freight availability and customs delays range from 5 -20 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to showsite. .

## **U.S. CUSTOMS DUTY AND PROCESSING FEES**

Merchandise entered into the Commerce of the United States is subject to duty, merchandise processing fees and, if imported via seafreight, a harbor maintenance fee. These duties/taxes will be estimated and invoiced by PIBL in accordance with the description provided on your commercial invoice. All U.S. Customs and service fees invoiced by PIBL must be paid prior to freight delivery to showsite.

Duty- Based on commodity description and rate of duty

Merchandise processing fee - .3464 % of FOB value (maximum USD\$ 508.70) Sea & Air

Harbor Maintenance fee - .125% of FOB Value - (No maximum) Seafreight only

Commercial/proforma invoices must include the following information:

- A. Name of Shipper (Exporter or Manufacturer)
- B. Name of Consignee (Exhibiting Company C/O  
**NY Now 2020 – New York, NY**)
- C. Booth Number
- D. Complete description of merchandise
- E. Harmonized tariff number of each description
- F. Unit Value and total value (No Commercial value statements are not accepted by U.S. Customs)
- G. Invoices must be in English

A display booth with lights, panels, etc., can be grouped and shown as: (example)

“Completed display booth and stand” 9403.20.0020 Value \$5,000.00

# INSURANCE

In our effort to best service our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as ourselves, is limited to \$50.00 per shipment under the Freight Forwarder/Customs Brokerage Industry's standard terms covering liability for physical loss or damage to your cargo. In the unfortunate event that your goods are damaged or lost while entrusted to PIBL and if our agents or we are determined liable for the damage or loss, our and their liability will be limited to \$50.00 per shipment.

If you do not wish to run this risk, you have two options. You may declare the value of the goods to us prior to shipment and we and our agents will charge you a significantly higher rate for our services, or you may procure insurance on your own, or through us, for the full value of the goods for the time the goods are entrusted to us and/or our agents, including international door-to-door coverage.

Generally, the premium for such insurance is much less than the higher freight rate that you will be charged if you choose the first option, declaring the higher value.

If you or your insurance broker has any concerns that your present coverage does not fully cover the value of your shipment in the event of loss or damage, please feel free to request full coverage of this shipment in writing to PIBL. Through our underwriters, we have the ability to insure your shipment for the value as indicated in your request.

If you do not wish to exercise either option, or if you are satisfied that the insurance coverage you have arranged through others and not through us is sufficient, you are acknowledging the fact that PIBL has not insured your shipment and has advised you of the liability limitation that will otherwise apply.

# **INTERNATIONAL SMALL PACKAGE SHIPMENTS**

Small package shipments are defined as shipments less than 50 kgs. Successful customs clearance and delivery of international small package shipments can be a challenge. To reduce delays, additional expenses and possible non delivery of your shipment, we recommend exhibitors utilize our door to door delivery services. In conjunction with our overseas agents, our staff arranges the transportation from origin, the customs clearance, and the delivery of your small package shipment to the show at a competitive price. Please contact us to discuss the best method for handling your small package shipment.

## **PROHIBITED COMMODITIES**

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any items of clothing, hazardous chemicals, paint, or food/beverages with your shipment. However, should you find it necessary to import such merchandise, please send it separately and in advance of your primary shipment.

## **OUTLAYS AND PAYMENT CONDITIONS**

PIBL will advance funds on your behalf for expenses incurred in New York. Unless you have an established account with PIBL or a PIBL partner, these charges are expected to be paid prior to delivery of your shipment to showsite.

## **PIBL's OVERSEAS AFFILIATES AND OFFICES**

PIBL urges all exhibitors to utilize the transportation services of our overseas partners and affiliates. These offices have familiarized themselves with these Guidelines and are in a position to invoice you directly for all destination and onsite charges. Utilization of the PIBL network will alleviate any delays in New York and increase efficiency of the entire transportation process. The full contact information for each office is enclosed. If an agent is not provided for your country, please contact PIBL for the office nearest your location.

# DEADLINES AND TARIFF

## A. Important scheduling notes

1. Phoenix is offering **free** storage of LCL and airfreight shipments arriving after Jan 10, 2020.
2. Cargo arriving after the deadline referred to on page 5 will be charged additional fees based on the services required to insure timely clearance and delivery to the convention center.
3. Due to the possibility of a high volume of return shipments, please allow additional time for exports from NY/NJ. Expedited export transportation services are available. However, this service must be requested in advance of show closing.

## B. Inbound charges

1. Terminal Handling charges and transfer of documents ..... As per outlay
2. Customs clearance fees:
  - a. Permanent entries ..... US 160.00 p/entry
  - b. Temporary entries ..... US 195.00 p/entry
3. Customs examination ..... as per outlay
4. Document messenger services, communication and exhibition coordination fee ..... US 125.00 p/entry
5. Other Gov't Agency releases (If required)..... US 35.00 p/entry
6. Additional Classifications (3 free) ..... US 5.00 each additional  
Additional invoice (1 free) ..... US 10.00 each additional
7. \* Delivery from EWR/JFK Airport or consol point, to ..... US 35.00 p/100 lbs.  
Showsite dock. (Based on Greater of volume or weight) US 250.00 Minimum
8. Seafreight container drayage from port of arrival to Showsite dock Quotation required
9. US Customs bond fee ..... US 6.50 per/USD 1,000.00  
Minimum US 80.00
10. ISF Filing fee ..... US 35.00 addtl Mfr \$3.00
11. ISF Filing Bond fee ..... US 85.00 each additional
12. Trucker waiting time ..... US 85.00 per/hour /1 hr. free

\* Discounts available for shipments exceeding 4,000 lbs.

### C. Outbound charges

1. Export documentation and handling fee:
  - Airfreight ..... US 95.00 p/Bill of lading
  - Seafreight ..... US 135.00 p/Bill of lading
2. Onsite sea/air freight export coordination fee..... US 85.00 p/cont./shipment
3. Delivery from show site to EWR/JFK Airport or consol point ..... US 35.00 p/100 lbs.  
(Including intermediate storage) ..... US 250.00 Minimum  
(Based on Greater of volume or weight)
4. Cancellation of U.S. Customs Temporary entries ..... US 85.00 p/entry
5. Trucker waiting time ..... US 85.00 per/hour /1 hr. free

Return Air/Ocean freight rates will be quoted on a case per case basis. **Above rates apply to services provided during normal working hours. For after-hours, weekend, and/or holiday pick ups or deliveries, add \$125.00 to the above inbound and outbound coordination fees.**

### D. Important Tariff notes

1. The above tariff applies to each exhibitor and shipment.
2. All rates are based on volume or actual weight whichever is greater.
3. The above rates exclude all U.S. Customs duty, taxes and/or Merchandise Processing Fees, waiting time on show site, any storage charges due to early arrival or delays beyond Phoenix's control, and charges related to the movement of freight once it arrives on the fairgrounds.
4. Unless prior arrangements have been made with our Phoenix overseas affiliate, all freight charges must be settled prior to show opening. Failure to do so will result in a 2.5% outlay charge. Payment may be in the form of cash, American Express or Traveler's checks. *Company checks drawn on foreign banks cannot be accepted.* A 4% processing fee is added to all credit card payments
5. All merchandise brought into the exhibition center must be properly packed. Phoenix will not be held liable for damage caused due to poor packing.
6. C.O.D./Collect return shipments: 15% of freight charges will be added to all C.O.D./Collect shipments.
7. Phoenix will invoice a 15% outlay fee for any/all monies outlaid on behalf of the exhibitor.
8. Rates do not include trucker waiting time while waiting onsite to be unloaded or loaded. Rates are invoiced at an hourly rate with 1 hour free. The present rate is \$85.00 per hour.
9. Rates do not include chassis rental charges.
10. PIBL Terms and Conditions of service are available upon request.







**PIBL**

**Port Elizabeth**  
1201 Corbin Street  
Elizabeth, NJ 07201 USA  
Tel 908.355.8900 Fax 908.355.8883

---

# IMPORTER SECURITY FILING

BILL OF LADING NO.	<input type="text"/>	ON BOARD DATE	<input type="text"/>
SHIPPER REF NO.	<input type="text"/>	COUNTRY OF ORIGIN	<input type="text"/>
MANUFACTURER NAME	<input type="text"/>		
MANUFACTURER ADDRESS	<input type="text"/>		
CONTAINER STUFFING LOCATION	<input type="text"/>		
BUYER NAME	<input type="text"/>		
BUYER ADDRESS	<input type="text"/>		
SHIPPER NAME	<input type="text"/>		
SHIPPER ADDRESS	<input type="text"/>		
CONSOLIDATOR NAME	<input type="text"/>		
CONSOLIDATOR ADDRESS	<input type="text"/>		
IMPORTER OF RECORD	<input type="text"/>	CONSIGNEE FEDERAL ID NO.	<input type="text"/>
ACTUAL OWNER OF GOODS	<input type="text"/>		
HARMONIZED TARIFF	<input type="text"/>		

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**PIBL**

# NY NOW: THE MARKET FOR HOME & LIFESTYLES / NATIONAL STATIONERY SHOW

FEBRUARY 2020

JACOB K. JAVITS CONVENTION CENTER - EXHIBIT LEVEL 1 - TARGET MOVE IN - NEW YORK, NEW YORK



## \* Freight Target Check-in Schedule for Deliveries Made Directly To The Convention Center Only

This schedule refers to the time and date your freight has been assigned to be checked in at the Jacob K. Javits Convention Center. This is not necessarily the time your freight will be unloaded. The Check-In trailer is located at 36th street and 12th Avenue.

If your shipment arrives at any time other than the prescribed target schedule, your truck will be placed at the end of the line.

NOTE: This plan is for freight arrival times ONLY and is not a true representation of the actual show booth space delineations

- NY NOW MARKET**
- 7:00 a.m. - 11:00 a.m. WEDNESDAY, JANUARY 29, 2020
  - 11:00 a.m. - 3:00 p.m. WEDNESDAY, JANUARY 29, 2020
  - 7:00 a.m. - 11:00 a.m. THURSDAY, JANUARY 30, 2020
  - 11:00 a.m. - 3:00 a.m. THURSDAY, JANUARY 30, 2020

- NATIONAL STATIONERY SHOW**
- 7:00 a.m. - 3:00 p.m. THURSDAY, JANUARY 30, 2020
  - 7:00 a.m. - 3:00 p.m. FRIDAY, JANUARY 31, 2020

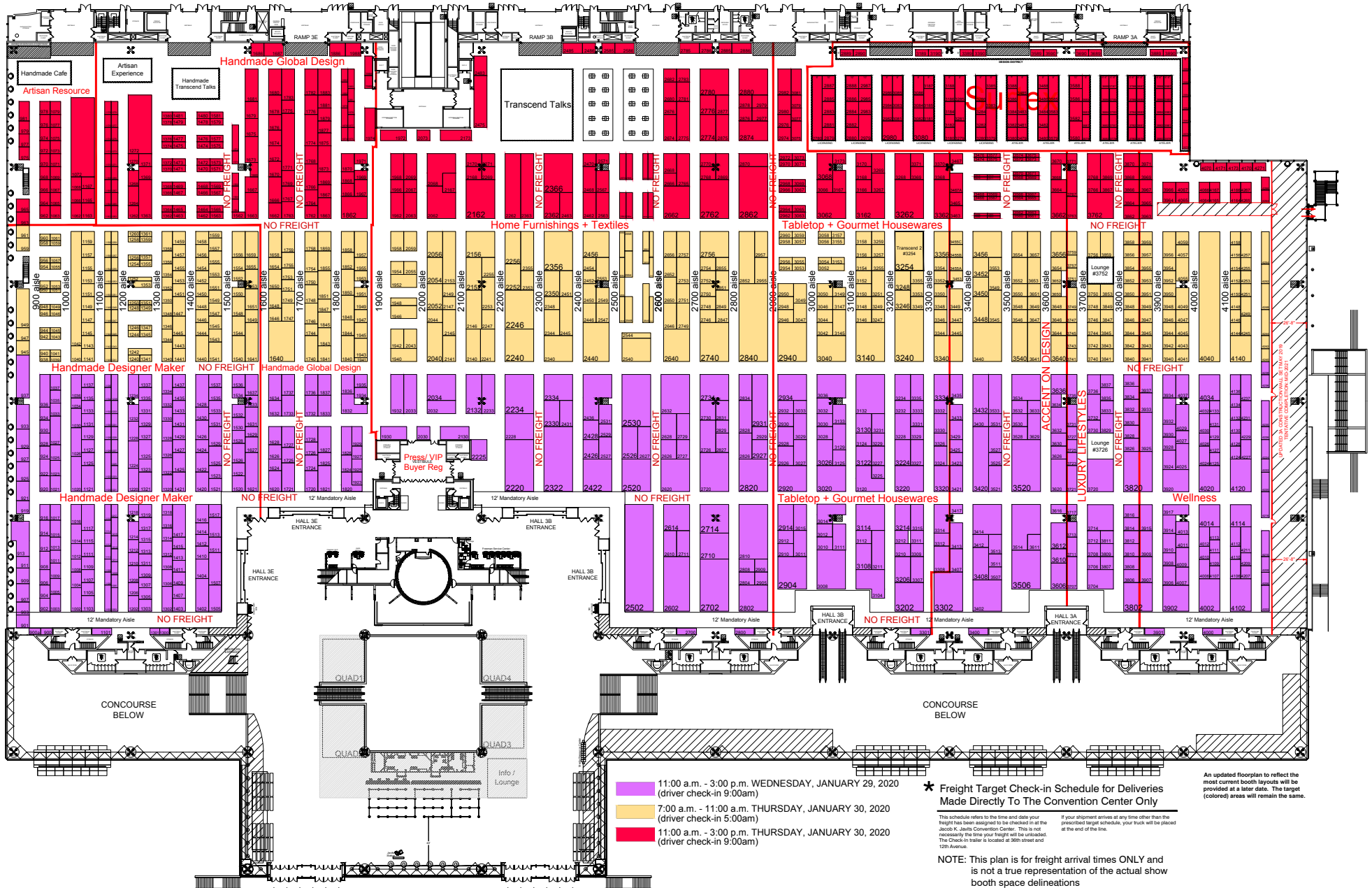
An updated floorplan to reflect the most current booth layouts will be provided at a later date. The target (colored) areas will remain the same.

NOTE: Move-In/Set-Up Hours are limited from 7:00 a.m. - 7:00 p.m. each day of move-in. Your first day of move-in is, however, dictated by this target schedule.

# NY NOW: THE MARKET FOR HOME & LIFESTYLE

FEBRUARY 2020

JACOB K. JAVITS CONVENTION CENTER - EXHIBIT LEVEL 3 - TARGETED MOVE IN



**NOTE:** Move-In/Set-Up Hours are limited from 7:00 a.m. - 7:00 p.m. each day of move-in. Your first day of move-in is, however, dictated by this target schedule.

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

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

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

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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



# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618



## MATERIAL HANDLING SERVICE & RATES

NY NOW / February 1-5, 2020

### ADVANCE SHIPMENTS TO FREEMAN WAREHOUSE

Freeman will accept shipments beginning **DECEMBER 30, 2019**. Shipments delivered after deadline date, **JANUARY 16, 2020** will be charged a late arrival fee in addition to the applicable advance rates listed below.

For exhibitors requiring shipments in advance of the receiving dates at the Convention Center, please contact Freeman Exhibit Transportation or a carrier of your choice to make shipping arrangements to the Freeman warehouse. Shipments will be received Monday thru Friday 8:00 AM - 2:30 PM, stored up to 30 days, and delivered to the receiving platform at the Convention Center. Each shipment received is considered separately. No cumulative weights will be allowed on minimums. Uncrated material will not be accepted at the warehouse (boxed and most palletized/shrink wrapped shipments will be accepted).

Description	Price Per CWT	200lb. Minimum
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#### RATES for Advance Shipment to Freeman Warehouse:

##### Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 53.00	106.00
Special Handling Shipment (UPS/FedEx and DHL) .....	\$ 69.00	138.00

##### Small Package - Maximum weight is 30 lbs

Per Shipment.....	\$ 50.00	
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\*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 JANUARY 16, 2020 .....	\$ 26.50	53.00
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#### For advance shipments to warehouse please address shipments as follows:

NAME OF EXHIBITING COMPANY  
BOOTH Number(s)  
**NY NOW**  
Freeman  
909 Newark Tunpike  
Kearny, NJ 07032  
(No. 1 of \_\_\_\_\_ and up)

The Freeman office & warehouse will be closed on December 24 & 25, 2019 and January 1, 2020 in observance of the Christmas and New Year's holidays.

Please contact **Freeman Exhibit Transportation** at (800) 995-3579 to receive rate information.

FREEMAN material handling

**DIRECT SHIPMENTS TO THE CONVENTION CENTER - TARGETED**

Included in your exhibit fee is the receiving of your freight at JKJCC (with the exception of UPS/FedEx and DHL shipments; loose, non-palletized/crated shipments and **shipments received by carriers with multiple shipments that require delivery to different locations in the convention center, defined as Alternate Delivery Location**), delivery to your booth, storage of empty crates and cartons, and the reloading of outbound freight at JKJCC. Exhibitors with shipments originating outside the United States should make their own arrangements for Brokerage, Customs Clearance and local transportation (for information on these services, please call Phoenix International at 908-355-8900).

Description	Price Per CWT	200lb. Minimum
-------------	------------------	-------------------

**RATES** for UPS/FedEx; loose, non-palletized/crated and **Alternate Delivery Location** shipments to the Convention Center:

**Show Site Shipment (200 lb. minimum)**

Special Handling Shipment .....\$ 51.00 102.00

**Small Package - Maximum weight is 30 lbs**

Per Shipment .....\$ 50.00

\*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.

Please contact **Freeman Exhibit Transportation** at (800) 995-3579 to receive rate information.

**DIRECT TO SHOW SITE VIA FREEMAN EXHIBIT TRANSPORTATION**

By shipping to show site in advance with Freeman Exhibit Transportation (1-800-995-3579) you will receive a discount and will not incur warehouse charges. Address your freight to JKJCC, and Freeman Exhibit Transportation holds your freight at no extra charge. You may begin to ship via Freeman Exhibit Transportation four weeks in advance of the opening date. To guarantee that your product will be in your booth on the targeted freight date, your freight must arrive in the New York area by **Tuesday, January 21, 2020** In some instances, Freeman Exhibit Transportation will not take your freight if you attempt to ship too late.

**SHIPMENTS WITH YOUR OWN CARRIER DIRECTLY TO JKJCC**

You may ship with the carrier of your choice to make direct deliveries to the JKJCC on your targeted freight date. **Refer to color coded freight target move-in floor plan in this manual for your freight target move-in time and date.** Bills of lading should be marked " MUST ARRIVE FOR (insert your target freight date) DELIVERY". At the 2:30PM cut off time, any trucks checked in will be unloaded that day. Please note that we will not check in any freight after 2:30PM (the freight check-in time deadline has been extended for certain booths on Wednesday please refer to the Freight Targeted Check-in Schedule floor plan in this manual for specifics). **All shipments must be prepaid.**

**For all shipments direct to show site please address shipments as follows:**

*(Show site Shipping Labels are provided in this manual.)*

NAME OF EXHIBITING COMPANY  
 BOOTH Number(s)  
**NY NOW**  
 Freeman  
 c/o Jacob K. Javits Convention Center  
 369 12th Avenue  
 New York, NY 10001  
 (No. 1 of \_\_\_\_\_ and up)

**NOT TO ARRIVE BEFORE YOUR TARGETED FREIGHT DATE! REFER TO THE TARGETED, COLOR CODED FREIGHT ARRIVAL FLOOR PLAN IN THIS MANUAL.**

**COLLECT SHIPMENTS**

Collect shipments will not be accepted.



# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com](http://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, 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 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 bypassed to reach targeted 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 placed 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?**

Alternative 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, FedEx, 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.

## **DRIVING DIRECTIONS TO THE FREEMAN WAREHOUSE 909 NEWARK TURNPIKE, KEARNY, NJ 07032**

### **From New Jersey Turnpike:**

Exit 15W, toward Newark / Kearny (Pay Toll). Merge onto CR-508 E via exit 17A toward Jersey City proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

### **From Route 280:**

Merge onto CR-508 E via Exit at 17A Jersey City East proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

### **From Route 7 East:**

From Schuyler Avenue take NJ-7 East (Belleville Turnpike) continue to follow Belleville Turnpike look for a Yellow Sign on your right which reads Freeman Freight Receiving. At the sign make a right turn and proceed to the end of road for Freeman Freight Receiving.

