HEALTH AND SAFETY
Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. Click Here for our Health and Safety Resources.

BOOTH EQUIPMENT
Each 8’ x 10’ and 10’ x 10’ booth will be set up with 8’ high black back drape, 3’ high black side drape, one 6’ L x 30" high black draped table, two Limerick® chairs by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive a 7” x 44” identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

TABLE TOP EXHIBITS
Each table top exhibit will include one 6’ L x 30” high black draped table, two Limerick® chairs by Hermann Miller, one wastebasket and a 7” x 44” identification sign.

EXHIBIT HALL CARPET
The booths and exhibit areas are carpeted with the existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by December 9, 2021.

EXHIBITOR FREQUENTLY ASKED QUESTIONS
For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit FreemanOnline FAQ page.

SHOW SCHEDULE

| EXHIBITOR MOVE-IN | Thursday | January 6, 2022 | 8:00 AM - 5:00 PM |
| EXHIBITOR HOURS | Thursday | January 6, 2022 | 5:30 PM - 7:30 PM |
| | Friday | January 7, 2022 | 10:00 AM - 5:00 PM |
| | Saturday | January 8, 2022 | 10:00 AM - 4:30 PM |

| EXHIBITOR MOVE-OUT | Saturday | January 8, 2022 | 4:30 PM - 7:30 PM |

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

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Saturday, January 8, 2022 at 7:30 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday, January 8, 2022 at 5:30 PM.
POST SHOW PAPERWORK AND LABELS
Our Exhibitor Support Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
(888) 508-5054
ExhibitorSupport@freeman.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by December 9, 2021. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show.

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

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

SHIPPING INFORMATION
Warehouse Shipping Address:

Exhibiting Company Name / Booth # _________
JAZZ EDUCATION NETWORK ANNUAL CONFERENCE
C/O FREEMAN
5130 CASH RD
DALLAS, TX 75247

The advanced warehouse will be closed on Thursday and Friday, December 23 -24, 2021 in observance of Christmas, as well as Friday, December 31, 2021 in observance of New Year's Eve. Shipments will not be received during this time.
Freeman will accept crated, boxed or skidded materials beginning Wednesday, December 8, 2021, at the above address. Material arriving after January 3, 2022 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # __________
JAZZ EDUCATION NETWORK ANNUAL CONFERENCE
C/O FREEMAN
HYATT REGENCY DALLAS AT REUNION
300 REUNION BLVD E
DALLAS, TX 75207

Freeman will receive shipments at the exhibit facility beginning Thursday, January 6, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

Exhibitors at JEN are allowed per the contract with the Hyatt to hand carry their own materials onto the exhibit floor.

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

PURCHASE TERMS

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

LABOR INFORMATION

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

ASSISTANCE

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

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

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by December 9, 2021.

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

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

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

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

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

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

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

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

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

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.
Interested in going green and saving money?

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

**BEFORE THE SHOW**

1. **booth structure**
   - **Option 1 Multiple Use**
     Use Forest Sustainable Certified (FSC) wood to build your booth and crates.
     Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman’s eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.
   - **Option 2 One-time Use**
     Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. **carpet**
   - **Option 1 Rent**
     Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.
   - **Option 2 Color**
     Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

3. **shipping**
   - **Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.
   - **Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.
   - **Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

4. **graphics**
   - **Option 1 Multiple Use**
     Print on a durable substrate without dates, event names, or locations.
   - **Option 2 One-time Use**
     Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

5. **printing**
   - **Reduce printing and go digital with your booth literature.**
   - **Print locally.** Supporting local businesses while reducing shipping? It’s a win-win.
   - **Print on at least 50 percent post-consumer recycled paper.**
6. **save energy**

- Use Energy Star-rated equipment for audio-visual equipment and monitors.
- Power down. Turn off equipment at the end of each day.
- Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

7. **train your team**

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

8. **shipping out**

**Pack in, pack out.**
Leave no traces on show site.

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

9. **leftover materials**

- **Remember to label.**
  Clearly label recyclable leftover material for disposal.

- **Donate the rest.**
  Ask the Freeman Exhibitors Services desk about local donation programs.

**TYPICALLY* RECYCLABLE**

- **Cardboard:** Used for signs or shipping boxes
- **Glass:** Green, brown, clear
- **Plastics:** Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
- **Metal:** Aluminum cans/steel banding
- **Paper:** Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard
- **Wood:** Non-laminate wood

**TYPICALLY* DONATE-ABLE**

- **Furniture:** Purchased items
- **Home furnishing:** Décor staging materials
- **Unused raw materials:** Plywood, subflooring, non-laminate wood
- **Flooring:** 100 square feet of flooring. Excludes carpet.
- **Left over giveaways:** Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway
The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in Dallas Fire code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public.

1. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.

2. All exit doors serving any occupied area of the building must remain unlocked unobstructed, and in proper operating condition; exit signs must function properly and be visible from all areas.