### **From Lincoln Tunnel:**

Merge onto NY-495 W (Crossing into New Jersey). Merge onto I-95 S / NJ Turnpike S exit 15W toward Newark / Kearny (Pay Toll). Merge onto CR-508 E via exit 17A toward Jersey City proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

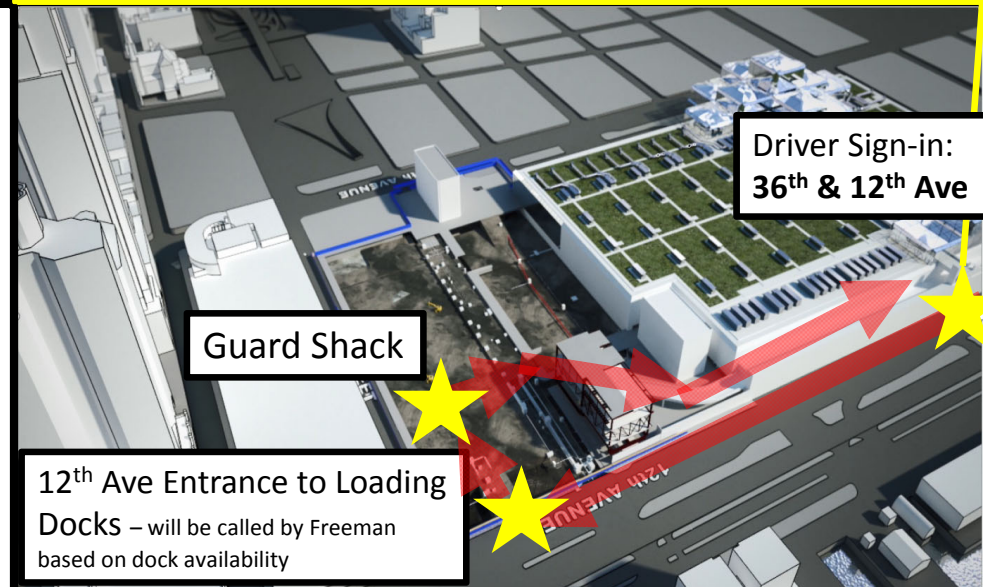
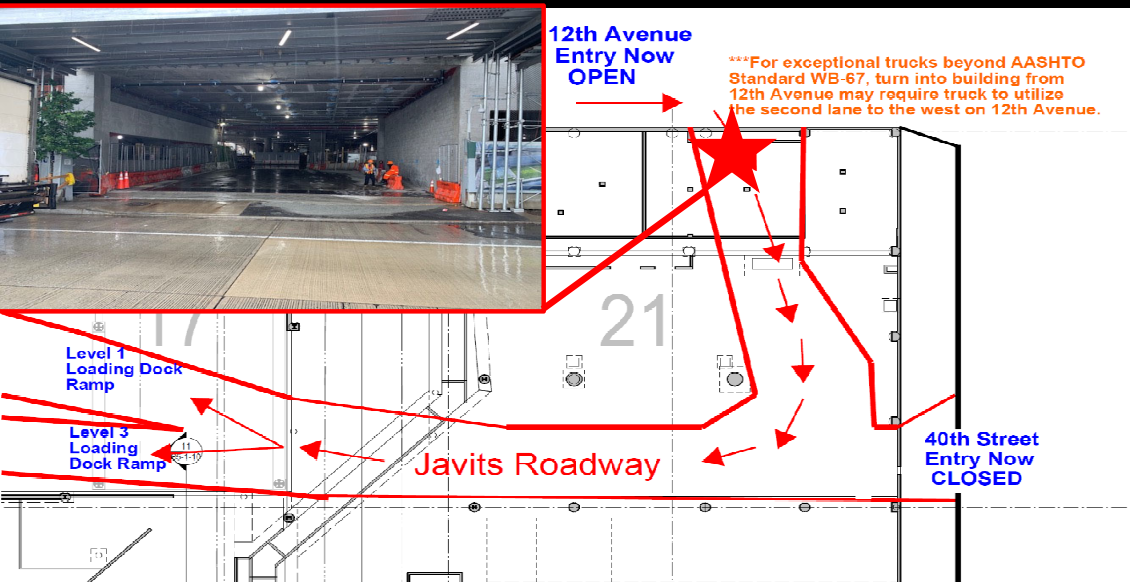
### **From Holland Tunnel:**

Holland Tunnel becomes 14th St. 14th St becomes NJ-139 West. Merge onto US-1&9 S. Take the US-1 Truck / US-9 Truck exit towards I-280 / Jersey City /Kearny. Turn slight right onto US 1&9 stay straight to go onto NJ-7 West. Proceed about 1.1 miles and look for Yellow Signs which read Freeman Freight Receiving. Make a left turn and proceed to end of road for Freeman Freight Receiving

# New 12<sup>th</sup> Ave Entrance Truck Routing

## Driver Check-In Step by Step Instructions:

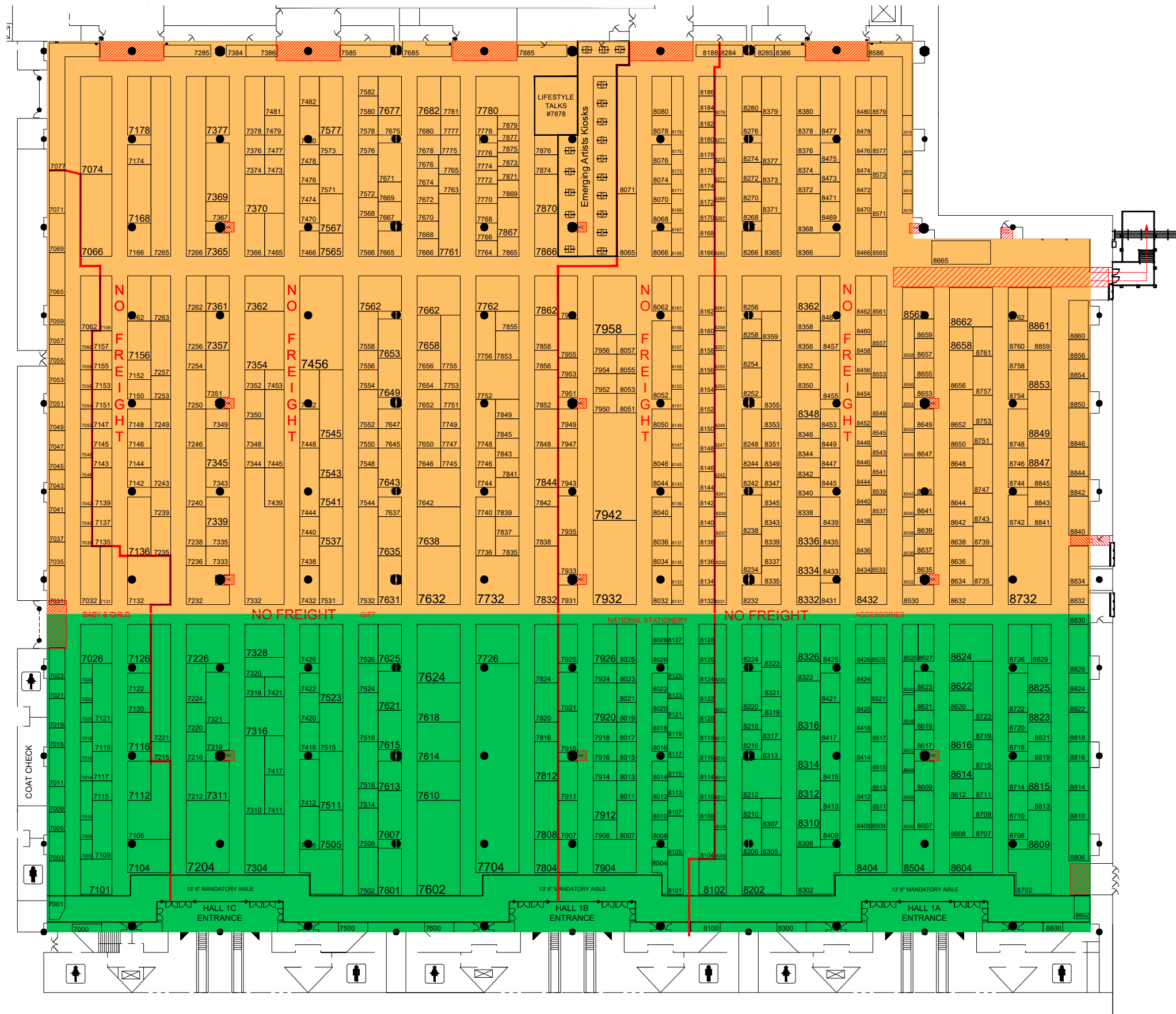
1. Driver must find parking on a NY city street near Javits and walk to the drive check-in area located at 12<sup>th</sup> Ave and 36<sup>th</sup> St. (North Office).
2. At check-in driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified scale weights if available and Freeman supervisor will create receiving reports.
3. Driver receives a Driver# after checking in and returns to his truck and awaits call on his cell phone when there is dock space to unload the truck.
4. **When driver gets called he drives to truck entrance gate on 12<sup>th</sup> Ave between 39<sup>th</sup> and 40<sup>th</sup> and checks in with Javits Security. All drivers must present their CDL to security for entrance then picks-up his paperwork from the Freeman supervisor located near the security booth.**
5. Freeman supervisor directs driver to proceed to assigned dock area (or truck scale) where driver is given specific dock # to back into.
6. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility (or returns to truck scale) then leaves.
7. Office phone number is **212-216-2780**.



# NY NOW: THE MARKET FOR HOME & LIFESTYLES / NATIONAL STATIONERY SHOW

FEBRUARY 2020

JACOB K. JAVITS CONVENTION CENTER - EXHIBIT LEVEL 1 - TARGET MOVE OUT - NEW YORK, NEW YORK



DRIVER CHECK IN  
THURSDAY, FEBRUARY 6, 2020  
6:00 am - 3:00 pm



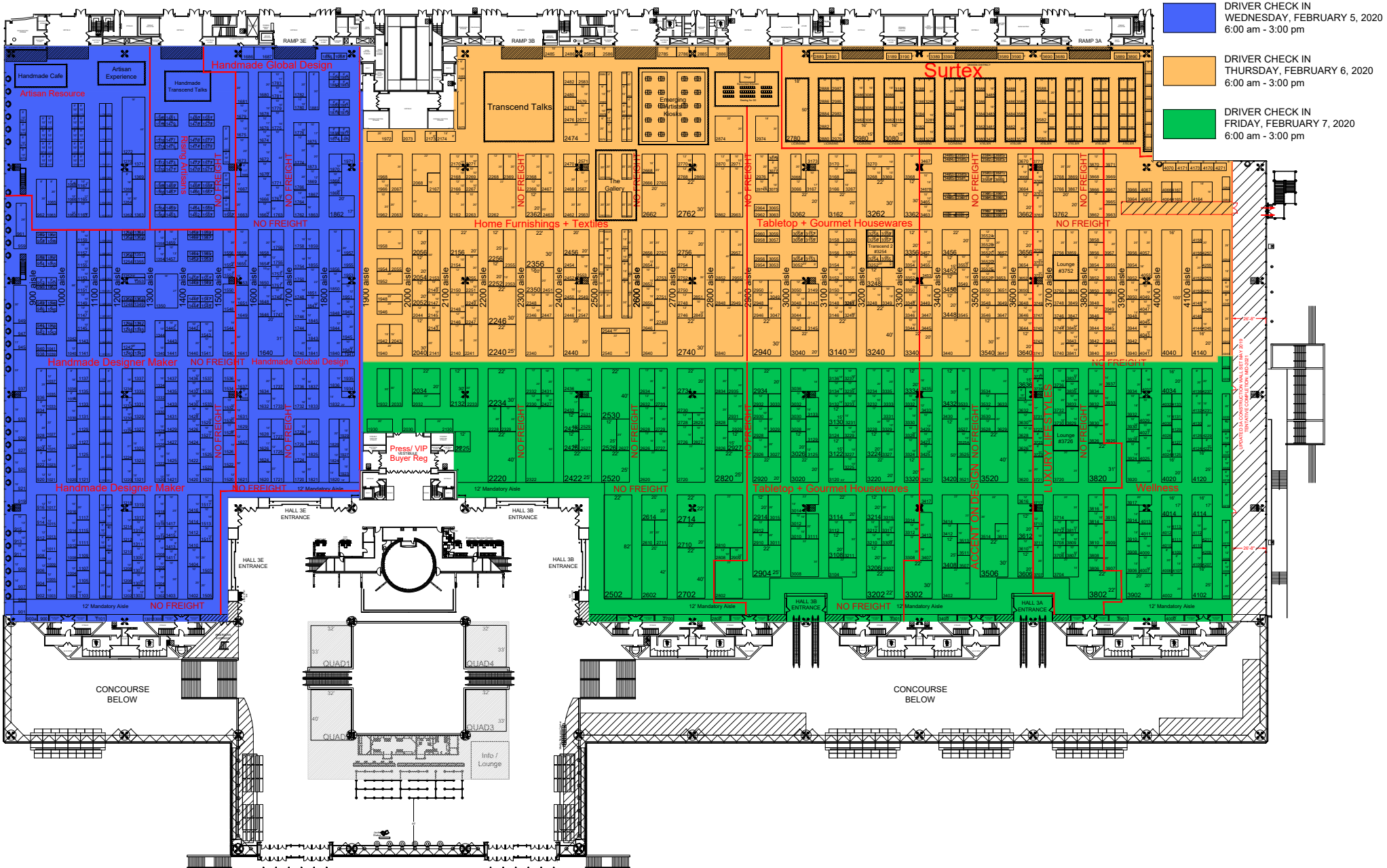
DRIVER CHECK IN  
FRIDAY, FEBRUARY 7, 2020  
6:00 am - 3:00 pm



# NY NOW: THE MARKET FOR HOME & LIFESTYLE

FEBRUARY 2020

JACOB K. JAVITS CONVENTION CENTER - EXHIBIT LEVEL 3 - TARGETED MOVE OUT



# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618



## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: **NY NOW 2020 / February 1-5, 2020**

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

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

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

For Assistance, please call (201) 299-7575 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://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 THIS FORM AND RETURN IT TO THE FREEMAN SERVICE DESK.**

### SHIPPING INFORMATION

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

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

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

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

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

SAME AS SHIP TO

BILL TO:

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

BILLING ADDRESS: \_\_\_\_\_

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

### METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation

No need to schedule your outbound shipment.

Charges will appear on your Freeman invoice.

Other Carrier

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

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

(Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by all other carriers are 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 the completed material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor's expense.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: DECEMBER 30, 2019**

**RECEIVING DATE BEGINS: DECEMBER 30, 2019**

**DEADLINE DATE IS: JANUARY 16, 2020**

**DEADLINE DATE IS: JANUARY 16, 2020**

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

*EXHIBITOR NAME*

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

*EXHIBITOR NAME*

**C/O: FREEMAN  
909 NEWARK TURNPIKE  
  
KEARNY, NJ 07032**

**C/O: FREEMAN  
909 NEWARK TURNPIKE  
  
KEARNY, NJ 07032**

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** \_\_\_\_\_ *NY NOW*

**EVENT:** \_\_\_\_\_ *NY NOW*

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

**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**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE JANUARY 29, 2020**

**CANNOT DELIVER BEFORE JANUARY 29, 2020**

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

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

**C/O: FREEMAN  
JACOB K JAVITS CONVENTION CENTER  
369 12TH AVENUE**

**C/O: FREEMAN  
JACOB K JAVITS CONVENTION CENTER  
369 12TH AVENUE**

**NEW YORK, NY 10001**

**NEW YORK, NY 10001**

**SHOW SITE**

**SHOW SITE**

EVENT: \_\_\_\_\_ *NY NOW*

EVENT: \_\_\_\_\_ *NY NOW*

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

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**

**RECEIVING DATE BEGINS: DECEMBER 30, 2019**

**DEADLINE DATE IS: JANUARY 16, 2020**

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

C/O **FREEMAN**  
909 NEWARK TURNPIKE  
KEARNY, NJ 07032

**HANGING SIGN**

EVENT: \_\_\_\_\_ *NY NOW*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: DECEMBER 30, 2019**

**DEADLINE DATE IS: JANUARY 16, 2020**

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

C/O **FREEMAN**  
909 NEWARK TURNPIKE  
KEARNY, NJ 07032

**HANGING SIGN**

EVENT: \_\_\_\_\_ *NY NOW*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

## **EASY IS NICE, ON ANY DEVICE.**

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

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

## **BOOTH EQUIPMENT**

Please refer to the "Booth Descriptions" text in this manual for details about what comes with your booth.

## **DISCOUNT PRICE DEADLINE DATE**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [Tuesday, January 7, 2020](#).

## **EXHIBITOR MOVE-IN**

In order to manage an efficient move-in operation, freight will be accepted on a targeted schedule Please refer to the Freight Target Check-In Schedule/Floor Plan for your targeted move-in date and time.

[Freight Target Check-In Schedule – LEVEL 1- Booths 7000-8800](#)

[Freight Target Check-In Schedule – LEVEL 3- Booths 900-4200 & Handmade®](#)

## **EXHIBIT HOURS**

Saturday	February 1, 2020	9:00 AM - 6:00 PM
Sunday	February 2, 2020	9:00 AM - 6:00 PM
Monday	February 3, 2020	9:00 AM - 6:00 PM
Tuesday	February 4, 2020	9:00 AM - 6:00 PM
Wednesday	February 5, 2020	9:00 AM - 3:00 PM

## **EXHIBITOR MOVE-OUT**

Tuesday	February 4, 2020	6:00 PM - 11:59 PM
Wednesday	February 5, 2020	3:00 PM - 11:59 PM
Thursday	February 6, 2020	7:00 AM - 6:00 PM
Friday	February 7, 2020	7:00 AM - 11:00 AM

*Exhibitors targeted for move-out on Thursday, February , 2020, must be packed and have their Material Handling Agreement turned into the Exhibitor Service Center by 11:00 a.m. on Thursday. Exhibitor materials must be removed a 4:00 p.m. To ensure all materials are removed by this time, all carriers must be checked in by 2:00 p.m.*

*Exhibitors targeted for move-out on Friday, February 7, 2020, must be packed and have their Material Handling Agreement turned into the Exhibitor Service Center by 11:00 a.m. on Friday. Exhibitor materials must be removed by 11:00 a.m. To ensure all materials are removed by this time, all carriers must be checked in by 9:00 a.m.*

## **POST SHOW PAPERWORK AND LABELS**

Material handling agreement paperwork covering all outgoing shipments must be handed in at the Freeman Service Desk before exhibitors leave the convention center. Please complete the [Outbound Shipping Form](#) in this manual and our Exhibitor Service Department will gladly prepare your outbound Material Handling Agreement and labels in advance.

**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-out. 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 (201) 299-7575 for a quote.

**SHIPPING INFORMATION**

**ADVANCE SHIPMENTS TO FREEMAN WAREHOUSE**

Freeman will accept shipments beginning **DECEMBER 30, 2019**. (See Material Handling form for applicable rates) Shipments delivered after deadline date, **JANUARY 16, 2020** will be charged a late arrival fee in addition to the applicable advance rates.

For advance shipments to warehouse please address shipments as follows:

NAME OF EXHIBITING COMPANY  
 BOOTH Number(s)  
**NY NOW**  
 Freeman  
 909 Newark Turnpike  
 Kearny, NJ 07032  
 (No. 1 of            and up)

*\*warehouse address subject to change\**

**DIRECT SHIPMENTS TO THE CONVENTION CENTER - TARGETED**

**Refer to color coded freight target move-in floor plan in this manual for your freight target move-in time and date.** Bills of lading should be marked " MUST ARRIVE FOR (insert your target freight date) DELIVERY". At the 2:30 PM cut off time, any trucks checked in will be unloaded that day. Please note that we will not check in any freight after 2:30 PM (the freight check-in time deadline has been extended for certain booths on Wednesday please refer to the Freight Targeted Check-in Schedule floor plan in this manual for specifics). **All shipments must be prepaid.**

For all shipments direct to show site please address shipments as follows:  
*(Show site Shipping Labels are provided in this manual.)*

NAME OF EXHIBITING COMPANY  
 BOOTH Number(s)  
**NY NOW**  
 Freeman  
 c/o Jacob K. Javits Convention Center  
 369 12th Avenue  
 New York, NY 10001  
 (No. 1 of            and up)

**NOT TO ARRIVE BEFORE YOUR  
 TARGETED FREIGHT DATE!  
 REFER TO THE TARGETED,  
 COLOR CODED FREIGHT  
 ARRIVAL FLOOR PLAN IN THIS  
 MANUAL.**

Please refer to the Freeman Material Handling Services & Rates Form for all INBOUND shipping information including:

- Advance Shipment to the Freeman Warehouse
- Direct to Show Site via Freeman Exhibit Transportation
- Shipment with Your Own Carrier Directly to the JKJCC

Please contact Freeman Exhibit Transportation at (800) 995-3579 to receive rate information.

**\*INTERNATIONAL SHIPMENTS**

Exhibitors with shipments originating outside the United States should make their own arrangements for brokerage, customs clearance and local transportation. For information on these services, please call Phoenix International at (908) 355-8900.

**\*COLLECT SHIPMENTS**

Collect shipments will not be accepted. All shipments must be prepaid.

**\*HAND CARRYING PRODUCT INTO THE JACOB K. JAVITS CONVENTION CENTER**

Although the movement of freight at the JKJCC is handled by Teamsters, certain items may be brought into JKJCC through the front of the building by the exhibitors. Suitable vehicles for the self-service/hand carry uploading procedure are cars, minivans, SUV's and Econoline vans. Box or cube trucks and vans, and trailers hitched to the aforementioned vehicles are prohibited in the self-service unloading areas. Someone must stay with the vehicle at all times and a 30-minute unloading and loading time limit applies.

**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 Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607- 5000 Local & International.

**AVOID DELAY**

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

**SAFETY TIPS**

- Children under 16 years of age are not allowed on the show floor during the set-up and dismantling of the show.
- Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.
- Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.
- Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you. Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.
- Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- 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 [Pre-Show FAQ](#)

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.



# GREEN & GROWING

## The Freeman Sustainability Initiative

### Every Day, Freeman's Getting Greener

Sustainability is everyone's responsibility. That's why we engage our employees, clients, suppliers and our communities to protect our environment and conserve resources. Below is just a sampling of how our innovative thinking applies to conservation within Freeman.

#### Industry Leadership

For several years, Freeman has been a dedicated and proud Platinum partner of the Green Meeting Industry Council (GMIC), an association that establishes and shares sustainability best practices for our industry. Currently, Jeff Chase, our Vice President of Sustainability, sits on the global board for GMIC.

Freeman is also an active member of the Convention Industry Council (CIC). This forum exchanges knowledge on global trends, spreads excellence in best practices and guidelines, and collaborates on various industry issues. As a part of this forum, our staff helped in the review and editing of the APEX/ASTM event industry green standards for general service contractors and exhibits. There are nine standards, and each standard has eight areas that are tracked and measured. Freeman is actively working to help clients meet the standards.

#### Green Client Advisory Council

To better serve all our clients, we asked a group of environmentally focused event professionals to help us to identify and build the best practices for our industry. This annual focus group helps us to set goals and identify future trends that will improve Freeman services. With this valuable input, Freeman tailors our products and services to support the environmental needs of all industry events.

#### Eco-Friendly Products and Services

Since our beginnings, we've always looked for a better solution. So we are pleased to offer our clients environmentally responsible material alternatives that also meet their needs.

#### Award-Winning Initiatives

##### Sustainability Efforts, Large Exhibit

**Category** — Freeman was awarded the Zero Waste Challenge Award by the Exhibit Designers + Producers Association for our efforts in examining the life cycle of materials and making recycled content and recyclability key criteria for the materials used in our custom rental systems. (2014)

##### Most Innovative Green Initiative by a Service Provider

— *Trade Show Executive* magazine selected Freeman for this award in recognition of our dedication to a wide-ranging program to lessen the environmental impact of trade shows and events; for diverting 95 percent of all waste from its [Las Vegas] branch away from landfills; and for experimenting with plastics for exhibit shelving made from cigarette butts. (2013)

**Carpet Recycling Efforts** — Freeman was awarded *Trade Show Executive* magazine's Innovation Award for the significant impact in waste reduction at events that resulted from our carpet recycling efforts. (2008)



### **Recycled Carpet and Padding**

Freeman offers aisle carpet that contains 25% recycled materials and is used at least four times. Once our carpet does not meet the Freeman quality standard, we divert the carpet from the landfill by utilizing one of four methods: selling it to construction contractors to install it in commercial buildings, selling it to pet products manufacturers to cover scratch poles, selling it to recyclers that melt it down and make it into drainage pipe or other products, and open selling to individuals weekly at the main distribution warehouse.

Our carpet padding is made from 100% recycled foam material and is reused until it no longer meets the Freeman quality standard. In some markets we are testing soy-based padding, which is made from a renewable source and is recyclable.

### **Graphics Production**

Freeman is setting new standards for graphic production in our industry. We offer a new eco-friendly 100% recyclable substrate material called Freeman Honeycomb and have implemented a three-year program to reduce the use of foamcore and Gatorfoam®.

We have invested in 11 flatbed "direct-print" printers that help reduce the volume of substrates sent to the landfill.

### **Rental Exhibits**

We offer recyclable and reusable rental exhibits. The panels are 100% recyclable, while the metal is reusable and 100% recyclable. The carpet contains 25% recycled material and is reused. We also use LED lighting.

### **Paperless Order Entry**

Freeman has significantly reduced paper consumption by implementing a digital entry system for exhibitor orders. We estimate a savings of more than a million sheets of paper each year.

### **Transportation**

For more than six years, Freeman's exhibit transportation service has been recognized as a certified member of the EPA's SmartWay® Transport Partner program. This recognizes partners for setting and achieving greenhouse gas (GHG) reduction goals in freight transportation.

### **Vehicle Emissions**

When the facilities allow it, Freeman uses LP natural gas (propane) fuel for forklifts and other on-site vehicles, which improves the air quality. We have a "no idling" program for our trucks in place at every show.

### **Green Event Plan**

We have established a Green Event Plan that is scalable for most events of any size and any industry. The plan includes information on the Freeman Environmental Responsibility Policy, the online exhibitor service kit, green leader and on-site coordination with labor, show site materials and equipment, and donation programs.

### **Environmental Performance Report**

At our clients' request, we provide a post-event report that tracks the environmental footprint for Freeman services provided. The report targets freight trucks and fuel usage, graphic production, carpet use and waste, one-time use of expendable materials, and Freeman staff air miles.

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## **Freeman: The Nature of a Successful Show**

For more information about Freeman's Sustainability Initiative, send an email to:

*GoingGreen@freemanco.com*



## ***GENERAL INFORMATION***

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### ***FLAMEPROOFING:***

Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standards established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

### ***INSURANCE:***

Freeman, and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company's premises until its return. In most cases a rider can be added to your present policy for a very nominal cost.

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# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 • Fax: (469) 621-5618

DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 7, 2020

NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME:	BOOTH#:
ADDRESS:	BOOTH SIZE      X
CITY/STATE/ZIP:	
CONTACT NAME:	PHONE #:
CONTACT EMAIL:	

## Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.  
***Freeman will no longer accept cash payments for any Freeman Services.***

### 1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information  
<https://www.freemanpay.com/486107>

### 2. Submit your order

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

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

FREEMAN method of payment

# 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, LLC., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, LLC., Freeman Exhibit, Freeman Transportation, FreemanXP, LLC., Stage Rigging, LLC., The Freeman Company, Freeman Electrical, LLC., Freeman Digital Ventures, LLC., 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. secure 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 charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. 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 (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the 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. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. 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 EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, 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 the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) 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

If FREEMAN provides electrical services, 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. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

## 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. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. 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 less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted 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 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 JURISDICITON 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

## 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 repeatedly 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, padded 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.

- 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.
- 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.
- 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.
- 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.
- 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):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
  - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
  - personal effects;
  - 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:
- whenever or wherever the claimed loss or damage may occur;
  - 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;
  - 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:

- 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.
- 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.
- 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 email at [exhibit.transportation@freeman.com](mailto: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 claim 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 stowage 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 either unmarked, unlabeled, or 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 email at [exhibit.transportation@freeman.com](mailto: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. 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.



FREEMAN®

*furnishings 2019*





## **EMPOWERING YOUR BUSINESS FROM THE GROUND UP**

Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here. **To learn more about our exhibit solutions, go to [freeman.com/exhibit-design](https://freeman.com/exhibit-design)**

**It's not about building a booth.  
It's about designing a**

*beacon*

# Fairfax Sofa & La Brea Chairs

10'x10' Booth



10'x10' Munich Sectional Booth




10'x20' Malba Café & Bench Theater Booth

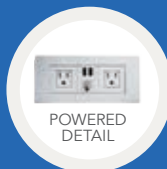


# Power Up In Style.

Denotes Powered Products



**ROMA**   
**81021 Chair, Powered**  
(white vinyl) 37" L 31" D 33" H



**ROMA**   
**83017 Sofa, Powered**  
(white vinyl) 78" L 31" D 33" H

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



 **WIRELESS  
CHARGING TABLE,  
POWERED**  
**820710**  
(white, ac plug-in)  
20" L 20" D 18" H



## Powered Seating

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

# Powered Seating



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

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

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

# Powered Tables



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

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



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

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

# Powered Banquettes.

Denotes Powered Products



## Modular System

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.



POWERED  
DETAIL

Detail of Electrical  
Charging Outlet



**Full Banquette**  
w/ Electrical Charging Outlet  
(white vinyl)  
72"RND 51"H



**8506 Center Cone**  
w/ Electrical Charging Outlet  
(white vinyl)  
38"RND 51"H



**8507 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H




**Ottoman Ring**  
(4 curve ottoman seats)  
(white vinyl)  
72"RND 18"H



**815119 Half Bench Ottoman**  
(white vinyl)  
39"L 22"D 18"H

# Powered Pedestals

Denotes AC and USB charging outlets 



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

(Mobile devices must be compatible with Qi wireless charging pad.)

## Powered Locking Pedestal

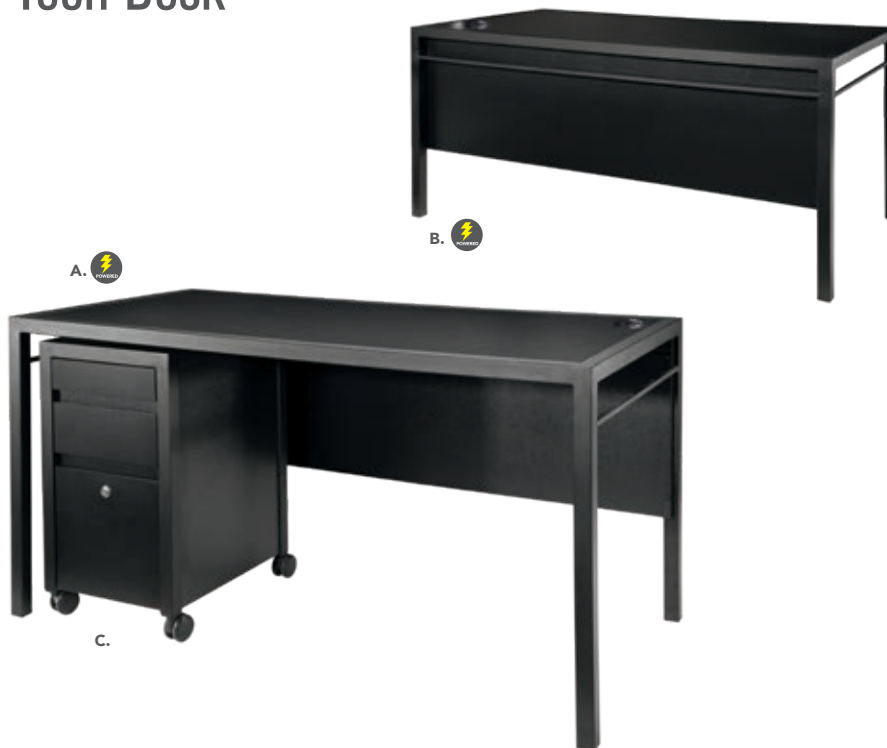
- (white)
- A) 85061** 24"L 24"D 36"H
- B) 85063** 24"L 24"D 42"H (black)
- C) 85060** 24"L 24"D 36"H
- D) 85062** 24"L 24"D 42"H

## Wireless Charging Table, Powered

- E) 820710** (white, AC plug-In)
- 20"L 20"D 18"H

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

# Powered Tech Desk



## A) 84083 Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)  
60"L 30"D 30"H

## B) 84084 Tech Desk, Powered

(black metal, laminate)  
60"L 30"D 30"H

## C) 84080 3 Drawer File Cabinet on Castors

(black metal, laminate)  
16"L 20"D 28"H



# Soft Seating

*Create Engaging Booth Environments*

## HOPI

(gray linen)

**810140, Chair**

21"L 25"D 34"H

**830150, Loveseat**

48"L 25"D 34"H

## HEDGE

**85030**

**7' Boxwood Hedge**

36.5"L 12"D 84"H

## PEDESTAL

**85063**

**Powered Locking**

(white)

24"L 24"D 42"H

## CAFÉ TABLE

**8201223**

**Hydraulic Chrome Base**

(laminated white top)

30" Round 29"H

## REGIS

**82075 End Table**

(brushed metal)

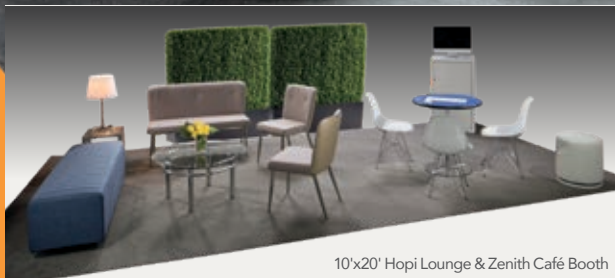
16"L 15.5"D 16.5"H

## MARCHE

**815159 Swivel Ottoman**

(blue fabric)

17" RND 18"H



# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

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

**B) 83019 Sofa**  
(white vinyl)  
86"L 28"D 30"H

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

A.



B.



## FAIRFAX

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

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

A.



B.



C.



## NAPLES

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

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

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

# Munich Collection

Denotes Powered Products



*Modular Seating to Design Custom Exhibits*

## MUNICH

**830201 Sectional 3pc.**  
(gray fabric)  
93.5"L 27"D 28.5"H

## HEDGE

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



 **WIRELESS CHARGING TABLE, POWERED**

**820710**  
(white, ac plug-in)  
20"L 20"D 18"H



**830200 Munich Armless Loveseat**  
(gray fabric)  
45"L 27"D 28.5"H



**810150 Munich Corner Chair**  
(gray fabric)  
26"L 27"D 28.5"H



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

# Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.



B.

## ALLEGRO

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

## TANGIERS

- A) 830118 Sofa**  
(beige textured)  
78"L 37"D 36"H
- B) 810118 Chair**  
(beige textured)  
34"L 37"D 36"H
- C) 830220 Loveseat**  
(beige textured)  
57.5"L 37"D 37"H

## KEY LARGO

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

## SOUTH BEACH

- (platinum suede)
- A) 8301 Sofa**  
69"L 29"D 33"H
- B) 8151 Ottoman**  
25"L 31"D 18"H



# Accent Chairs



## SWANSON

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

## KEY WEST

**8103 Chair**  
(black)  
31"L 31"D 31"H



## LA BREA

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



## WENTWORTH

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

## AURA

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



# Accent Chair Styles



A.



B.



C.



D.



E.



F.

**Madrid Chair**  
**A) 81816**  
 (white vinyl)  
 30"L 30"D 31"H  
**B) 8102**  
 (black vinyl)  
 30"L 30"D 31"H

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

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

**E) 810140**  
**Hopi Chair**  
 (gray linen)  
 21"L 25"D 34"H

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

# Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

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

**Meeting Chair**  
 25.5"L 23.5"D 34"H  
**D) 810835** (espresso vinyl)  
**E) 810836** (taupe fabric)  
**F) 810948** (white vinyl)



# Group Seating

## ZENITH

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

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



## LAGUNA

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

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

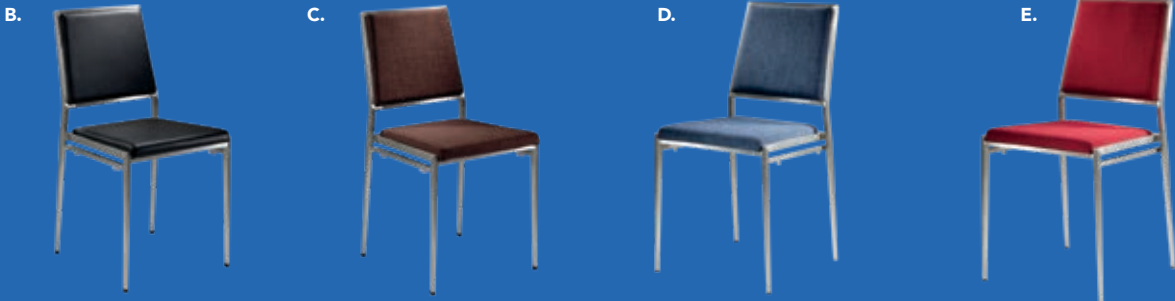


## MALBA

20"L 20"D 32"H  
**A) 810131 Chair** (gray)  
**B) 810130 Chair** (green)

## MARINA

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



# Styles & Shapes



**A) 810810  
Berlin Chair**  
(black, white)  
18"L 22"D 32"H

**B) 810846  
Christopher Chair**  
(white vinyl, chrome)  
17"L 19"D 35"H

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



**D) 81063  
Altura Guest Chair**  
(black crepe)  
25"L 20"D 34"H

**E) 71089  
Diamond Side Chair**  
(black)  
21"W X 23" L X 32"H

**F) 71090  
Diamond Arm Chair**  
(black)  
20"W X 21"L X 33"H



**G) 810837  
Razor Armless Chair**  
(white)  
15.38"L 15.5"D 30.5"H

**H) 81083  
Blade Chair**  
(sky blue)  
20.5"L 19"D 30.5"H

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

## Mix & Match

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

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

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



# Ottomans

## Vibe Cube

18"L 18"D 18"H

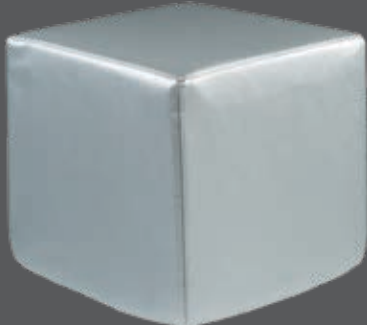
- A) 81531 (white vinyl)
- B) 81530 (black vinyl)
- C) 81532 (steel blue vinyl)
- D) 81534 (purple vinyl)
- E) 81533 (silver vinyl)
- F) 81519 (red vinyl)
- G) 81517 (yellow vinyl)
- H) 81520 (pink vinyl)
- I) 81518 (blue vinyl)
- J) 81525 (orange vinyl)



D.



E.



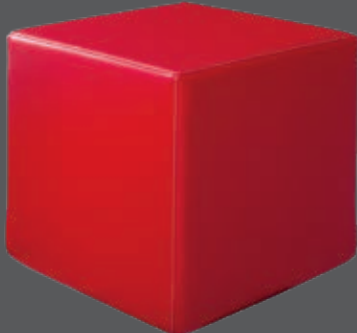
G.



I.



F.



H.



J.





# Accent Tables

## ALONDRA

Cocktail Table  
47"L 24"D 16"H

- A) 820250 (glass, chrome)
- B) 820251 (wood, chrome)



## ALONDRA

End Table

20"L 20"D 20"H

- C) 820252 (glass, chrome)
- D) 820253 (wood, chrome)

## GEO

Cocktail Table  
50"L 22"D 16"H

- A) 82034 (glass, chrome)
- B) 82027 (wood, black)




## GEO

End Table

26"L 26"D 20"H

- C) 82035 (glass, chrome)
- D) 82028 (wood, black)

# Styles & Shapes

Available in Power 

## Sydney Cocktail Tables

(brushed steel)  
48"L 26"D 18"H

- A) 82053 (white)
- 82073 (Powered)
- B) 82052 (black)
- 82076 (Powered)
- C) 82077 (blue)
- D) 82078 (wood)

## Sydney End Tables

27"L 23"D 22"H

- E) 82055 (white)
- F) 82054 (black)
- G) 82079 (blue)
- H) 82080 (wood)

## Regis Tables

(brushed metal)

### I) 82074 Bench Table

47"L 15.5"D 16"H

### J) 82075 End Table

16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

### K) 82015 End Table

24" Round 22"H

### L) 82014 Cocktail Table

36" Round 17"H

## Oliver Tables

(walnut finish)

### M) 82088 End Table

22" Round 22"H

### N) 82087 Cocktail Table

47"L 27"D 19"H

## Aura Round Table

### O) 82084

(white metal)

15" Round 22"H

## Edge LED Cube Table

### P) 82057

(plexi top, white plastic)

20"L 20"D 20"H

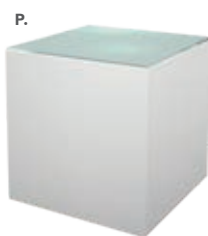
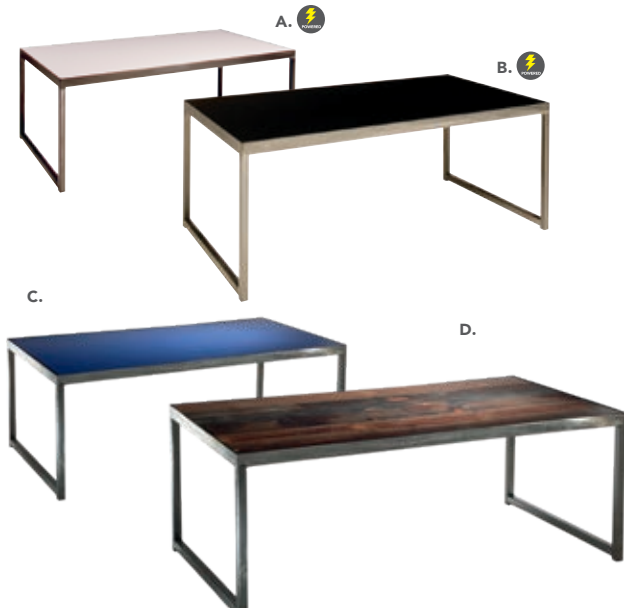
A/C power only

## Wireless Charging Table, Powered

### Q) 820710

(white, AC plug-In)

20"L 20"D 18"H





# Café Tables

**A) 820940 Blue Hydraulic  
Café Table**  
(chrome base, blue top)  
30" RND 29"H

**B) 810131 Malba Chair**  
(gray)  
20"L 20"D 32"H



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



**30" Round Café Table**  
**A) 820941**  
**Standard Black Base**  
(blue top) 30" RND 29"H

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



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

**B) 810130 Malba Chair**  
(green)  
20"L 20"D 32"H

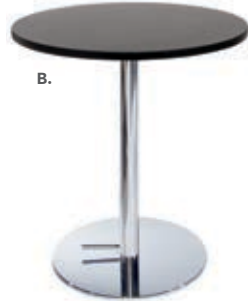


# Customize and Create

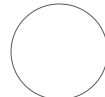
Choose your base, black or chrome, then pick a color that suits your design.



A.



B.



WHITE LAMINATE



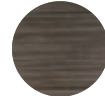
GRAPHITE NEBULA



BLUE LAMINATE



MAPLE



MADISON/GRAY ACAJOU



RED



SILVER TEXTURED



WOOD LAMINATE

## Café Tables

**Standard Black Base**  
30" RND 29"H

- A) 8201220 (white)  
also available
- 820265 (Madison/gray acajou)
- 820941 (blue)
- 820943 (wood)

## Café Tables

**Hydraulic Chrome Base**  
30" RND 29"H

- B) 820923 (graphite nebula)  
also available
- 8201208 (maple)
- 820921 (red)
- 820940 (blue)
- 820942 (wood)
- 820925 (silver)
- 8201223 (white)

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

# Mix & Match

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



D.



C.

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

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

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

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



F.

E.

# Bar Tables

**A) 8201222**  
**30" Round Bar Table**  
(white top, chrome  
hydraulic base)  
30"RND 45"H

**B) 810952**  
**Apex Barstool**  
(blue ultra suede)  
21"L 21"D 33"H



**C) 8201226**  
**Rustique Square Metal Bar Table**  
(gunmetal)  
23.75"L 23.75"D 41.25"H

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



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

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



**G) 820240 30"**  
**Round Bar Table**  
**w/ Hydraulic Chrome Base**  
(Madison/gray acajou)  
30" RND 45"H

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



# Customize and Create

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



## Bar Tables

**Standard Black Base**  
30" RND 42"H

- A) 8201221 (white)  
also available
- 820264 (Madison/gray acajou)
- 820931 (blue)
- 820933 (wood)

## Bar Tables

**Hydraulic Chrome Base**  
30" RND 45"H

- E) 820922 (graphite nebula)  
also available
- 8201207 (maple)
- 820920 (red)
- 820930 (blue)
- 820932 (wood)
- 802924 (silver)

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

# Style & Design

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



**C) 720163 Chelsea Butcher Block-Top Bistro Table**

(oak) 30"RND 42"H

also available

**720164** 36"RND 42"H

**D) 81092 Lucent Barstool**

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

**E) 72070 Soho Black-Top Bistro Table**

(black) 24"RND 42"H

also available

**72068** 36"RND 42"H

**F) 810953 Apex Barstool**

(red vinyl) 21"L 21"D 33"H





# Barstools



B.

C.

D.

A.

## LIFT Barstools

15" Round 23–33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black vinyl)

D) 810872 (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.

T.

U.



S.



## Mix & Match

- T) 720163 Butcher Block-Top Bistro (oak) 30" L RND 42" H  
also available 720164 36" RND 42" H
- U) 210109 LIMERICK® Stool BY HERMAN MILLER™ (white) 18" X 17.75" L X 44" H

- Apex Barstools**  
21" L 21" D 33" H
- A) 810951 (black vinyl)
- B) 810953 (red vinyl)
- C) 810954 (white vinyl)
- D) 810952 (blue ultra suede)

- Zoey Barstools**  
15" L 16" D 30-34.75" H
- E) 810840 (white, chrome)
- F) 810834 (black, chrome)

- Banana Barstools**  
21" L 22" D 41.75" H
- G) 810104 (black, chrome)
- H) 810103 (white, chrome)

- I) 810201 Oslo Barstool (white)  
17" L 20" D 45" H

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

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

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

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

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

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

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

- R) Gas Lift Stool w/ arms  
24" W X 20" L X 46" H
- 71048 (gray, adjustable) also available
- 71047 w/o arms

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



# Conference Tables

A.



B.