3. All curtains, drapes, or decorations must be non-combustible or flameproof.

4. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproof.

5. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.

6. Automotive vehicles and equipment may be displayed if:
   a. There is not more than 5 gallons of fuel or the minimum amount for positioning.
   b. Fuel tanks are locked and sealed.
   c. Battery cables are disconnected.
   d. Ignition keys are removed and at display location.
   e. Vehicle operation is limited to brief parade type displays specifically approved by the fire marshal.

7. The storage of combustible shipping containers must be confined to area approved by the fire marshal.

8. The use, display, or storage of LPG, flammable liquid, or flammable gas must be approved by the fire marshal in writing.

9. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas so designated by the fire marshal; where smoking is allowed, non-combustible ash trays must be approved.

10. The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show is prohibited.

11. Combustible waste is to be collected as it accumulates and be stored in non-combustible, covered containers which are emptied at least once each day.

12. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.

13. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.

14. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devises shall have adequate separation from combustible materials by spacing or non-combustible shielding.

15. The use of any gas-fire appliance must be approved by the fire marshal; the use of salamander stoves is prohibited.

16. Sawdust and shavings shall be kept flameproofed.

17. The storage of hay and straw must be approved by fire marshal.

These are Basic Rules and every exhibit must comply prior to scheduled opening.

For assistance please contact 214-670-4627, Dallas Fire Department
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/505452

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

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

**before event**
- from your location or previous event

**during the event**
- venue dock
- your exhibit
- venue dock

**after event**
- to your location or next event

**advance warehouse**
- where exhibit materials are stored before an event

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

**material handling**
- move items from the dock, to the exhibit, back to the dock after the show
TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- Pick-up and transportation from point of origin to your choice of either advance warehouse or show site
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision
- Pre-printed shipping labels and outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- LTL (less than truck load) shipping

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

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freeman.com for a quote.
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
Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Freeman show services
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

Questions?

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

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

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

Don’t forget about inbound shipping! Complete and send the order form

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

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 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.

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

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

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

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

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

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

**WHERE DO I GET A FORKLIFT?**

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

**DO I NEED INSURANCE?**

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

**OTHER AVAILABLE FREIGHT SERVICES** (may not be available in all locations)

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

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

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

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

It’s just easier!
For fast, easy ordering, go to www.freeman.com/store.

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

SHIPPING INFORMATION
Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color ___________)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ___________)</td>
<td></td>
</tr>
<tr>
<td>Other ( ______________________ )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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
Fax: (469) 621-5810

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

SHOW # (505452)
MATERIAL HANDLING

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

RATES

Material Handling................................................................................................................... $ 1.41 per pound
Rate applies to shipments sent to either the warehouse or directly to show site.

Material Handling - After Deadline ................................................................................... $ 1.76 per pound
Rate applies to shipments arriving at the warehouse after January 3, 2022.

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

IMPORTANT SHIPPING INFORMATION

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

Warehouse:
• Avoid wait times at show site; ship to our warehouse!
• Warehouse receiving begins on December 8, 2021.
• Warehouse address: Exhibiting Company Name / Booth #
  Jazz Education Network Annual Conference
  C/O Freeman
  5130 Cash Rd
  Dallas, TX 75247
• Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:
• Show site receiving begins on January 6, 2022.
• Show Site address: Exhibiting Company Name / Booth #
  Jazz Education Network Annual Conference
  Hyatt Regency Dallas at Reunion
  C/O Freeman
  300 Reunion Blvd E
  Dallas, TX 75207

Outbound:
• Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show.
MOBILE UNIT & VEHICLE SPOTTING

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

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels.

Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles into and out of the exhibit areas or have Freeman supply an operator when available.

Each vehicle shall comply with the following:
1. Batteries should be disconnected in an approved manner.
2. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
3. Fuel tank openings shall be locked and sealed to prevent escape of vapors.
4. No leaks underneath vehicles.
5. At least 36” clear access or aisles must be maintained around the vehicle.
6. Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

SPOTTING FEES

Mobile Units .................. $292.75 per unit (round trip)

Vehicles ...................... $292.75 per unit (round trip)

* Note: If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is utilized to push the equipment to the booth, a one hour rigging labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift & Rigging Labor Order Form for rates.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE Advantage OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

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

NAME OF SHOW: Jazz Education Network Annual Conference / January 6 - 8, 2022
COMPANY NAME:______________________________ BOOTH #:______________________________
CONTACT NAME: ______________________________ PHONE #: ______________________________
E-MAIL ADDRESS: ______________________________

SHIPPING INFORMATION

SHIP TO: COMPANY NAME:______________________________
DELIVERY ADDRESS: ______________________________
____________________________________________________________________________________
CITY: ___________________________ STATE/PROVINCE: ___________________________ ZIP/POSTAL CODE: ___________________________
PHONE#: ___________________________ ATTN: ___________________________
SPECIAL INSTRUCTIONS: ______________________________