**42" Round Conference Table**  
42" RND 29"H  
A) 820708 (white laminate)  
B) 820260 (Madison/gray acajou)

D.



C.



## MADISON

(Madison/gray acajou)

C) 820261 5' Table

60"L 48"D 29"H

D) 820262 8' Table

96"L 60"D 29"H

E) 820263 10' Table

120"L 48"D 29"H

E.



# Styles & Shapes

A. | B.



C.



D.



E.



F.



G.



H.



I.



## Atomic Round Tables

(glass, chrome)

**A) 8201225** 42" RND 30"H

**B) 8201224** 36" RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H

**C) 82044** (glass, chrome)

**D) 82043** (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

**E) 82041** (glass, black)

**F) 82051** (glass, chrome)

## G) 820707 Merlin

**Multi Use Table**

(gray laminate, black)

46"L 29"D 30"H

## H) 820706 Work Table

(white laminate, white)

48"L 24"D 30"H

## I) 820203

**6' Conference Tables**

(graphite nebula)

72"L 42"D 29"H

## Mix & Match

**J) 810946 Pro Executive High Back Chair** (black vinyl) 25"L 24"D 48"H Adjustable

**K) 810945 Pro Executive Mid Back Chair** (white vinyl) 24"L 22"D 40"H Adjustable



# Executive Seating

## Pro Executive High Back Chair

25"L X 24"D X 48"H  
**A) 810844** (white vinyl)  
**B) 810946** (black vinyl)  
 Adjustable height



## Task Stool

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



## Pro Executive Guest Chair

24"L X 22"D X 36"H  
**810947** (black vinyl)



## Gas Lift Chair

26" X 20"L X 38"H  
**A) 71045** (gray, adjustable)  
**71046** w/ arms

## Gas Lift Stool

24"W X 20"L X 46"H  
**B) 71048** (gray, adjustable)  
**71047** w/o arms




## Pro Executive Mid Back Chair

24"L X 22"D X 40"H  
**A) 810945** (white vinyl)  
**B) 810944** (black vinyl)  
 Adjustable height



# Communal and Powered Tables

Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Denotes AC and USB charging outlets 



POWERED  
DETAIL



BLACK

WHITE

MAPLE

## Table Top Options

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

## Bar Tables



A. 

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

B.



C.



### Ventura Powered Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

**A) 820950** (black top)  
**820955** (white top)

### Ventura Communal Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

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

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

Black Top  
**820952** (solid)

## Café Tables



A. 

C.



D.



E.



B.



### Ventura Powered Café Tables

(silver frame)  
72.25"L 26.25"D 30"H

**A) 820964** (black top)  
**B) 820965** (white top)

### Ventura Communal Café Tables

(silver frame)  
72.25"L 26.25"D 30"H

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

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

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

# Office Essentials

## MADISON

**A) 84075 Madison Executive Desk**

(gray acajou) 60"L 30"D 29"H

**B) 84077 Madison Credenza**

(gray acajou) 60"L 20"D 29"H

**C) 810135 Task Stool**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable


**D) 810844 Pro Executive High Back Chair**

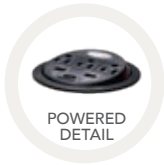
(white classic vinyl)

25"L 24"D 48"H Adjustable



# Tech Powered Desk

Denotes AC and USB charging outlets 



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

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

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



# Lighting & Shelving



**A. 850708 Floor Lamp**  
(brushed silver)  
18" RND 55"H

**B. 850707 Table Lamp**  
16" RND 26"H



## SHELVING


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

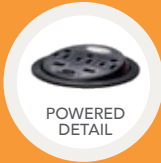


**D) 84078 Madison Bookcase**  
(gray acajou)  
36"L 12"D 72"H



# Show Essentials

Denotes AC and USB charging outlets 



## Midtown Powered Counter

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



### Midtown Powered Counter

60"L 18"D 42"H (pewter/glass)

850103 (unlighted)

850102 (lighted with plug-in)



(back)



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

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

## Display Counter

A) 72056

Display Counter

(black)

24"W X 49"L X 42"H

B) 210109

limerick Stool

BY HERMAN MILLER™

(white)

18" X 17.75" L X 44"H

B.

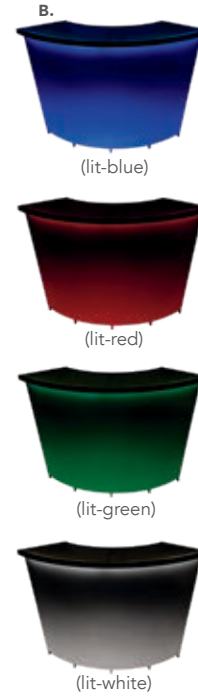


A.



# Midtown Bar

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



## Midtown Bar

60"L 18"D 42"H

(pewter)

**A) 850101**

(unlighted)

**B) 850100**

(lighted with plug-in)

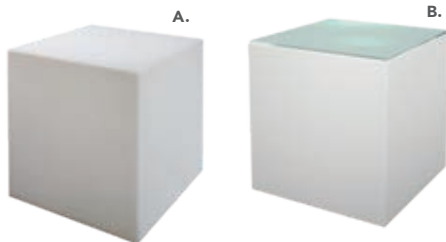
## Apex Barstool

**C) 810952**

(blue ultra suede)

21"L 21"D 33"H

# Lighted & Greenery Products



LED light available in white, red, green, blue and rolling color.



## A) 81526 Edge

**LED Cube Ottoman**

(white plastic)

20"L 20"D 20"H

A/C power only

**B) 82057 Edge LED**

**Cube Table**

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

**C) 85030**

**7' Boxwood Hedge**

36.5"L 12"D 84"H

**D) 85035**

**4' Boxwood Hedge**

46"L 9"D 47"H

# Draped or Undraped Tables & Counters

## Table-Drape Colors



**Special Draping:** Special drape is available in a variety of colors. Refer to the order form for details. Table-top risers are available in a variety of sizes. See order form for details.

Visit us at [freeman.com](http://freeman.com) for ordering and full product line



## Sizing Chart\*

\*Table and counter widths are available in select cities

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

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

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

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

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

<b>130330</b>	Tables Draped	<b>3'L</b> x 30"D x 30"H
<b>130430</b>	Tables Draped	<b>4'L</b> x 30"D x 30"H
<b>130630</b>	Tables Draped	<b>6'L</b> x 30"D x 30"H
<b>130830</b>	Tables Draped	<b>8'L</b> x 30"D x 30"H

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

<b>131330</b>	Tables Undraped	<b>3'L</b> x 30"D x 30"H
<b>131430</b>	Tables Undraped	<b>4'L</b> x 30"D x 30"H
<b>131630</b>	Tables Undraped	<b>6'L</b> x 30"D x 30"H
<b>131830</b>	Tables Undraped	<b>8'L</b> x 30"D x 30"H

### 4th Side | Table Draped 30"

<b>12404630</b>	Drape Table 4th Side	<b>6' X 30"</b>
<b>12404830</b>	Drape Table 4th Side	<b>8' X 30"</b>

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

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

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

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

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

<b>130342</b>	Counter Draped	<b>3'L</b> x 30"D x 42"H
<b>130442</b>	Counter Draped	<b>4'L</b> x 30"D x 42"H
<b>130642</b>	Counter Draped	<b>6'L</b> x 30"D x 42"H
<b>130842</b>	Counter Draped	<b>8'L</b> x 30"D x 42"H

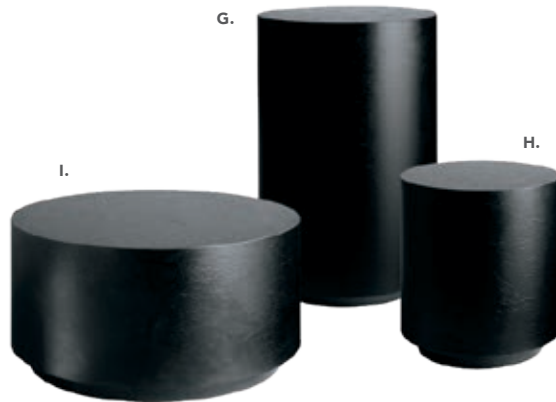
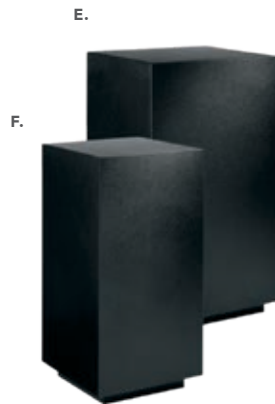
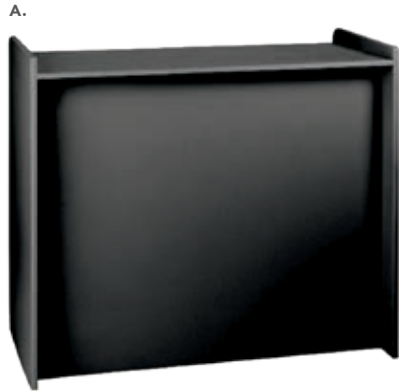
### 30"D X 42"H | Counter Undraped

<b>131342</b>	Counter Undraped	<b>3'L</b> x 30"D x 42"H
<b>131442</b>	Counter Undraped	<b>4'L</b> x 30"D x 42"H
<b>131642</b>	Counter Undraped	<b>6'L</b> x 30"D x 42"H
<b>131842</b>	Counter Undraped	<b>8'L</b> x 30"D x 42"H

### 4th Side | Table Draped 42"

<b>12404642</b>	Drape Table 4th Side	<b>6' X 42"</b>
<b>12404842</b>	Drape Table 4th Side	<b>8' X 42"</b>

# Product Display



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

**B) 75079**  
**Orion Computer Kiosk**  
(black)  
28"L X 28"D X 40.5"H  
(computer not included)

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

**D) 75032**  
**Diplay Cube - Large**  
(black)  
24"W X 24"L X 42"H

**E) 75031**  
**Diplay Cube - Medium**  
(black)  
18"W X 18"L X 36"H

**F) 75030**  
**Diplay Cube - Small**  
(black)  
12"W X 12"L X 42"H

**G) 75022**  
**Diplay Cylinder - High**  
(black)  
24"W X 24"L X 36"H

**H) 75021**  
**Diplay Cylinder - Medium**  
(black)  
18"W X 18"L X 20"H

**I) 75020**  
**Diplay Cylinder - Low**  
(black)  
30"W X 12"L X 15"H  
available in rectangle sizes

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

# Product Storage



## RACKS

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

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

## CABINETS

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

**D) 74082**  
**2 Drawer File Cabinet**  
**w/Lock**  
 (tan metal)  
 15"W X 29"L X 28"H

**E) 74081**  
**4 Drawer File Cabinet**  
**w/Lock**  
 (tan metal)  
 15"W X 29"L X 50"H

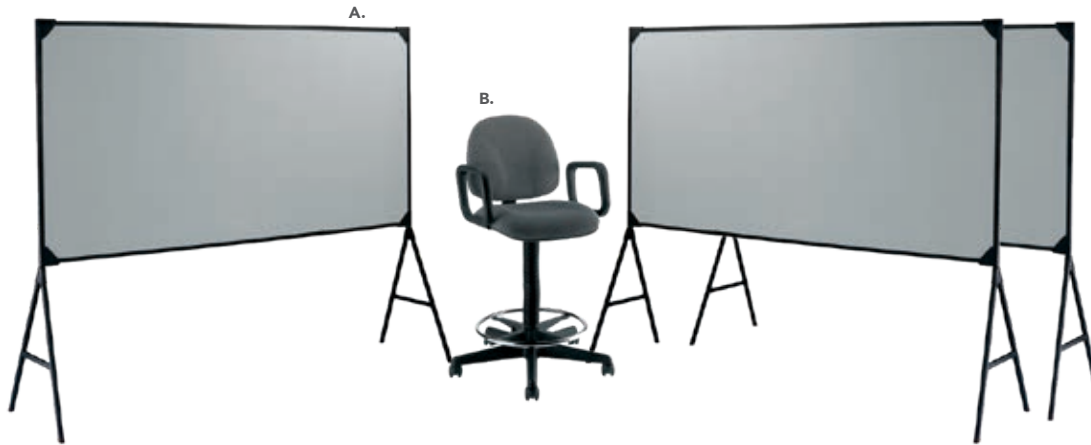


## REFRIGERATORS

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

**G) 75057**  
**Small Refrigerator**  
 4.0 cu feet  
 20"W X 22"L X 33"H

# Show & Office Accessories



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

**B) 71048**  
**Gas Lift Stool w/ arms**  
 (gray, adjustable)  
 24"W X 20"L X 46"H  
 also available  
**71047 w/o arms**

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

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

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

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

**G) 220143**  
**Brushed Aluminum Easel**  
 (open 5 1/4"W X 64 1/4"H)  
 26"W X 62"H

**H) 220106**  
**Corrugated Wastebasket**  
 (black)



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
	810119*	Chair.....	609.00	669.90	852.60	_____
	830120*	Loveseat.....	819.00	900.90	1,146.60	_____
	830119*	Sofa.....	908.00	998.80	1,271.20	_____
<b>Munich Group - Gray Fabric</b>						
	810150*	Corner Chair.....	745.00	819.50	1,043.00	_____
	810151*	Armless Chair.....	649.00	713.90	908.60	_____
	830200*	Armless Loveseat.....	909.00	999.90	1,272.60	_____
	830201*	Sectional - 3 Piece.....	2,070.00	2,277.00	2,898.00	_____
<b>Baja Group - White Vinyl</b>						
	81050*	Chair.....	742.00	816.20	1,038.80	_____
	83020*	Loveseat.....	788.00	866.80	1,103.20	_____
	83019*	Sofa.....	1,035.00	1,138.50	1,449.00	_____
<b>South Beach Group - Platinum Suede</b>						
	8301*	Sofa.....	794.00	873.40	1,111.60	_____
	8151*	Ottoman.....	349.00	383.90	488.60	_____
<b>Key Largo Group - Black Fabric</b>						
	830950*	Loveseat.....	633.00	696.30	886.20	_____
	830951*	Sofa.....	705.00	775.50	987.00	_____
	810950*	Chair.....	501.00	551.10	701.40	_____
<b>Allegro Group - Blue Fabric</b>						
	81019*	Chair.....	618.00	679.80	865.20	_____
	83015*	Sofa.....	983.00	1,081.30	1,376.20	_____
<b>Fairfax Group - White Vinyl</b>						
	810949*	Chair.....	423.00	465.30	592.20	_____
	830949*	Sofa.....	674.00	741.40	943.60	_____
<b>Hopi Group - Gray Linen</b>						
	810140*	Chair.....	278.00	305.80	389.20	_____
	830150*	Loveseat.....	358.00	393.80	501.20	_____
<b>Tangiers Group - Beige Fabric</b>						
	810118*	Chair.....	538.00	591.80	753.20	_____
	830220*	Loveseat.....	918.00	1,009.80	1,285.20	_____
	830118*	Sofa.....	760.00	836.00	1,064.00	_____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
	815122*	Endless Square - White Vinyl.....	389.00	427.90	544.60	_____
	815123*	Endless Square - Black Vinyl.....	389.00	427.90	544.60	_____
	815953*	Endless Curve - White Vinyl.....	522.00	574.20	730.80	_____
	815952*	Endless Curve - Black Vinyl.....	522.00	574.20	730.80	_____
	815119*	Half-Bench - White Vinyl.....	445.00	489.50	623.00	_____
	81518*	Vibe Cube - Blue Vinyl.....	176.00	193.60	246.40	_____
	81519*	Vibe Cube - Red Vinyl.....	176.00	193.60	246.40	_____

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NAME OF SHOW: **NY NOW / February 1-5, 2020**

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
<b>CASUAL SEATING (cont'd)</b>						
_____	81525*	Vibe Cube - Orange Vinyl.....	176.00	193.60	246.40	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	176.00	193.60	246.40	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	176.00	193.60	246.40	_____
_____	81530*	Vibe Cube - Black Vinyl.....	155.00	170.50	217.00	_____
_____	81531*	Vibe Cube - White Vinyl.....	155.00	170.50	217.00	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	176.00	193.60	246.40	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	176.00	193.60	246.40	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	176.00	193.60	246.40	_____
_____	815151*	Marche Swivel - Gray Fabric.....	275.00	302.50	385.00	_____
_____	815154*	Marche Swivel - Red Fabric.....	275.00	302.50	385.00	_____
_____	815159*	Marche Swivel - Blue Fabric.....	275.00	302.50	385.00	_____
_____	815152*	Marche Swivel - Linen Fabric.....	275.00	302.50	385.00	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	275.00	302.50	385.00	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	275.00	302.50	385.00	_____
_____	815156*	Marche Swivel - Plum Fabric.....	275.00	302.50	385.00	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	275.00	302.50	385.00	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	275.00	302.50	385.00	_____
_____	815150*	Marche Swivel - White Vinyl.....	275.00	302.50	385.00	_____
_____	815160*	Marche Swivel - Orange Fabric.....	284.00	312.40	397.60	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	247.00	271.70	345.80	_____
<b>Banquettes</b>						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	735.00	808.50	1,029.00	_____
_____	8507*	Quarter Curve Ottoman.....	485.00	533.50	679.00	_____
<b>Beverly Bench Ottomans</b>						
_____	81550*	Black Vinyl.....	553.00	608.30	774.20	_____
_____	81551*	Brown Fabric.....	553.00	608.30	774.20	_____
_____	81552*	Gray Fabric.....	553.00	608.30	774.20	_____
_____	81553*	Linen Fabric.....	553.00	608.30	774.20	_____
_____	81554*	Ocean Blue Fabric.....	553.00	608.30	774.20	_____
_____	81555*	Red Fabric.....	553.00	608.30	774.20	_____
_____	81556*	White Vinyl.....	553.00	608.30	774.20	_____
<b>Accent Chairs</b>						
_____	71089	Black Diamond Side Chair.....	148.50	163.35	207.90	_____
_____	71090	Black Diamond Arm Chair.....	179.90	197.90	251.85	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	170.00	187.00	238.00	_____
_____	210108	Limerick® Chair by Herman Miller.....	118.90	130.80	166.45	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	930.00	1,023.00	1,302.00	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	930.00	1,023.00	1,302.00	_____
_____	810948*	Meeting Chair - White Vinyl.....	294.00	323.40	411.60	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	229.00	251.90	320.60	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	297.00	326.70	415.80	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	494.00	543.40	691.60	_____
_____	810164*	Marina Chair - White Vinyl.....	182.00	200.20	254.80	_____
_____	810160*	Marina Chair - Black Vinyl.....	182.00	200.20	254.80	_____
_____	810161*	Marina Chair - Brown Fabric.....	182.00	200.20	254.80	_____
_____	810162*	Marina Chair - Ocean Blue Fabric.....	182.00	200.20	254.80	_____
_____	810163*	Marina Chair - Red Fabric.....	182.00	200.20	254.80	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Occasional Chairs (cont.)</b>						
	810131*	Malba Chair - Gray Molded Plastic.....	124.00	136.40	173.60	
	810130*	Malba Chair - Green Molded Plastic.....	124.00	136.40	173.60	
	810846*	Christopher Chair - White Vinyl/Chrome.....	151.00	166.10	211.40	
	810851*	Zenith Chair - White/Chrome.....	192.00	211.20	268.80	
	810841*	Rustique Chair - Gunmetal.....	121.00	133.10	169.40	
	810837*	Razor Armless Chair - White High Density Plastic....	71.00	78.10	99.40	
	810875*	Swanson Swivel Chair - White Vinyl.....	426.00	468.60	596.40	
	81083*	Blade Chair - Sky Blue.....	99.00	108.90	138.60	
	81082*	Blade Chair - Red.....	99.00	108.90	138.60	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	136.00	149.60	190.40	
	81093*	Lucent Chair - Frosted Acrylic.....	256.00	281.60	358.40	
	810145*	Wentworth Chair - Brown Vinyl.....	417.00	458.70	583.80	
<b>Executive Seating</b>						
	71046	Gray Gaslift Chair With Arms.....	351.95	387.15	492.75	
	71045	Gray Gaslift Chair Without Arms.....	266.30	292.95	372.80	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	389.00	427.90	544.60	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	204.00	224.40	285.60	
	810844*	Pro Executive High Back Chair - White Vinyl.....	340.00	374.00	476.00	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	340.00	374.00	476.00	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	433.00	476.30	606.20	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	433.00	476.30	606.20	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	448.00	492.80	627.20	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	232.80	256.10	325.90	
	71048	Gray Gaslift Stool with Arms.....	399.85	439.85	559.80	
	71047	Gray Gaslift Stool without Arms.....	351.95	387.15	492.75	
	810860*	Laguna Barstool - Maple/Chrome.....	213.00	234.30	298.20	
	210109	Limerick® Stool by Herman Miller.....	126.00	138.60	176.40	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	201.00	221.10	281.40	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	201.00	221.10	281.40	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	201.00	221.10	281.40	
	810870*	Lift Barstool - White Vinyl/Chrome.....	201.00	221.10	281.40	
	810951*	Apex Barstool - Black Vinyl.....	250.00	275.00	350.00	
	810952*	Apex Barstool - Blue Ultra Suede.....	250.00	275.00	350.00	
	810953*	Apex Barstool - Red Vinyl.....	250.00	275.00	350.00	
	810954*	Apex Barstool - White Vinyl.....	250.00	275.00	350.00	
	810103*	Banana Barstool - White Vinyl/Chrome.....	238.00	261.80	333.20	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	238.00	261.80	333.20	
	810850*	Zenith Barstool - White/Chrome.....	192.00	211.20	268.80	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	371.00	408.10	519.40	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	371.00	408.10	519.40	
	810848*	Christopher Barstool - White Vinyl/Chrome.....	260.00	286.00	364.00	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	411.00	452.10	575.40	
	810839*	Rustique Barstool - Gunmetal.....	133.00	146.30	186.20	
	810201*	Oslo Barstool - White Plastic/Chrome.....	297.00	326.70	415.80	
	81080*	Blade Barstool - Red.....	201.00	221.10	281.40	
	81081*	Blade Barstool - Sky Blue.....	201.00	221.10	281.40	
	81092*	Lucent Barstool - Frosted Acrylic.....	272.00	299.20	380.80	
	810135*	Task Stool - Black Fabric.....	219.00	240.90	306.60	

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**Draped Tables & Counters**

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

_____	124430	Draped Table 4'L x 30"H.....	164.05	180.45	229.65	_____
_____	124630	Draped Table 6'L x 30"H.....	206.55	227.20	289.15	_____
_____	124830	Draped Table 8'L x 30"H.....	237.30	261.05	332.20	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	61.55	67.70	86.15	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	61.55	67.70	86.15	_____
_____	124442	Draped Counter 4'L x 42"H.....	237.30	261.05	332.20	_____
_____	124642	Draped Counter 6'L x 42"H.....	253.60	278.95	355.05	_____
_____	124842	Draped Counter 8'L x 42"H.....	294.35	323.80	412.10	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	61.55	67.70	86.15	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	61.55	67.70	86.15	_____

**Undraped Tables & Counters**

_____	125430	Undraped Table 4'L x 30"H.....	61.55	67.70	86.15	_____
_____	125630	Undraped Table 6'L x 30"H.....	74.20	81.60	103.90	_____
_____	125830	Undraped Table 8'L x 30"H.....	93.05	102.35	130.25	_____
_____	125442	Undraped Counter 4'L x 42"H.....	90.10	99.10	126.15	_____
_____	125642	Undraped Counter 6'L x 42"H.....	101.05	111.15	141.45	_____
_____	125842	Undraped Counter 8'L x 42"H.....	115.80	127.40	162.10	_____

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

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.25	33.30	42.35	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.25	33.30	42.35	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.25	38.80	49.35	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.25	38.80	49.35	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.75	44.85	57.05	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.75	44.85	57.05	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.00	50.60	64.40	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.00	50.60	64.40	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.75	73.45	93.45	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.75	73.45	93.45	_____

**Pedestal Tables - Soho Series**

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	210.15	231.15	294.20	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	210.15	231.15	294.20	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	167.60	184.35	234.65	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	210.15	231.15	294.20	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	210.15	231.15	294.20	_____

**Pedestal Tables - Chelsea Series**

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	210.25	231.30	294.35	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	210.25	231.30	294.35	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series (continued)</b>						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	210.25	231.30	294.35	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	210.25	231.30	294.35	
<b>Pedestal Tables</b>						
	8201208*	Hydraulic Base Cafe Table - Maple.....	430.00	473.00	602.00	
	8201207*	Hydraulic Base Bar Table - Maple.....	448.00	492.80	627.20	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	479.00	526.90	670.60	
	8201211*	Hydraulic Base Bar Table - Graphite.....	491.00	540.10	687.40	
	8201206*	Hydraulic Base Cafe Table - Maple.....	488.00	536.80	683.20	
	8201205*	Hydraulic Base Bar Table - Maple.....	482.00	530.20	674.80	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	488.00	536.80	683.20	
	820125*	Hydraulic Base Bar Table - White Laminate.....	510.00	561.00	714.00	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	383.00	421.30	536.20	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	383.00	421.30	536.20	
	820265*	Madison Cafe Table - Gray Acajou.....	303.00	333.30	424.20	
	820264*	Madison Bar Table - Gray Acajou.....	331.00	364.10	463.40	
	8201220*	30" Cafe Table Black Base - White Laminate.....	321.00	353.10	449.40	
	8201221*	30" Bar Table Black Base - White Laminate.....	346.00	380.60	484.40	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	494.00	543.40	691.60	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	494.00	543.40	691.60	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	383.00	421.30	536.20	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	383.00	421.30	536.20	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite....	383.00	421.30	536.20	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite....	383.00	421.30	536.20	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	467.00	513.70	653.80	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	467.00	513.70	653.80	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	374.00	411.40	523.60	
	820931*	30" Bar Table w/ Black Base - Blue.....	297.00	326.70	415.80	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	457.00	502.70	639.80	
	820933*	30" Bar Table w/ Black Base - Wood.....	306.00	336.60	428.40	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	374.00	411.40	523.60	
	820941*	30" Cafe Table w/ Black Base - Blue.....	229.00	251.90	320.60	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	457.00	502.70	639.80	
	820943*	30" Cafe Table w/ Black Base - Wood.....	290.00	319.00	406.00	
<b>Accent Tables</b>						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	318.00	349.80	445.20	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	340.00	374.00	476.00	
	820252*	Alondra End Table - Glass/Chrome.....	278.00	305.80	389.20	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	389.00	427.90	544.60	
	820253*	Alondra End Table - Wood/Chrome.....	278.00	305.80	389.20	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	389.00	427.90	544.60	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	433.00	476.30	606.20	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	433.00	476.30	606.20	
	82028*	Geo End Table - Wood/Black Steel.....	331.00	364.10	463.40	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	337.00	370.70	471.80	
	82035*	Geo End Table - Glass/Chrome.....	244.00	268.40	341.60	

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<b>Accent Tables (continued)</b>						
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	229.00	251.90	320.60	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	297.00	326.70	415.80	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	297.00	326.70	415.80	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	358.00	393.80	501.20	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	358.00	393.80	501.20	_____
_____	82079*	Sydney End Table - Blue Laminate/Brushed Steel....	290.00	319.00	406.00	_____
_____	82080*	Sydney End Table - Wood Laminate/Brushed Steel..	290.00	319.00	406.00	_____
_____	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	352.00	387.20	492.80	_____
_____	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	352.00	387.20	492.80	_____
_____	82075*	Regis End Table - Brushed Metal.....	294.00	323.40	411.60	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	414.00	455.40	579.60	_____
_____	820844*	Aura Round Table - White Metal.....	161.00	177.10	225.40	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	247.00	271.70	345.80	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	392.00	431.20	548.80	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	392.00	431.20	548.80	_____
_____	82088*	Oliver End Table - Walnut Finish.....	287.00	315.70	401.80	_____
_____	82087*	Oliver Table - Walnut Finish.....	324.00	356.40	453.60	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	380.00	418.00	532.00	_____
<b>Conference Tables</b>						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	488.00	536.80	683.20	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	482.00	530.20	674.80	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	516.00	567.60	722.40	_____
_____	820708*	42" Round Conference Table - White Laminate.....	510.00	561.00	714.00	_____
_____	820203*	6' Oval Conference Table - Graphite.....	695.00	764.50	973.00	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	627.00	689.70	877.80	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	1,040.00	1,144.00	1,456.00	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	1,040.00	1,144.00	1,456.00	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	936.00	1,029.60	1,310.40	_____
_____	820952*	Ventura Communal Bar Table - Black.....	918.00	1,009.80	1,285.20	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	936.00	1,029.60	1,310.40	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	936.00	1,029.60	1,310.40	_____
_____	820956*	Ventura Communal Bar Table - White.....	936.00	1,029.60	1,310.40	_____
_____	820963*	Ventura Communal Cafe Table - Maple.....	612.00	673.20	856.80	_____
_____	820960*	Ventura Cafe Table - Maple w/ Grommets.....	918.00	1,009.80	1,285.20	_____
_____	820961*	Ventura Cafe Table - White w/ Grommets.....	918.00	1,009.80	1,285.20	_____
_____	820966*	Ventura Communal Cafe Table - White.....	612.00	673.20	856.80	_____
_____	820962*	Ventura Communal Cafe Table - Black.....	612.00	673.20	856.80	_____
<b>Office</b>						
_____	84075*	Madison Desk - Gray Acajou.....	735.00	808.50	1,029.00	_____
_____	84077*	Madison Credenza - Gray Acajou.....	615.00	676.50	861.00	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	525.00	577.50	735.00	_____
<b>Computer Desks/Tables</b>						
_____	820706*	Work Desk - White Laminate.....	439.00	482.90	614.60	_____
_____	820707*	Merlin Table - Gray Laminate.....	454.00	499.40	635.60	_____

**FREEMAN furnishings**

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before JANUARY 7, 2020



NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

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

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

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

**Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	865.00	951.50	1,211.00	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	971.00	1,068.10	1,359.40	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,115.00	1,226.50	1,561.00	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	865.00	951.50	1,211.00	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,115.00	1,226.50	1,561.00	_____

**Powered Tables**

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	945.00	1,039.50	1,323.00	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	1,032.00	1,135.20	1,444.80	_____
_____	820964*	Ventura Communal Cafe Table, Powered - Black.....	776.00	853.60	1,086.40	_____
_____	820965*	Ventura Communal Cafe Table, Powered - White.....	776.00	853.60	1,086.40	_____
_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	760.00	836.00	1,064.00	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	667.00	733.70	933.80	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	516.00	567.60	722.40	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	516.00	567.60	722.40	_____

**Powered Pedestals**

_____	85060*	Powered Locking Pedestal 36" H, Black.....	630.00	693.00	882.00	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	630.00	693.00	882.00	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	754.00	829.40	1,055.60	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	754.00	829.40	1,055.60	_____
_____	820710*	Wireless Charging Table, Powered.....	615.00	676.50	861.00	_____

**Midtown Counters & Bars**

_____	850103*	Midtown Powered Counter Unlighted - Pewter.....	1,542.00	1,696.20	2,158.80	_____
_____	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,800.00	1,980.00	2,520.00	_____
_____	850101*	Midtown Bar Unlighted - Pewter.....	1,388.00	1,526.80	1,943.20	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,645.00	1,809.50	2,303.00	_____

**DISPLAY & ACCESSORIES**

**Product Storage**

_____	84080*	3 Door File Cabinet on Castors - Black .....	232.00	255.20	324.80	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	213.45	234.80	298.85	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	276.95	304.65	387.75	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	689.00	757.90	964.60	_____

**Refrigerator**

_____	75057	Small Refrigerator.....	624.40	686.85	874.15	_____
_____	8503001*	Refrigerator - White.....	1,412.05	1,553.25	1,976.85	_____

**Lighting**

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	192.00	211.20	268.80	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	287.00	315.70	401.80	_____

**FREEMAN furnishings**

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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
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**DISPLAY & ACCESSORIES**

**Display**

_____	75020	Display Cylinder - Black - Low.....	216.85	238.55	303.60	_____
_____	75021	Display Cylinder - Black - Medium.....	216.85	238.55	303.60	_____
_____	75022	Display Cylinder - Black - High.....	216.85	238.55	303.60	_____
_____	75030	Display Cube - Black - 12" Small.....	249.40	274.35	349.15	_____
_____	75031	Display Cube - Black - 18" Medium.....	266.90	293.60	373.65	_____
_____	75032	Display Cube - Black - 24" Large.....	302.50	332.75	423.50	_____
_____	75079	Orion Computer Kiosk - Black.....	390.55	429.60	546.75	_____
_____	72056	Display Counter - Black.....	249.85	274.85	349.80	_____

**Boxwood Hedges**

_____	85030*	7' Boxwood Hedge.....	878.00	965.80	1,229.20	_____
_____	85035*	4' Boxwood Hedge.....	470.00	517.00	658.00	_____

**Accessories**

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	89.10	98.00	124.75	_____
_____	220118	Chrome Sign Holder.....	106.70	117.35	149.40	_____
_____	750135	Round Literature Rack.....	254.75	280.25	356.65	_____
_____	750136	Flat Literature Rack.....	218.70	240.55	306.20	_____
_____	220109	Chrome Coat Tree.....	65.05	71.55	91.05	_____
_____	220134	Aluminum Easel.....	39.95	43.95	55.95	_____
_____	220110	Chrome Bag Rack.....	150.25	165.30	210.35	_____
_____	220106	Corrugated Wastebasket.....	28.75	31.65	40.25	_____

**Special Drape**

- Black    Blue    Brown    Green    Flax  
 Gold    Gray    Plum    Red    White

_____	12103	Special Drape 3'H (per ft.).....	23.10	25.40	32.35	_____
_____	12108	Special Drape 8'H (per ft.).....	30.60	33.65	42.85	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	8.875% 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

**FREEMAN furnishings**

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# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 • Fax: (469) 621-5618

**NY NOW**  
RETAIL RENAISSANCE

**DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 7, 2020**

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

NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

For Assistance, please call 201-299-7575 to speak with one of our experts.

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

## SHELF UNITS

109550 Maple 5 Shelf Single Unit

Advance Price                      Standard Price

\$258.90                              \$362.45



\_\_\_\_\_ @ \$258.90 = \_\_\_\_\_  
Quantity              Per Unit              Total

109551 White 5 Shelf Single Unit

Advance Price                      Standard Price

\$300.90                              \$421.25



\_\_\_\_\_ @ \$300.90 = \_\_\_\_\_  
Quantity              Per Unit              Total

Single unit shelves are 30" long x 11.5" deep x 65.5" tall - 5 shelf units have the shelf positioned 11.5" apart vertically (from the underside of one shelf to the top of the next shelf down)

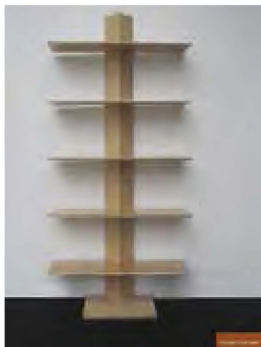
*Pricing includes labor*

Orders received after the deadline date will be charged standard pricing.

109552 Maple 5 Shelf Double Unit

Advance Price                      Standard Price

\$482.80                              \$675.90

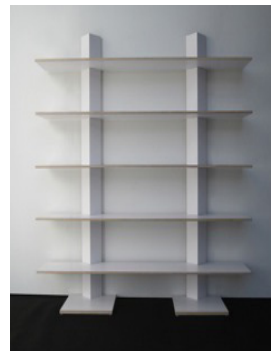


\_\_\_\_\_ @ \$482.80 = \_\_\_\_\_  
Quantity              Per Unit              Total

109553 White 5 Shelf Double Unit

Advance Price                      Standard Price

\$510.75                              \$715.05



\_\_\_\_\_ @ \$510.75 = \_\_\_\_\_  
Quantity              Per Unit              Total

Double unit shelves are 64" long x 11.5" deep x 65.5" tall - 5 shelf units have the shelf positioned 11.5" apart vertically (from the underside of one shelf to the top of the next shelf down)

*Pricing includes labor*

Orders received after the deadline date will be charged standard pricing.

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.875%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN shelf units

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 • Fax: (469) 621-5618

**NY NOW**  
RETAIL RENAISSANCE

**DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 7, 2020**

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

NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

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

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

For Assistance, please call 201-299-7575 to speak with one of our experts.

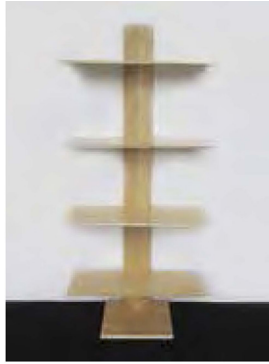
For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## SHELF UNITS

109540 Maple 4 Shelf Single Unit

Advance Price                      Standard Price

\$244.85                              \$342.80



\_\_\_\_\_ @ \$244.85 = \_\_\_\_\_  
Quantity              Per Unit              Total

109541 White 4 Shelf Single Unit

Advance Price                      Standard Price

\$286.75                              \$401.45



\_\_\_\_\_ @ \$286.75 = \_\_\_\_\_  
Quantity              Per Unit              Total

Single unit shelves are 30" long x 11.5" deep x 65.5" tall - 4 shelf units have the shelf positioned 15.5" apart vertically (from the underside of one shelf to the top of the next shelf down)

*Pricing includes labor*

Orders received after the deadline date will be charged standard pricing.

109542 Maple 4 Shelf Double Unit

Advance Price                      Standard Price

\$454.85                              \$636.80



\_\_\_\_\_ @ \$454.85 = \_\_\_\_\_  
Quantity              Per Unit              Total

109543 White 4 Shelf Double Unit

Advance Price                      Standard Price

\$496.80                              \$695.50



\_\_\_\_\_ @ \$496.80 = \_\_\_\_\_  
Quantity              Per Unit              Total

Double unit shelves are 64" long x 11.5" deep x 65.5" tall - 4 shelf units have the shelf positioned 15.5" apart vertically (from the underside of one shelf to the top of the next shelf down)

*Pricing includes labor*

Orders received after the deadline date will be charged standard pricing.

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.875%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN shelf units



# FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with 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. Custom options can be ordered and include borders, patterns and logo applications in both our classic and prestige carpeting lines.

**Sustainability Tip:**

 DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

- 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](http://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.



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

 **Sustainability Tip:** Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

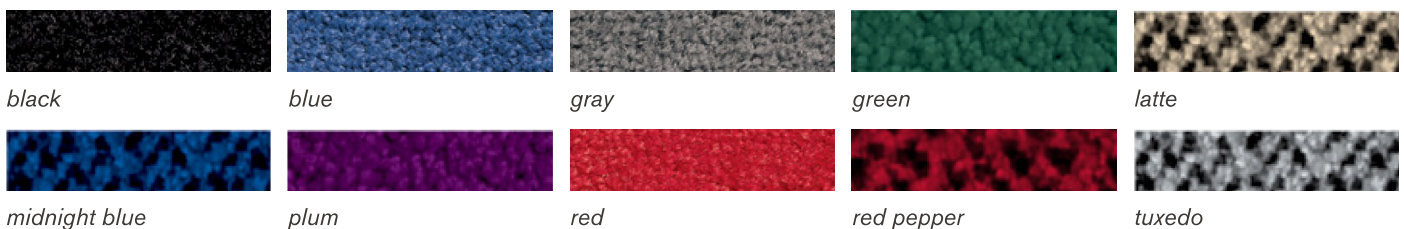
## CLASSIC CARPET

### 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.

### 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.



*Actual colors may vary slightly*

**Sustainability Tip:** 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.



# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618



**ONLINE PRICE  
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**INCLUDE THE FREEMAN METHOD OF  
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NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call (201) 299-7575 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](http://www.freeman.com)

## 10' CLASSIC CARPET, PADDING AND PLASTIC COVERING

### CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online	Discount	Standard	Total
_____	12' x 10' Classic Carpet .....	\$ 315.65	347.20	441.90	\$ _____
_____	12' x 20' Classic Carpet .....	\$ 631.30	694.45	883.80	\$ _____
_____	12' x 30' Classic Carpet .....	\$ 946.95	1,041.65	1,325.75	\$ _____
_____	12' x 40' Classic Carpet .....	\$ 1,262.60	1,388.85	1,767.65	\$ _____
_____	10' x 10' Classic Carpet .....	\$ 287.35	316.10	402.30	\$ _____
_____	10' x 20' Classic Carpet .....	\$ 574.70	632.15	804.60	\$ _____
_____	10' x 30' Classic Carpet .....	\$ 862.05	948.25	1,206.85	\$ _____
_____	10' x 40' Classic Carpet .....	\$ 1,149.40	1,264.35	1,609.15	\$ _____
_____	10' x 10' Carpet Padding - Single Layer .....	\$ 243.30	267.65	340.60	\$ _____
_____	10' x 20' Carpet Padding - Single Layer .....	\$ 486.60	535.25	681.25	\$ _____
_____	10' x 30' Carpet Padding - Single Layer .....	\$ 729.90	802.90	1,021.85	\$ _____
_____	10' x 40' Carpet Padding - Single Layer .....	\$ 973.20	1,070.50	1,362.50	\$ _____
_____	10' x 10' Carpet Padding - Double Layer .....	\$ 486.60	535.25	681.25	\$ _____
_____	10' x 20' Carpet Padding - Double Layer .....	\$ 973.20	1,070.50	1,362.50	\$ _____
_____	10' x 30' Carpet Padding - Double Layer .....	\$ 1,459.80	1,605.80	2,043.70	\$ _____
_____	10' x 40' Carpet Padding - Double Layer .....	\$ 1,946.40	2,141.05	2,724.95	\$ _____
_____	Plastic Covering (price per sq. ft.) .....	\$ 1.00	1.10	1.40	\$ _____

## 9' CLASSIC CARPET, PADDING AND PLASTIC COVERING\*\*

### CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online	Discount	Standard	Total
_____	9' x 10' Classic Carpet .....	\$ 259.05	284.95	362.65	\$ _____
_____	9' x 20' Classic Carpet .....	\$ 518.10	569.90	725.35	\$ _____
_____	9' x 30' Classic Carpet .....	\$ 777.15	854.85	1,088.00	\$ _____
_____	9' x 40' Classic Carpet .....	\$ 1,036.20	1,139.80	1,450.70	\$ _____
_____	9' x 10' Carpet Padding - Single Layer .....	\$ 218.95	240.85	306.55	\$ _____
_____	9' x 20' Carpet Padding - Single Layer .....	\$ 437.90	481.70	613.05	\$ _____
_____	9' x 30' Carpet Padding - Single Layer .....	\$ 656.85	722.55	919.60	\$ _____
_____	9' x 40' Carpet Padding - Single Layer .....	\$ 875.80	963.40	1,226.10	\$ _____
_____	9' x 10' Carpet Padding - Double Layer .....	\$ 437.90	481.70	613.05	\$ _____
_____	9' x 20' Carpet Padding - Double Layer .....	\$ 875.80	963.40	1,226.10	\$ _____
_____	9' x 30' Carpet Padding - Double Layer .....	\$ 1,313.70	1,445.05	1,839.20	\$ _____
_____	9' x 40' Carpet Padding - Double Layer .....	\$ 1,751.60	1,926.75	2,452.25	\$ _____
_____	Plastic Covering (price per sq. ft.) .....	\$ 1.00	1.10	1.40	\$ _____

\*\*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 \_\_\_\_\_ + Tax (8.875%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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

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

For Assistance, please call (201) 299-7575 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](http://www.freeman.com)

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

- Order Custom Cut Classic Carpet 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. @ **4.85** \$ \_\_\_\_\_

**CHOOSE YOUR CARPET COLOR:**

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

16 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)	Online	Discount	Standard	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 4.85</b>	\$ 5.35	\$ 6.80	\$ _____

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

**CHOOSE YOUR CARPET COLOR - 28 oz.**

Black  Cardinal  Charcoal  Cream  Gray Pearl  Navy  Toast  Wedgewood  White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)	Online	Discount	Standard	Total
1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 6.30</b>	\$ 6.95	\$ 8.80	\$ _____
Over 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 5.85</b>	\$ 6.45	\$ 8.20	\$ _____

**CHOOSE YOUR CARPET COLOR - 40 oz.**

Black  Charcoal  Gray Pearl  Navy  White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)	Online	Discount	Standard	Total
1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 6.85</b>	\$ 7.55	\$ 9.60	\$ _____
Over 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 6.55</b>	\$ 7.20	\$ 9.15	\$ _____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ **2.45** \$ \_\_\_\_\_

Qty	Description	Online	Discount	Standard	Total
_____	Carpet Padding (90 - 700 sq. ft.)(price per sq. ft.)	<b>\$ 2.45</b>	\$ 2.70	\$ 3.45	_____
_____	Carpet Padding (Over 700 sq. ft.)(price per sq. ft.)	<b>\$ 2.05</b>	\$ 2.25	\$ 2.85	_____
_____	Double Carpet Padding (90 - 700 sq. ft.)(price per sq. ft.)	<b>\$ 4.90</b>	\$ 5.40	\$ 6.85	_____
_____	Double Carpet Padding (Over 700 sq. ft.)(price per sq. ft.)	<b>\$ 4.10</b>	\$ 4.50	\$ 5.75	_____

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (8.875%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

(486239)

FREEMAN cut to size carpet

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before JANUARY 7, 2020.

NAME OF SHOW: **NY NOW / February 1-5, 2020**

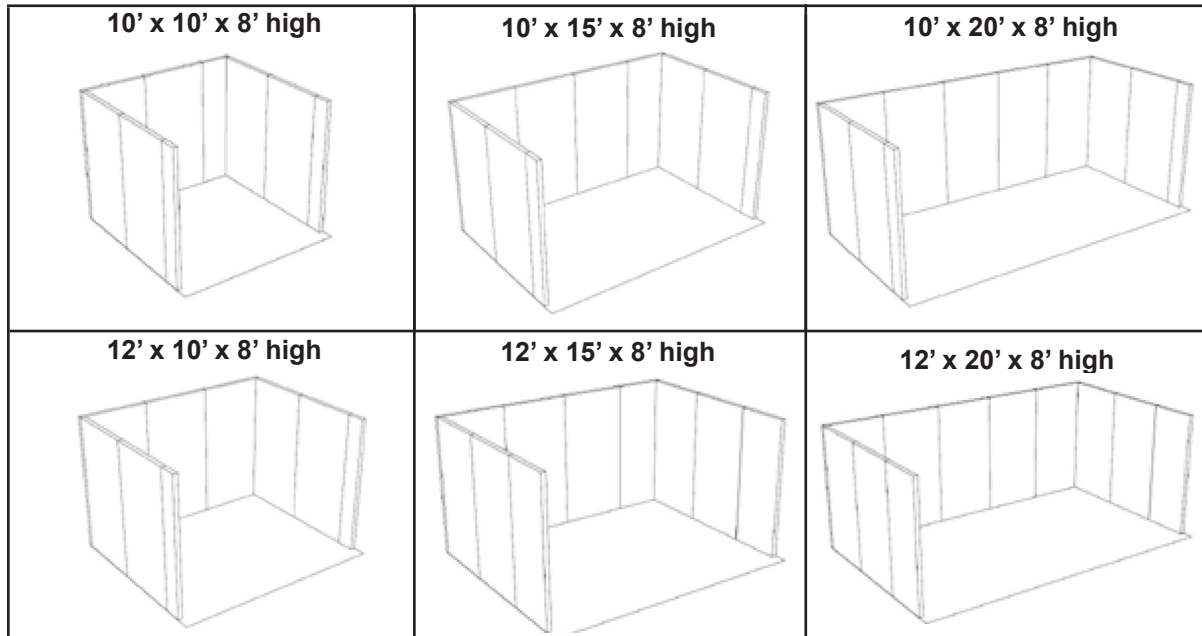
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

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

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

For Assistance, please call 201-299-7575 to speak with one of our experts.

**VINYL HARDWALL BOOTH**



**Please Note:** Hardwall panels are 3" thick. Hardwall package will create width dimensions 6" less than actual booth space. Custom interior walls will incur additional costs.

**8' WALL PANELS**

Qty	Description	Advance Price	Standard Price	Total
<input type="checkbox"/>	Black Vinyl			
<input type="checkbox"/>	White Vinyl			
_____	10' x 10' x 8' high.....	\$3,192.60	\$4,469.65	_____
_____	10' x 15' x 8' high.....	\$3,599.40	\$5,039.15	_____
_____	10' x 20' x 8' high.....	\$4,006.35	\$5,608.90	_____
_____	12' x 10' x 8' high.....	\$3,317.75	\$4,644.85	_____
_____	12' x 15' x 8' high.....	\$3,724.55	\$5,214.35	_____
_____	12' x 20' x 8' high.....	\$4,131.50	\$5,784.10	_____

Please refer to Exhibit Accessories form for Lighting Options.

Various Wall treatments are permitted. Some acceptable examples are as follows: painting the wall(s) another color, draping, stapling and nailing into the wall(s). Each standard booth comes with the following:

- Black or White vinyl-covered plywood panels

\*Panels can also be custom-configured into any size. For pricing information, Please contact us at NEexhibitorsales@freemanco.com

**No online ordering available fax or email orders only.**

TOTAL COST		
Sub-Total _____	+ Tax (8.875%) _____	= TOTAL _____

\*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.

NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

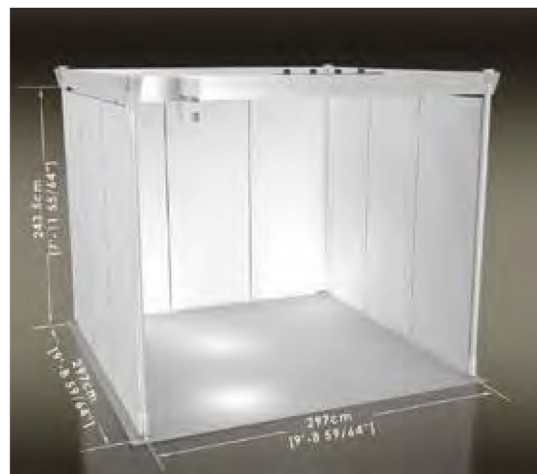
E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 201-299-7575 to speak with one of our experts.

## DAMAGED PANEL FEE

### Attention

## *Accent on Design, Artisan Resource, Handmade and Tabletop Package Exhibitors*



Excessive damages to package booth panels will result in a panel repair and refurbish charge of \$347.30 per panel, which will appear on your Freeman invoice.

Excessive damage includes:

- Screw or nail holes larger than 0.25" (6.3mm) in diameter
- Graphics, wall coverings, wallpaper or adhesives not removed
- Any hardware not removed of any size

A panel deemed to be damaged beyond repair will be subject to a replacement charge of \$630 per panel. Cutting holes THROUGH any panel renders the panel a complete loss, and the exhibitor will be responsible for the full replacement cost of the panel.

Painting booth panels is not considered as excessive damage and will not result in a charge.

FREEMAN damaged panel fee

# FIT TO PRINT

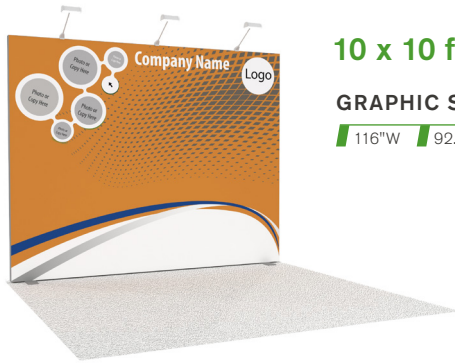
SmartFabric® is a triple-layered fabric made of 100 percent polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has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

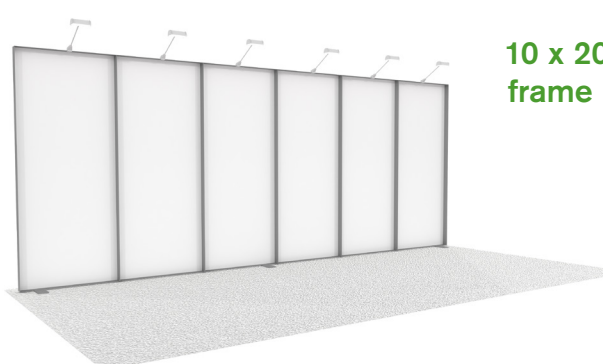
- Custom Fabric Graphic\* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per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

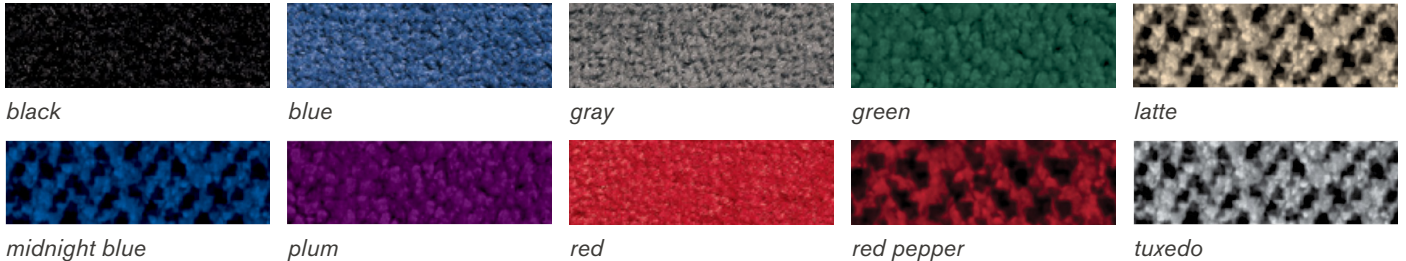
\*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. \*\*Only Freeman SmartFabric will be installed on the frame.



## 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

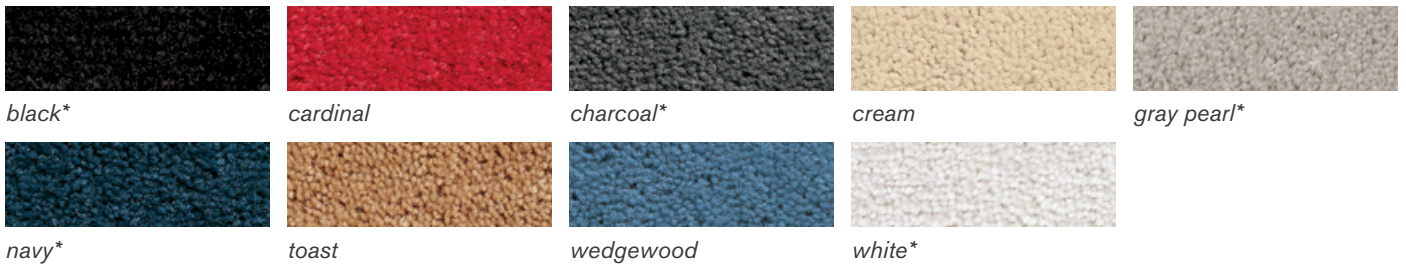


*9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.*

## 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



*\*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.

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

**NY NOW**  
RETAIL RENAISSANCE

**DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 7, 2020**

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

NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

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

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

For Assistance, please call (201) 299-7575 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://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		8.875 % Tax		Total Cost

# 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.



10 X 10

**SLATWALL**



10 X 10

**COLORED PANELS**



10 X 10

**SHELVES**



10 X 10

**BLACK METAL**



**CABINETS**

## Booth Panel Options – Color Options Included with Rental Package



black fabric



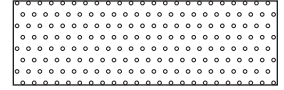
blue fabric



gray fabric



white



white perforboard

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



black



blue



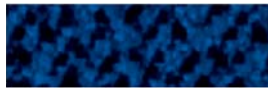
gray



green



latte



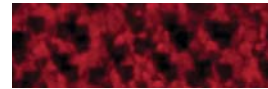
midnight blue



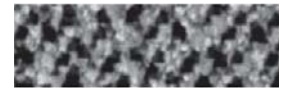
plum



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

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618



**DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 7, 2020**

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

NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

For Assistance, please call (201) 299-7575 to speak with one of our experts.

**For fast, easy ordering, go to [www.freeman.com](http://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'	5,562.55	7,787.55	<input type="checkbox"/> 10' x 20'	9,822.60	13,751.65	_____
Package 2	<input type="checkbox"/> 10' x 10'	3,514.50	4,920.30	<input type="checkbox"/> 10' x 20'	6,514.20	9,119.90	_____
Package 3	<input type="checkbox"/> 10' x 10'	4,990.20	6,986.30	<input type="checkbox"/> 10' x 20'	7,989.75	11,185.65	_____
Package 4	<input type="checkbox"/> 10' x 10'	6,486.00	9,080.40	<input type="checkbox"/> 10' x 20'	12,527.45	17,538.45	_____
Package 5	<input type="checkbox"/> 10' x 10'	3,923.50	5,492.90	<input type="checkbox"/> 10' x 20'	7,895.90	11,054.25	_____
Package 6	<input type="checkbox"/> 10' x 10'	4,042.45	5,659.45	<input type="checkbox"/> 10' x 20'	6,786.90	9,501.65	_____

## 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		8.875 % Tax      Total Cost

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

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

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

## ACCESSORIES FOR RENTAL UNITS AND MANAGEMENT BOOTH PACKAGES

**Please indicate your Division:**

- Accent on Design       Personal Care + Wellness       Baby + Child       General Gift  
 New Exhibitor Pavilion       Handmade       Personal Accessories       Museum Source  
 Home Furnishings + Textiles

<p><b>LIGHTS</b> (use only on rentals/management booth packages)</p> <p><i>*Power and electric labor are not included warm lights and must be order thru Javits Electric.</i></p>	<p><b>SHELVES</b> (use only on rentals/management booth packages)</p>	<p><b>CABINETS</b></p>
<p><b>GONDOLAS</b></p>	<p><b>RADIUS COUNTER</b> (does not have doors)</p>	<p><b>LITERATURE POCKETS</b></p>

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b> (Includes install and placement only)					
_____	172512	*Arm Light (LED 40w).....	117.00	163.80	_____
<i>*Power and electric labor are not included w/warm lights and must be order thru Javits Electric.</i>					
_____	172525	8' Tracklight (4 lights).....	685.15	959.20	_____
_____	172515	Additional 50w Light Heads..	152.00	212.80	_____
<b>CABINETS &amp; LOCKS</b>					
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.....	545.85	764.20	_____
_____	17306	1M x 1/2M x 42" High.....	545.85	764.20	_____
_____	17308	2M x 1/2M x 36" High.....	658.50	921.90	_____
_____	17309	2M x 1/2M x 42" High.....	658.50	921.90	_____
_____	17310	1M Radius x 1/2M x 36" High.....	925.30	1,295.40	_____
(Radius Cabinets do not have doors)					
_____	17301	Cabinet Lock.....	34.05	47.65	_____
Inside Shelves Available . . . Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
_____	174541	Single Sided 1M x 4'High....	463.00	648.20	_____
_____	174581	Single Sided 1M x 6'High....	617.35	864.30	_____
_____	17201	1M Straight (37" x 12").....	89.90	125.85	_____
_____	17206	1M Angled (37" x 12").....	89.90	125.85	_____
Standard shelving color is white. Colors other than white, are a custom order and will be quoted upon request.					
<b>LITERATURE POCKETS</b>					
_____	174015	For 8 1/2 x 11 Literature.....	37.30	52.20	_____
<b>TOTAL COST</b>					
Sub-Total _____ + Tax (8.875%) _____ = TOTAL _____					

FREEMAN exhibit accessories

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (201) 299-7400.

*\*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*



# SEEING IS BELIEVING

---

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

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



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



## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

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

## DEPTH OF RESOURCES

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

## REPRODUCTION AND INSTALLATION

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



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

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

sq. ft. \_\_\_\_\_ \$ 22.05 per sq. ft. discount price  
x or = \$ \_\_\_\_\_  
\$ 33.10 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" @	50.30	75.45 =	_____
7" x 22" @	53.95	80.95 =	_____
7" x 44" @	55.75	83.65 =	_____
9" x 44" @	68.45	102.70 =	_____
11" x 14" @	57.10	85.65 =	_____
14" x 22" @	57.75	86.65 =	_____
14" x 44" @	114.45	171.70 =	_____
22" x 28" @	114.45	171.70 =	_____
28" x 44" @	197.80	296.70 =	_____

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	+	8.875 % 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. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

• 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 (201) 299-7575 for assistance.

# UNION JURISDICTIONS AT JACOB K. JAVITS CONVENTION CENTER

**THERE ARE THREE MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.**

## **TEAMSTER UNION:**

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at exhibitor's expense.

## **CARPENTER UNION:**

Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.

## **ELECTRICAL UNION:**

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

## **EXHIBITOR CAPABILITIES & WHAT REQUIRES UNION LABOR:**

For detailed information regarding work rules and policies on what exhibitors can do and what requires union labor, please visit [Javits Center Operational Policies](#)

## **GENERAL INFORMATION:**

### **FLAMEPROOFING:**

Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

### **INSURANCE:**

Freeman and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However; every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company's premises until it returns. In most cases a rider can be added to your present policy for a very nominal cost.



# LET US DO THE HEAVY LIFTING

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



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

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

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

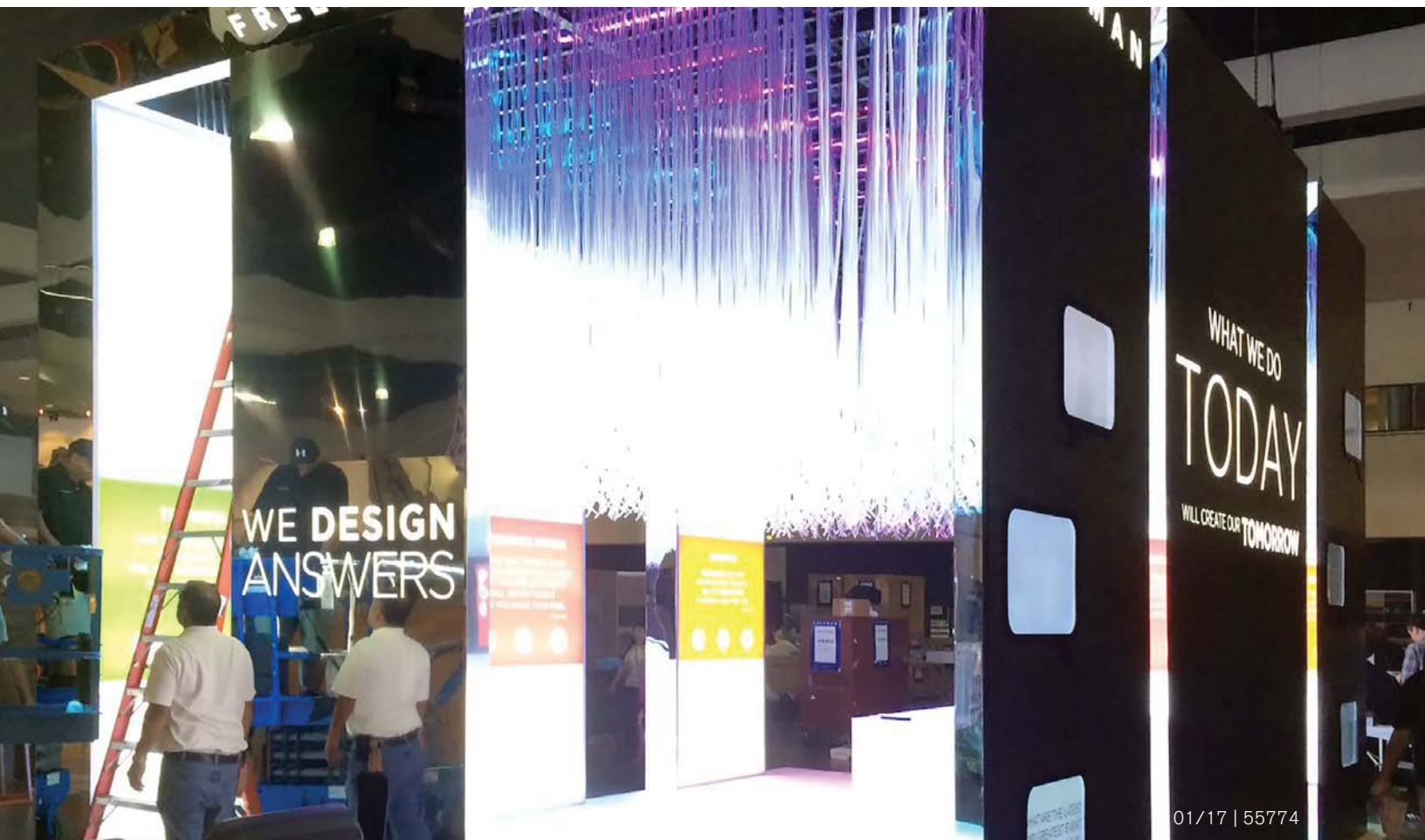
## ON-SITE SUPERVISION

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

---

### If You Use Freeman Staff

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





# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618



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

NAME OF SHOW: NY NOW / February 1-5, 2020  
 COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Carpenter Labor</b>		
<b>Straight Time:</b> Mon - Fri (first 8 hours of the worker's shift, regardless of time of day).....	\$211.50	\$296.25
<b>Overtime:</b> (after first 8 hours of the worker's shift, regardless of time of day) and Saturdays..	\$274.25	\$384.00
<b>Double Time:</b> Sundays and Holidays .....	\$329.00	\$460.75

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

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

## INSTALLATION LABOR

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

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

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

**Exhibitor Supervised Labor**

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/45.00)						= \$ _____
Tax 8.875%						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

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

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

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

**Exhibitor Supervised Labor**

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/45.00)						= \$ _____
Tax 8.875%						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.

FREEMAN installation & dismantle labor

NAME OF SHOW: **NY NOW / February 1-5, 2020**

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

BOOTH#: \_\_\_\_\_

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 I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.*

**INBOUND SHIPPING & SET UP INFORMATION**

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

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

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

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

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

Electrical Under Carpet \_\_\_\_\_

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

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

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

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

**OUTBOUND SHIPPING INFORMATION**

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

**Select a Carrier:**

**Freeman Exhibit Transportation:**

**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 Level of Service:**

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

**Freight Charges:**

Same as ship to

Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Select Shipment Options (if applicable)**

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

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

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

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

**FREEMAN installation & dismantle labor**

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618



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

NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

## FORKLIFT RIGGING EQUIPMENT AND LABOR

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

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

**Double Time** - Recognized Holidays

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at 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	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 498.50	698.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 741.25	1,037.75
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$1,012.00	1,417.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 597.75	837.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$1,042.00	1,459.00
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$1,214.25	1,700.00
3090600	Man cage for Forklift .....	\$ 85.00	85.00
3090700	Forklift Boom .....	\$ 85.00	85.00
3090800	Pallet Jack.....	\$ 85.00	85.00

### 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	8.875%
							<b>Total</b>	

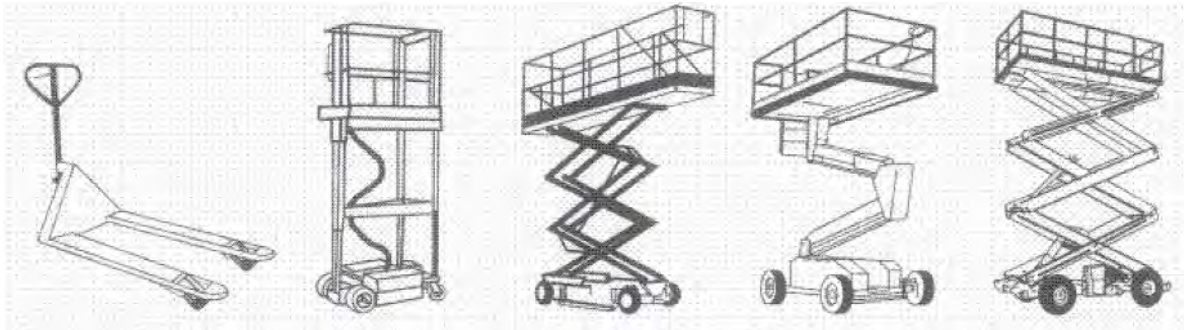
### DISMANTLE

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)
							<b>Total</b>	

FREEMAN forklift / rigging labor

MOTORIZED LIFTS AT  
JACOB K. JAVITS CONVENTION CENTER

***ATTENTION ALL EXHIBITORS!***



The operation or use of all motorized lifting equipment for installation or dismantle of booth structures or signs is not permitted by exhibitors or their appointed contractors.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY  
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation.

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618



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

NAME OF SHOW: **NY NOW / February 1-5, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

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

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

For Assistance, please call (201) 299-7575 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://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 must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Service Manual. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

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

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

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

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

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

Does Your Sign Require Assembly \_\_\_\_\_

Is Your Sign Designed to Rotate or need electricity?

\_\_\_\_\_ Yes or \_\_\_\_\_ No

(If yes, please refer to facility for installation)

Arriving to warehouse \_\_\_\_\_ or show site \_\_\_\_\_

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

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

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



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

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

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

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

#### Overtime

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

All day Saturday

#### Double Time

All day Sunday and recognized holidays

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. additional and charged accordingly

#### Equipment With Crew

- Show Site prices will apply to all labor orders placed at show site

- Rates are per lift and crew per hour

- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments

- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
<b>Lift w/crew</b>			
Advance Price	780.00	939.50	1,074.25
<b>Show Site Price</b>	1,092.00	1,315.50	1,504.00

\*Requested Install Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Installation Estimate

$$\# \text{ of Crew} \times \# \text{ of Hours} @ \text{ Rate} = \text{Total Estimated Cost}$$

\*Requested Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Dismantle Estimate

$$\# \text{ of Crew} \times \# \text{ of Hours} @ \text{ Rate} = \text{Total Estimated Cost}$$

#### Assembly Crew/Additional Labor

	Per Person/Per Hour		
Advance Price	211.50	274.25	329.00
<b>Show Site Price</b>	296.25	384.00	460.75

\*Requested Install Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Assembly Estimate

$$\# \text{ of Men} \times \text{Hours per Person} = \text{Total Hours} @ \text{Hourly Rate} = \text{Total Estimated Cost}$$

\*Requested Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Dismantle Estimate

$$\# \text{ of Men} \times \text{Hours per Person} = \text{Total Hours} @ \text{Hourly Rate} = \text{Total Estimated Cost}$$

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

- \_\_\_\_\_ Freeman
- \_\_\_\_\_ Exhibitor Personnel
- \_\_\_\_\_ Display House

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

FREEMAN hanging sign labor

**F R E E M A N**

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618



**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 **NY NOW / February 1-5, 2020** 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 **EMERALD EXPOSITIONS, JACOB K JAVITS CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

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

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

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

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

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

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

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

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

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

**FREEMAN structural integrity statement**





Dear Exhibitor,

We look forward to welcoming you to **NY NOW The Market for Home and Lifestyle / National Stationery Show / Surtex** at the Javits Center. We are proud to introduce our online ordering portal **Jake**.

**Jake** is an innovative online ordering system that allows you to place **electrical, technology, cleaning** and **plumbing** needs- **no more forms**.

The **Advance Rate deadline** for ordering Javits utilities (*up to 32% savings*) is **January 17, 2020**. Please see **USEFUL TOOLS** below for **Work Rules, Javits Catalog (prices)** and **Tutorial** more.

Please feel free to contact the Exhibitor Solutions Team with any questions regarding **Jake** via email at [services@javitscenter.com](mailto:services@javitscenter.com) or call us Monday – Friday 9am-5pm, Eastern Time at 877.452.8487.

Thank you,  
The Javits Center

**Jake**

is an online portal which allows you to place your utility orders for an event at the Javits Center. **To get started click here: [Jake](#) or [Tutorial](#)**

**MARKET EXPRESS**

Catering + Delivery

is the place to go for all of your catering requirements and with timely delivery. **To get started click here: [MARKET EXPRESS](#). [VIEW MENU](#)**

## PRODUCT SHOWCASE



### LED Par Can Light Fixture

Slim and minimalist design • Cool white light with 4,000K/10220 nominal lumen  
• 12-foot illumination spread •

Price includes installation and dismantling  
Don't miss out!

---

## SERVICES

Need assistance choosing the best service options?

We're here to help - Click below.



ELECTRICAL



TECHNOLOGY



PLUMBING



CLEANING



CATERING

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## USEFUL TOOLS

- ✓ Need assistance navigating Jake? [Click here](#)
- ✓ Javits Lights Illustrations. [Click here](#)
- ✓ Work Rule – Exhibit Building. [Click here](#)
- ✓ Javits Catalog. [Click here](#)

# MOBILITY VEHICLE RENTAL

We are pleased to announce the Mobility Vehicle program.  
Interested in knowing more? [Click here](#)

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## PARTNERS

Also available for your service requirements:



CULTIVATED

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Complete Sound, Lighting and Video Service  
 52 Forest Ave., Suite 6, 2nd Fl., Paramus, NJ 07652  
 P 201-340-2290; Fax 201-340-2108; C 201-954-3320  
 E-Mail: info@metromultimedia.com

## MetroMultiMedia Order Form

**DISCOUNT DEADLINE: January 17, 2020**

NY Now  
 February 1 – 5, 2020  
 Jacob Javits Convention Center

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Delivery Date/Time: \_\_\_\_\_ Pick Up Date/Time: \_\_\_\_\_  
 On Site Contact Name: \_\_\_\_\_ On Site Contact Phone: \_\_\_\_\_

Audio Equipment	Qty.	Early Rate	Show Rate	# of Days	Total**
1 Speaker Sound System		\$90.00	\$112.50		
2 Speaker Sound System		\$160.00	\$200.00		
Wireless Microphone ( _____ Lavalier, _____ Handheld _____ Headset)		\$130.00	\$162.50		
8 Channel Audio Mixer (required with use of wireless mic)		\$60.00	\$75.00		
Large Venue Sound Systems are available upon request		Please Call	Please Call		
Projection	Qty.	Early Rate	Show Rate	# of Days	Total**
3k Lumen LCD Video / Data Projector (Conference Room)		\$250.00	\$312.50		
4.5 Lumen LCD Video / Data Projector (In Booth)		\$415.00	\$518.75		
Tripod Projection Screen _____ 5' _____ 6' _____ 7' or _____ 8'		\$50.00	\$62.50		
Projector Stand		\$15.00	\$18.75		
Custom Projection and Lighting Packages are available upon request		Please Call	Please Call		
Computers & Accessories	Qty.	Early Rate	Show Rate	# of Days	Total**
Lenovo Desktop Computer HD/DVD/RW		\$125.00	\$156.25		
Apple Mac Mini 8G/256 SSD		\$85.00	\$106.25		
Lenovo Laptop Computer FULL HD		\$160.00	\$200.00		
MacBook Pro 15" Core i7 8G		\$185.00	\$231.25		
Apple iPad2 32G Wifi+G3 9.7"		\$65.00	\$81.25		
iPad Floor Stand (stand only available with order of iPad2)		\$75.00	\$93.75		
Video and Data Display	Qty.	Early Rate	Show Rate	# of Days	Total**
Please select Source for Monitor: _____ PC Laptop _____ MAC Laptop _____ DVD Player _____ Media Player _____ Other: _____					
32" Flat Panel Display _____ Table Top _____ Wall Mounted		\$160.00	\$200.00		
42" Flat Panel Display _____ Table Top _____ Wall Mounted		\$285.00	\$356.25		
50" Flat Panel Display _____ Table Top _____ Wall Mounted		\$450.00	\$562.50		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		\$525.00	\$656.25		
70" Flat Panel Display _____ Wall Mounted		\$590.00	\$737.50		
90" Flat Panel Display _____ Wall Mounted		\$1,200.00	\$1,500.00		
40" Touch Screen Panel Display _____ Wall Mounted		\$600.00	\$750.00		
55" Touch Screen Panel Display _____ Wall Mounted		\$850.00	\$1,062.50		
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$60.00	\$75.00		
*Dual Post Floor Stand Shelf for Laptop		\$15.00	\$18.75		
Media Player (required for USB playback)		\$30.00	\$37.50		
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call		
<b>Total Audio, Projection &amp; Video and Data Display</b>					\$
<b>A labor charge of \$70.00 per hour may be added depending on the type and quantity of equipment ordered.</b>				<b>Labor Total</b>	\$
<b>Grand Total Equipment Rental and Labor</b>					\$

Please Note: \_\_\_\_\_ To receive a confirmation of your order prior to event, please e-mail: [info@metromultimedia.com](mailto:info@metromultimedia.com).

Drayage Costs (if applicable) are not included in delivery costs. **RATES LISTED ARE PER DAY\*\***  
 Show rate applies if order is received after deadline date.  
 In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.  
 \*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ + \$150.00 Deliver & Pick-Up = TOTAL \_\_\_\_\_  
**Payment Authorization Form must accompany order.**  
**Equipment Cancellations not received 48 Hrs. before delivery date will be charged 100% - \*\*NO EXCEPTIONS\*\***



**JACOB K. JAVITS  
CONVENTION CENTER  
NY NOW**

February 1st-5th 2020

**228 E 45<sup>th</sup> St, New York, NY 10017 Phone 800.554.0001 Fax 212.687.5939**

Company/Exhibitor:					
Contact:					
Address:					
City:		State:		Zip:	
Phone:			Fax:		
Booth #					
On-Site Contact Name:					
On-Site Contact Phone Number:					
Contact E-mail Address:					
Company Web Address:					

RENTAL PRICES					
QTY	ITEM	VARIETY	PREORDER	AT SHOW	TOTAL
	2 -3' green plant		\$45.00	\$50.00	
	4' green plant		\$50.00	\$60.00	
	5' green plant		\$65.00	\$75.00	
	6' green plant		\$85.00	\$95.00	
	8' green plant		\$120.00	\$150.00	
	10" fern		\$50.00	\$60.00	
	Bromeliad		\$40.00	\$45.00	

\*Please note, all plant heights are approximate.

PURCHASE PRICES					
QTY	ITEM	VARIETY	PREORDER	AT SHOW	TOTAL
	Potted Mums	Yellow White Lavender Bronze	\$25.00	\$30.00	
	4" Flowering Plant		\$15.00	\$20.00	
	6" Flowering Plant		\$30.00	\$35.00	

PLEASE CIRCLE STYLE							
	Flower Arrangement Seasonal	One-Sided	Tall	\$50	\$60	\$75	
		Round	Low	\$100	\$125	\$150	
	Flower Arrangement Tropical	One-Sided	Tall	\$60	\$75	\$100	
		Round	Low	\$125	\$150	\$200	

Notes/Colors:						
					Subtotal	
					Delivery	\$20.00
					8.875% Tax	
					Grand Total	

Use this space only to schedule a designer to visit your booth for Custom Floral Designs

Date/Time:	Booth:	Contact:
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Orders cannot be accepted without Sales Tax or a Tax Exempt Form. All orders must be paid in full (check or credit card) PRIOR to show, unless prior arrangements are made.

Credit Card #	Exp:
---------------	------

Name:
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Return this form with your check to: Big Apple Florist or Fax to 212.687.5939 or Email to Comments@bigappleflorist.com \*\* YOUR ORDER MUST BE RECEIVED NO LESS THAN 1 WEEK PRIOR TO THE SHOW TO ENSURE AVAILABILITY\*\* If you don't receive an email confirmation 1 week prior to the show, we did NOT receive your order. Please call 212.687.3434 \*\* For assistance the day of the show, please call 917-231-6030





5 CANDEUB CT. • SUITE #3 • MANALAPAN, NJ 07726-8438  
**PHONE (732) 617-1177 • FAX (732) 536-7508**  
**CELL (908) 770-6543 • www.mannystone.com**  
**scanned order forms to orders@mannystone.com**

**EARLY BIRD SPECIALS...**  
 expires  
 Dec. 23, 2019

Mark an "X" for your show

**NY NOW** THE MARKET FOR HOME + LIFESTYLE February 1 - 5, 2020  
 **SURTEX** February 2 - 5, 2020



February 2 - 5  
 2020

MIS Booth Package  Raw Space

**FOAM BOARD • GRAPHICS • FLOORING • PVC LEDGE • GRID RENTAL ORDER FORM**

FLAME RESISTANT FOAM BOARD	QTY.	1/2" flame resistant foam board unavailable per the (only) manufacturer of the same. 48" X 96" BOARD			(A) TO (C) TOTALS	ITEM	QTY.	PRICE PER UNIT		(D) TO (G) TOTALS
3/16" WHITE <small>**plus handling fee</small>		<b>EARLY BIRD \$345</b> <small>each</small>	<b>ADVANCE \$370</b> <small>each</small>	<b>STANDARD \$410</b> <small>each</small>	(A)	WHITE MASONITE FLOORING		<b>ADVANCE \$9.00</b> <small>SQ. FT.</small>	<b>STANDARD \$10.00</b> <small>SQ. FT.</small>	(D)
3/16" COLOR PANTONE® COLOR # <small>**plus handling fee</small>		<b>EARLY BIRD \$450</b> <small>each</small>	<b>ADVANCE \$480</b> <small>each</small>	<b>STANDARD \$520</b> <small>each</small>	(B)	INTERLOCKING FOAM FLOORING		<b>ADVANCE \$10.25</b> <small>SQ. FT.</small>	<b>STANDARD \$11.25</b> <small>SQ. FT.</small>	(D)
<b>GRAPHICS OPTION</b>					(C)	"WOOD LOOK" SHEET VINYL FLOORING		<b>ADVANCE \$8.50</b> <small>SQ. FT.</small>	<b>STANDARD \$9.50</b> <small>SQ. FT.</small>	(D)
GRAPHICS ON FOAM BOARD <small>**plus handling fee</small>		<b>EARLY BIRD \$525</b> <small>each</small>	<b>ADVANCE \$575</b> <small>each</small>	<b>STANDARD \$625</b> <small>each</small>		GRID CIRCLE ONE WHITE • BLACK • CHROME 2' x 8' Grid Installed		<b>ADVANCE \$150</b> <small>each</small>	<b>STANDARD \$175</b> <small>each</small>	(E)
<b>SORRY, NO GRAPHICS OR COLOR ORDERS TAKEN AFTER JANUARY 10, 2020</b>						PVC BOOK LEDGE Supports up to 1 lb. CIRCLE LENGTH 3FT 4FT		<b>ADVANCE \$59</b> <small>each</small>	<b>STANDARD \$75</b> <small>each</small>	(F)

**CALL OR E-MAIL CARLOS AT**  
**carlos@mannystone.com**  
**FOR A FREE DESIGN CONSULTATION AND PACKAGE DISCOUNT OFFERS!**

**Terms: PAYMENT IN FULL WITH PLACEMENT OF ORDER.** All Changes and Cancellations will be charged a non refundable 50% restocking fee. The remaining 50% balance may be applied to a future show at the Javits Center within 12 months or they will be forfeited. All 'Add-ONS' made after the rate expiration date will be charged at the MSD website posted order form rate-based on the date of the cancellation or change.

**A Method of Payment/Authorization Form must accompany each order. Only one authorization form is needed per show for multiple services and materials, regardless of method of payment.**

**ALL INTERNATIONAL CLIENTS MUST CONTACT OFFICE FOR WIRE TRANSFER INSTRUCTIONS.**

Standard Rates apply on all orders received after January 15, 2020

**INSTALLATION & REMOVAL BY JAVITS CARPENTER LABOR INCLUDED WITH ALL ORDERS**

**A material handling fee will be added to the total if applicable**

**Please Print Clearly and Include NYC Sales Tax!**

TOTAL A	
TOTAL B	
TOTAL C**	
**\$100 FOAM BOARD HANDLING FEE	
TOTAL D	
TOTAL E	
TOTAL F	
DELIVERY FEE	\$200.00
SUB TOTAL	
<b>8.875% NYC SALES TAX</b>	
<b>TOTAL</b>	

**PAYMENT:** (please circle one)

Company Check    Mastercard    Visa    AMEX    Wire Transfer

Company Name \_\_\_\_\_

Company Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Name \_\_\_\_\_

Cell # \_\_\_\_\_

E-mail Address \_\_\_\_\_

**WHAT IS YOUR TARGETED MOVE IN TIME AND DATE?**

Date \_\_\_\_\_

Time \_\_\_\_\_

**INLINE BOOTH SIZE**    Side Wall LEFT     BACK Wall     Side Wall RIGHT

**CORNER BOOTH SIZE**    Side Wall     BACK

**MUST INCLUDE YOUR BOOTH #**

\_\_\_\_\_

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# Lead Management Pricing

**NY NOW Winter** February 1 - 5, 2020 | Jacob Javits Convention Center, New York, NY

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


Check if information is for:  Exhibiting Company  Third Party

3rd Party Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

ORDER LEAD RETRIEVAL					
Lead Retrieval Options	on or before 12/5/19	12/6/19 to 12/20/19	after 12/20/19	number of units	TOTAL
<b>SWAP<sup>®</sup> Mobile App (Up to 3 Users)</b> Use Your Own Device 	Complimentary			check box to order	\$0
<b>Additional Mobile App Users</b> (After purchase of initial lead option)	\$129 (Each)				\$
<b>Handheld Badge Scanner (RT2000)</b> RT2000 Portable Bluetooth printer	\$470 \$75	\$545 \$100	\$575 \$125		\$ \$
<b>Tablet (Android Device)</b>	\$399	\$425	\$475		\$
<b>Additional Services</b>					
<b>Developer's Kit (Real Time Data Services)</b> <a href="#">Click here</a> for more information.	\$800				\$
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$100				\$
Sub-Total					\$
*Processing Fee					\$9.99
Subtotal with 8.875% tax applied					\$
Grand Total					\$

**Lead Retrieval Order Confirmation will be emailed to you.**

**Note:** All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**Orders are subject to these Terms and Conditions:**

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check accompanied by order form.
- All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee. Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.
- [Click Here for additional Terms and Conditions](#)
- Processing fee waived when order is placed using company's online lead portal.

**Order Online:** <https://exhibitor.experientswap.com>

**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

**Order by Fax:** 301.694.3286

## Payment Method

Check (Orders cannot be processed unless received with payment.)

Visa      MasterCard      American Express      DISCOVER

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

Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

*Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Experient recommends all customers seek their own expert advice for GDPR Compliance concerns.*

## For Assistance Contact:

Marie Zinnert

**P:** 888.270.8467

**E:** [marie.zinnert@experient-inc.com](mailto:marie.zinnert@experient-inc.com)

*It is against Experient's security policy to accept credit card information via email.*

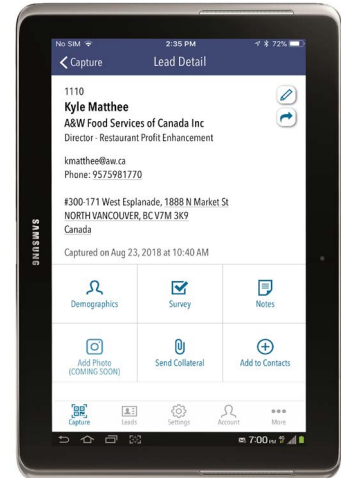


### Handheld Badge Scanner (RT2000)

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up

### Tablet (Android Device)

- Large screen for easy note-taking
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up



### SWAP Mobile App

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up
- Ability to attach and send collateral from your device



### Developer's Kit for Real Time Data Services

- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event

# Standard White Line

## STANDARD WHITE FEATURES:



- Fluorescent lighting
- LED lighting available for an additional \$85 per showcase
- Aluminum frame
- Matte white formica exterior
- Solid sides
- Sliding doors with lock (no mirrors)
- Rear storage area with lock in half and quarter vision cases
- Available in 4', 5' and 6' lengths and corner cases
- 38" high and 20" deep
- Showcases are available in full, half and quarter vision
- Corner cases are available in half and quarter vision only

SIZE	QUANTITY			ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION				
4 FOOT				\$330.00	\$405.00	\$530.00	
5 FOOT				\$330.00	\$405.00	\$530.00	
6 FOOT				\$330.00	\$405.00	\$530.00	
34" CORNER	X			\$355.00	\$430.00	\$555.00	

Add \$85.00 per showcase for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

BOOTH NUMBER \_\_\_\_\_



Return Copy to: **American Fixture & Display Corp.**

15-04 130TH Street • College Point, NY 11356 • Phone: (718) 463-2176 • Fax: (718) 463-4302

Email: orders@americanfixture.com • Web: americanfixture.com

Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.

Please note: Telephone orders not accepted.

CASES ARE RENTED FOR DISPLAY PURPOSES ONLY AND WE DO NOT WARRANT THE SAFETY OR SECURITY THEREOF. WE ARE NOT LIABLE FOR CONTENTS, DAMAGE OR BREAKAGE AFTER CASES HAVE BEEN DELIVERED.

# Standard Walnut Line

## STANDARD WALNUT FEATURES:



- Fluorescent lighting
- LED lighting available for an additional \$85 per showcase
- Aluminum frame
- Walnut formica exterior
- Solid sides
- Sliding doors with lock (no mirrors)
- Rear storage area with lock in half and quarter vision cases
- Available in 4', 5' and 6' lengths
- 38" high and 20" deep
- Showcases are available in full, half and quarter vision

SIZE	QUANTITY			ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION				
4 FOOT	X	X	X	\$310.00	\$385.00	\$510.00	
5 FOOT	X			\$310.00	\$385.00	\$510.00	
6 FOOT				\$310.00	\$385.00	\$510.00	

Add \$85.00 per showcase for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

BOOTH NUMBER \_\_\_\_\_



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15-04 130TH Street • College Point, NY 11356 • Phone: (718) 463-2176 • Fax: (718) 463-4302

Email: orders@americanfixture.com • Web: americanfixture.com

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# Designer Line

## DESIGNER LINE FEATURES:

- Fluorescent lighting
- Halogen lighting available for an additional \$50 per showcase
- LED lighting available for an additional \$85 per showcase
- Aluminum frame
- Textured designer gray formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock in half and quarter vision only
- Available in 4', 5' and 6' lengths and corner cases
- 39" high and 20" deep
- Showcases are available in full, half and quarter vision
- Corner cases are available in half and quarter vision only



SIZE	QUANTITY			ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION				
4 FOOT				\$360.00	\$435.00	\$560.00	
5 FOOT				\$360.00	\$435.00	\$560.00	
6 FOOT				\$360.00	\$435.00	\$560.00	
34" CORNER	X			\$380.00	\$455.00	\$580.00	
42" CORNER	X	X		\$405.00	\$480.00	\$605.00	

Add \$50.00 per showcase for Halogen lighting \$ \_\_\_\_\_

Add \$85.00 per showcase for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

BOOTH NUMBER \_\_\_\_\_



Return Copy to: **American Fixture & Display Corp.**

15-04 130TH Street • College Point, NY 11356 • Phone: (718) 463-2176 • Fax: (718) 463-4302

Email: orders@americanfixture.com • Web: americanfixture.com

Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.

Please note: Telephone orders not accepted.

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# Deluxe Line



**DELUXE LINE FEATURES:**

- Fluorescent lighting
- LED lighting available for an additional \$85 per showcase
- Brushed gold frame
- Glossy black formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock
- Available in 4', 5' and 6' lengths and corner cases
- 38" high and 20" deep
- Showcases and corner cases available in half vision and quarter vision only

SIZE	QUANTITY		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
	HALF VISION	QUARTER VISION				
4 FOOT			\$360.00	\$435.00	\$560.00	
5 FOOT			\$360.00	\$435.00	\$560.00	
6 FOOT			\$360.00	\$435.00	\$560.00	
34" CORNER			\$380.00	\$455.00	\$580.00	

Add \$85.00 per showcase for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

BOOTH NUMBER \_\_\_\_\_



Return Copy to: **American Fixture & Display Corp.**

15-04 130TH Street • College Point, NY 11356 • Phone: (718) 463-2176 • Fax: (718) 463-4302

Email: orders@americanfixture.com • Web: americanfixture.com

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# Elite Line

## ELITE LINE FEATURES:



- Halogen lighting
- LED lighting available for an additional \$60 per showcase
- Brushed gold frame
- Verdigris formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock
- Available in 4', 5' and 6' lengths and corner cases
- 39" high and 20" deep
- Showcases and corner cases are available in half vision and quarter vision only

SIZE	QUANTITY		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
	HALF VISION	QUARTER VISION				
4 FOOT			\$385.00	\$460.00	\$585.00	
5 FOOT			\$385.00	\$460.00	\$585.00	
6 FOOT			\$385.00	\$460.00	\$585.00	
34" CORNER			\$405.00	\$480.00	\$605.00	

Add \$60.00 per showcase for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

BOOTH NUMBER \_\_\_\_\_



Return Copy to: **American Fixture & Display Corp.**

15-04 130TH Street • College Point, NY 11356 • Phone: (718) 463-2176 • Fax: (718) 463-4302

Email: orders@americanfixture.com • Web: americanfixture.com

Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.

Please note: Telephone orders not accepted.

CASES ARE RENTED FOR DISPLAY PURPOSES ONLY AND WE DO NOT WARRANT THE SAFETY OR SECURITY THEREOF. WE ARE NOT LIABLE FOR CONTENTS, DAMAGE OR BREAKAGE AFTER CASES HAVE BEEN DELIVERED.

# Ultra Line



**FULL VISION IN BLACK SHOWN HERE**

## ULTRA LINE FEATURES:

- LED lighting available in:
  - 3000K Yellow
  - 6000K White
- Aluminum frame
- Black or matte white exterior
- Glass sides
- Glass sliding doors with lock
- Rear storage area with lock available on half and quarter vision showcases only
- Available in 4', 5', and 6' lengths and corner cases
- 41½" high and 20" deep
- Showcases and corner cases are available in full vision, half vision, and quarter vision
- Riser available to add 7" height for an additional \$60 per showcase

SIZE	QUANTITY			BLACK or WHITE	3000K or 6000K	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION						
4 FOOT						\$430.00	\$505.00	\$630.00	
5 FOOT						\$430.00	\$505.00	\$630.00	
6 FOOT						\$430.00	\$505.00	\$630.00	
34" CORNER						\$450.00	\$525.00	\$650.00	
48" CORNER						\$470.00	\$545.00	\$670.00	

Add \$60.00 per riser \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

BOOTH NUMBER \_\_\_\_\_



*Return Copy to: American Fixture & Display Corp.*

15-04 130TH Street • College Point, NY 11356 • Phone: (718) 463-2176 • Fax: (718) 463-4302

Email: orders@americanfixture.com • Web: americanfixture.com

*Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.*

*Please note: Telephone orders not accepted.*

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# Accent Cube



WHITE  
SHOWN HERE

## WHITE or DESIGNER LINES

- Aluminum frame
- 3 fixed 50 watt lights
- LED lighting available for an additional \$45
- Standard white or textured gray formica exterior
- 18" wide x 18" deep x 70" high
- 18" wide x 18" deep x 18" high glass display area
- Hinged frameless glass door with lock
- Storage area with lock

## DELUXE or ELITE LINES

- Brushed gold frame
- 4 MR16 lights in pivoting fixtures
- LED lighting available for an additional \$45
- Glossy black or verdigris formica exterior
- 18" wide x 18" deep x 70" high
- 18" wide x 18" deep x 18" high glass display area
- Hinged frameless glass door with lock
- Storage area with lock



DELUXE  
SHOWN HERE

STYLE	QUANTITY	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
STANDARD WHITE		\$265.00	\$340.00	\$465.00	
DESIGNER		\$265.00	\$340.00	\$465.00	
DELUXE		\$265.00	\$340.00	\$465.00	
ELITE		\$265.00	\$340.00	\$465.00	

Add \$45.00 per accent cube for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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DELUXE  
SHOWN HERE

**CHOICES:**

- **STANDARD WHITE** Aluminum frame with a matte white formica exterior
- **DESIGNER** Aluminum frame with a textured gray formica exterior
- **DELUXE** Brushed gold frame with a glossy black formica exterior
- **ELITE** Brushed gold frame with a verdigris formica exterior

**FEATURES:**

- Halogen lighting
- LED lighting available for an additional \$45 per tower
- 6" canopy
- 3 adjustable glass shelves
- Clear glass on four sides
- Hinged framed door with lock
- 20" wide x 20" deep x 80" high
- 20" wide x 20" deep x 54" high glass display area



DESIGNER  
SHOWN HERE

STYLE	QUANTITY	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
STANDARD WHITE		\$335.00	\$410.00	\$535.00	
DESIGNER		\$335.00	\$410.00	\$535.00	
DELUXE		\$335.00	\$410.00	\$535.00	
ELITE		\$335.00	\$410.00	\$535.00	

Add \$45.00 per tower for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

BOOTH NUMBER \_\_\_\_\_



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# Museum Pedestal



**CHOICES:**

- WHITE: Aluminum frame with matte white formica exterior
- DELUXE: Brushed gold frame with glossy black formica exterior
- BEIGE: Brushed gold frame with beige formica exterior

**FEATURES:**

- Halogen lighting (six bulbs)
- LED lighting available for an additional \$60 per museum pedestal
- 8" canopy
- Glass doors with lock
- Storage area with lock
- 30" wide x 20" deep x 70" high
- 30" wide x 20" deep x 20" high glass display area

STYLE	QUANTITY	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
White		\$380.00	\$455.00	\$580.00	
Deluxe		\$380.00	\$455.00	\$580.00	
Beige		\$380.00	\$455.00	\$580.00	

Add \$60.00 per museum pedestal for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

BOOTH NUMBER \_\_\_\_\_



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# Boutique Case



**BOUTIQUE WITH SOLID  
 BACK SHOWN HERE**

**CHOICES:**

- DESIGNER: Aluminum frame with textured gray formica exterior
- DELUXE: Brushed gold frame with glossy black formica exterior

**FEATURES:**

- Fluorescent lighting
- LED lighting available for an additional \$60 per boutique case
- 5" canopy
- Wall Case (solid back) or See-Thru (glass back)
- 3 rows of adjustable glass shelves
- Glass doors with lock
- Storage area with lock
- 48" wide x 13" deep x 76" high
- 48" wide x 13" deep x 44" high glass display area

STYLE	QUANTITY		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
	WALL CASE	SEE THRU				
Designer			\$405.00	\$480.00	\$605.00	
Deluxe			\$405.00	\$480.00	\$605.00	

Add \$60.00 per boutique case for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

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# Wall Case & See-Thru



WALL CASE SHOWN HERE

## WALL CASE

- White or black formica exterior
- Fluorescent lights
- LED top lighting available for an additional \$95 per wall case
- 70", 60" or 48" wide x 18" deep x 84" high
- Glass sliding doors

## SEE-THRU WALL CASE

- White, walnut, or black formica exterior
- Fluorescent lights
- LED top lighting available for an additional \$95 per see-thru
- 70" wide x 19" deep x 80" high
- Glass sliding doors



SEE-THRU SHOWN HERE

STYLE	QUANTITY			COLOR			ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/10/20	SHOW SITE PRICE	TOTAL
	4'	5'	6'	WHITE	WALNUT	BLACK (6' Only)				
WALL CASE					X		\$400.00	\$475.00	\$600.00	
SEE-THRU WALL CASE	X	X					\$415.00	\$490.00	\$615.00	

Add \$95.00 per case for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

BOOTH NUMBER \_\_\_\_\_



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**Classic Case Line**



**SILVER V1  
SHOWN HERE**



**SILVER V3  
SHOWN HERE**



**SILVER V5  
SHOWN HERE**



**SILVER V6  
SHOWN HERE**



**SILVER TOV  
SHOWN HERE**

TYPE	QUANTITY		PRICE*	LED LIGHTING			MR16 SIDE LIGHTS (\$50 PER CASE)		EXTRA SHELVES (\$10 PER CASE)	TOTAL
	SILVER ANODIZED w/HALOGEN LIGHTS	BROWN ANODIZED w/SPOT LIGHTS		TOP ONLY \$45 PER CASE	TOP & SIDE LIGHTS \$130 PER CASE		GLASS SIDE	DOOR SIDE		
					GLASS SIDE	DOOR SIDE				
V1			\$350.00							
V3			\$350.00							
V5			\$405.00							
V6			\$350.00							
TOV (No Lights)			\$350.00							

\*Add \$75 per case for all orders placed after 01/10/20

\*\* SEE NEXT PAGE FOR MORE DETAILS\*\*

SUBTOTAL \$ \_\_\_\_\_

\*LATE FEE (if applicable) \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

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

**V1**

(interior height 65")

(pre-set to 17")  
 Change to \_\_\_\_\_ " {

(pre-set to 16")  
 Change to \_\_\_\_\_ " {

(pre-set to 16")  
 Change to \_\_\_\_\_ " {

(pre-set to 16")  
 Change to \_\_\_\_\_ " {



**V3**

(interior height 52")

(pre-set to 16 1/2")  
 Change to \_\_\_\_\_ " {

(pre-set to 17 1/2")  
 Change to \_\_\_\_\_ " {

(pre-set to 18")  
 Change to \_\_\_\_\_ " {



**V5**

(interior height 67")

(pre-set to 16 3/4")  
 Change to \_\_\_\_\_ " {

(pre-set to 16 3/4")  
 Change to \_\_\_\_\_ " {

(pre-set to 16 3/4")  
 Change to \_\_\_\_\_ " {

(pre-set to 16 3/4")  
 Change to \_\_\_\_\_ " {



**V6**

(interior height 67")

(pre-set to 17")  
 Change to \_\_\_\_\_ " {

(pre-set to 16 1/2")  
 Change to \_\_\_\_\_ " {

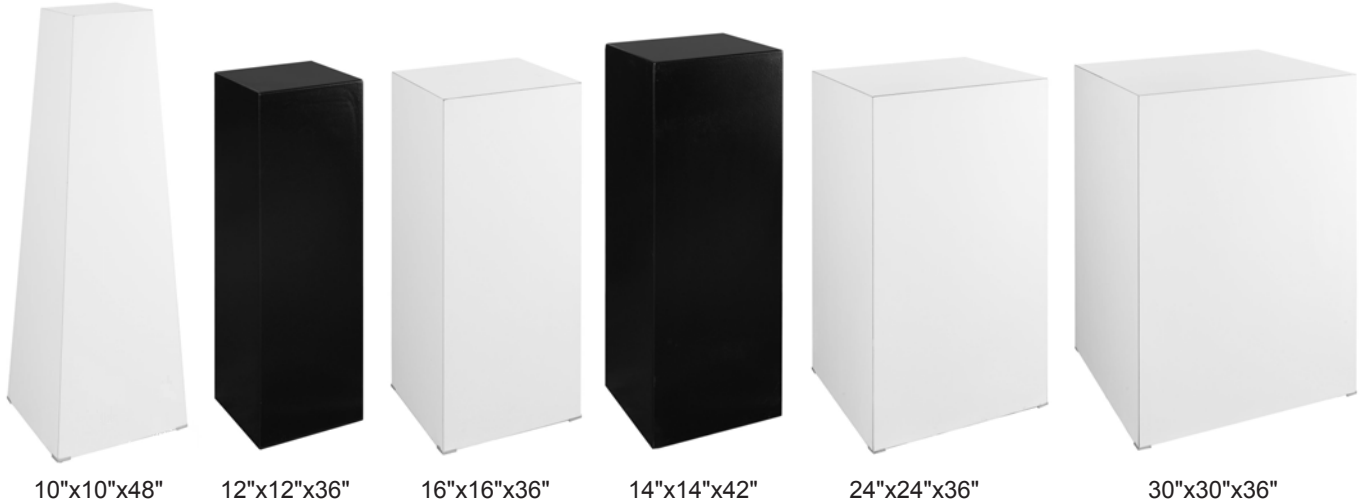
(pre-set to 16 1/2")  
 Change to \_\_\_\_\_ " {

(pre-set to 17")  
 Change to \_\_\_\_\_ " {



- Each of the glass shelves on the Classic Cases is adjustable. The shelf rests are **preset** at our warehouse at the approximate intervals shown above.
- If you would like us to alter the spacing of your shelves, please indicate your requirements above and submit this form along with your order **no later than ten (10) days prior to the start of the show**.
- Please understand that due to time constraints during show set up, we are unable to make changes on-site.

# Pedestals



(images not to scale; for reference only)

SIZE	WHITE	BLACK	PRICE	TOTAL
10"x10"x48"			\$100.00	
12"x12"x36"	<del>                    </del>		\$95.00	
12"x12"x42"		<del>                    </del>	\$95.00	
14"x14"x42"	<del>                    </del>		\$95.00	
16"x16"x36"			\$95.00	
16"x16"x42"			\$100.00	
18"x18"x42"		<del>                    </del>	\$105.00	
24"x24"x36"		<del>                    </del>	\$105.00	
24"x24"x42"		<del>                    </del>	\$110.00	
30"x30"x36"		<del>                    </del>	\$125.00	
30"x30"x42"		<del>                    </del>	\$135.00	



SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

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

BOOTH NUMBER \_\_\_\_\_

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**FULL VISION SHOWCASE**



**HALF VISION SHOWCASE**



**QUARTER VISION SHOWCASE**



**CORNER SHOWCASE**

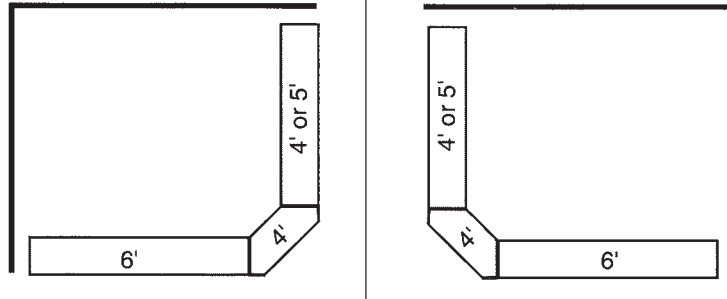
*Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.*

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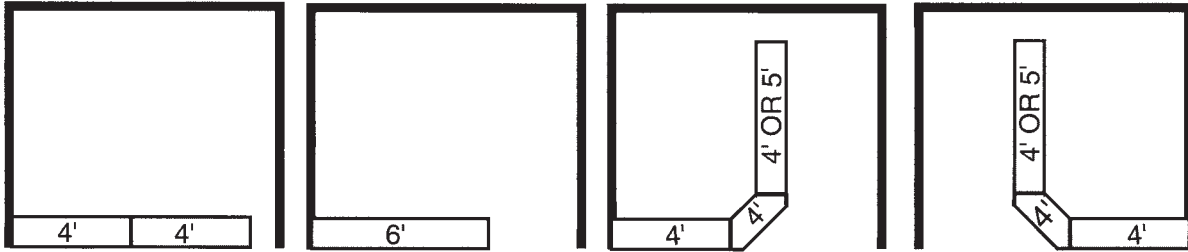
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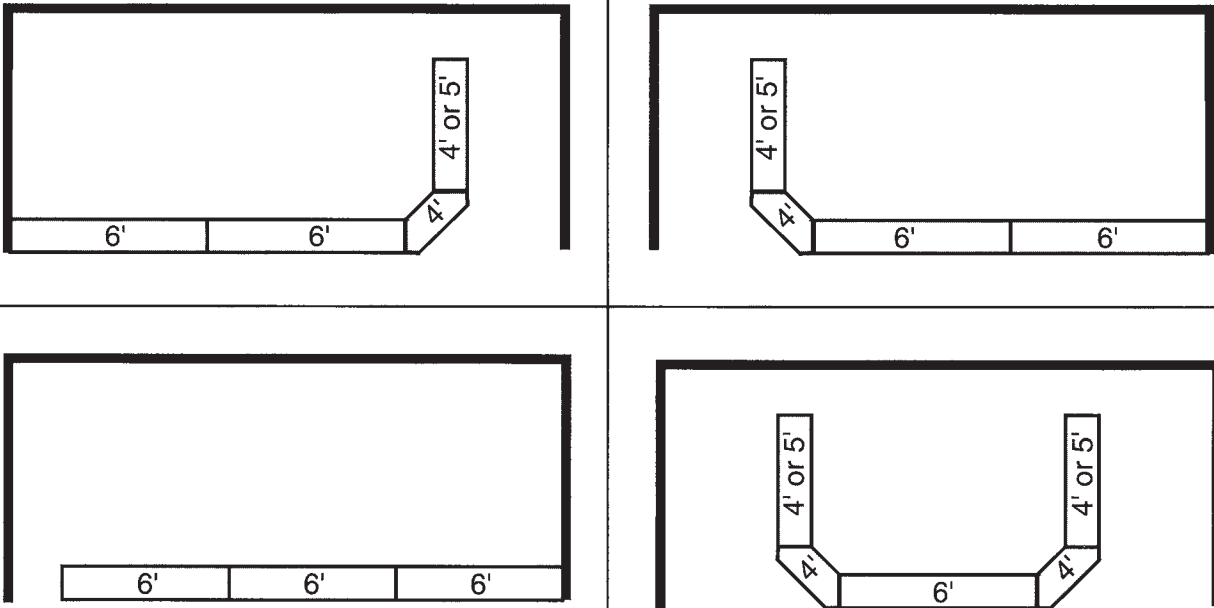
## 10 FOOT X 10 FOOT CORNER BOOTHS



## 10 FOOT X 10 FOOT SINGLE BOOTHS



## 10 FOOT X 20 FOOT DOUBLE BOOTHS



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## ELECTRICAL INFORMATION NON-LED LIGHTING

---

### Standard Case – White (Fluorescent)

4'	25 Watts
5'	30 Watts
6'	40 Watts
34" Corner	20 Watts

### Designer & Deluxe Case (Fluorescent)

4'	25 Watts
5'	30 Watts
6'	40 Watts
34" Corner	20 Watts
42" Corner	30 Watts

### Designer & Elite Case (Halogen)

4'	100 Watts
5'	120 Watts
6'	140 Watts
34" Corner	80 Watts
42" Corner	100 Watts

### Tower (Halogen)

200 Watts

### Museum Pedestal (Halogen)

300 Watts

### Accent Cube (Halogen)

White & Designer	150 Watts
Deluxe & Elite	140 Watts

### Boutique Case (Fluorescent)

84 Watts

### Wall Case & See-Thru Wall Case (Fluorescent)

4'	60 Watts
5'	80 Watts
6'	80 Watts
	80 Watts

### Classic Case – Silver & Brown (Halogen & Spotlight)

V1, V3, V5	200 Watts
V6	150 Watts

**ELECTRICAL INFORMATION**  
**LED LIGHTING**

**Standard Case – White & Walnut**

4'	33 Watts
5'	42 Watts
6'	49 Watts
34" Corner	26 Watts

**Deluxe & Designer Case**

4'	42 Watts
5'	48 Watts
6'	54 Watts
34" Corner	36 Watts
42" Corner	42 Watts

**Elite Case**

4'	12 Watts
5'	15 Watts
6'	17 Watts
34" Corner	9 Watts
42" Corner	12 Watts

**Ultra Case – 6000K**

4'	42 Watts
5'	48 Watts
6'	54 Watts
34" Corner	36 Watts
48" Corner	90 Watts

**Ultra Case – 3000K**

4'	12 Watts
5'	15 Watts
6'	17 Watts
34" Corner	9 Watts
48" Corner	16 Watts

**Classic Case**

V1, V3, V5	28 Watts
V6	21 Watts

**Tower**

100 Watts

**Museum Pedestal**

36 Watts

**Accent Cube**

24 Watts

**Boutique Case**

84 Watts

**Wall Case**

4'	76 Watts
5'	93 Watts
6'	105 Watts

**See Thru Wall Case**

105 Watts



# AMERICAN FIXTURE & DISPLAY

## THE SHOWCASE PEOPLE

### SHOWCASE ORDER FORM

Please complete the following information and submit it along with your showcase selections and booth layout diagram (previous page).

#### CONTACT INFORMATION

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

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

CITY, STATE, ZIP CODE: \_\_\_\_\_

POINT OF CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BOOTH NO(S): \_\_\_\_\_

#### PAYMENT INFORMATION

DISCOVER / AMEX / VISA / MC #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_ SEC CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### Condition of Sale

This agreement must be signed by an authorized cardholder. Cardholder acknowledges receipt of goods and/or services in the amount of the total shown here and agrees to the terms of the cardholder's agreement with the card issuer.

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