BILL TO: ☐ Same as Ship to:
COMPANY NAME:______________________________
DELIVERY ADDRESS: ______________________________
____________________________________________________________________________________
CITY: ___________________________ STATE/PROVINCE: ___________________________ ZIP/POSTAL CODE: ___________________________

METHOD OF SHIPMENT

Select a Carrier:
☐ Freeman Exhibit Transportation
☐ Other Carrier
No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.
Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

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

Select a Level of Service:
☐ 1 Day: Delivery next business day
☐ 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

Select Shipment Options (if applicable)
☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack
☐ Lift gate required
☐ Air ride required
☐ Residential

Select Desired Number of Labels: ___________________________

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

01/21 (505452)
TO: __________________________________________________________________________

EXHIBITOR NAME

C/O: FREEMAN
5130 CASH RD
DALLAS, TX 75247

WAREHOUSE

Jazz Education Network Annual Conference

BOOTH NO: __________ NO. _____ OF _____ PCS

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

C/O: FREEMAN
HYATT REGENCY DALLAS AT REUNION
300 REUNION BLVD E
DALLAS, TX 75207

SHOW SITE

Jazz Education Network Annual Conference

BOOTH NO: _______ NO. _____ OF _____ PCS

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

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

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

Furnishings Brochure
Comfortable and Safe Networking

Meaningful engagement doesn’t have to be complicated. Networking and connecting with peers face-to-face is a key objective of attending in-person events. Delivering environments which facilitate both ad-hoc and in-depth networking is important in accommodating attendee needs and will allow attendees to connect with peers effectively, comfortably, and safely.

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

Learn more about Freeman SafeConnect at Freeman.com
Top Design Tips
for Tradeshow Booths.

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

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

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

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

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

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

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

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

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

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

Complete The Look Of Your Exhibit Space

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

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

Shown here with Zoey Barstools

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

Shown here with Banana Barstools

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

Shown here with Baja Chairs and Sydney Power Cocktail Table
Power Up In Style.

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 TABLES

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

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

HEDGE
85035
4’ Boxwood Hedge
48”L 9”D 47”H

NAPLES
830120
Naples Chair, Powered
Black vinyl
36”L 30”D 33.25”H

NAPLES
830121
Naples Sofa, Powered
Black vinyl
87”L 30”D 33.25”H

NAPLES
830122
Naples Loveseat, Powered
Black vinyl
62”L 30”D 33.25”H

Use Ventura 6’ Bar or Café Tables in your design to facilitate conversations while social distancing.

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

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

**SYDNEY Powered Cocktail Tables**
- A) 82073 (white)
- F) 82076 (black)

**Powered Tech Desk**
The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.

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

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

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

**Powered Tables**
- 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

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

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

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

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

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

Powered Products

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

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

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

Create Engaging Booth Environments

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

A. B.

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

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

HEDGE
- 81030 4' Boxwood Hedge 48"L 3"D 47"H

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

VALENCIA Sofa & Chair 10’x10’ Booth

Soft Seating Collections

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

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

KEY LARGO
- A) 830951 Sofa (black fabric) 79"L 33.5"D 34"H
- B) 810950 Chair (black fabric) 35"L 33.5"D 34"H
- C) 830950 Loveseat (black fabric) 57"L 33.5"D 34"H

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

Valencia Sofa & Chair 10’x10’ Booth

A. B.

HEDGE 81030
4’ Boxwood Hedge
48”L 3”D 47”H

Valencia Sofa & Chair 10’x10’ Booth
Soft Seating

Create Engaging Booth Environments

Palm Beach Sofa & Swanson Chairs 10’x10’ Booth

HEDGE
80015
4’ Boxwood Hedge
46” L 9” D 47” H

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

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

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

ALLEGRO
A) 81019 Chair
(blue fabric)
36” L 30” D 33.25” H
B) 83015 Sofa
(blue fabric)
73” L 30” D 33.25” H

FAIRFAX
A) 83049 Sofa
(white vinyl, brushed metal)
67” L 28” D 30” H
B) 83049 Chair
(white vinyl, brushed metal)
27” L 28” D 30” H

NAPLES
A) 81019 Chair
(blue fabric)
36” L 30” D 33.25” H
B) 83015 Sofa
(blue fabric)
73” L 30” D 33.25” H
C) 830120 Loveseat
(black vinyl)
62” L 30” D 33.25” H

Available in Power

Soft Seating Collections
Accent Chairs

Create Space

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

81034
Bowery Swivel Chair
[ochre fabric, chrome]
29.75"L, 33.25"W, 30.5"H

810875
Swanson Swivel Chair
[white vinyl]
28"L, 25"W, 30"H

810874
Le Brea Chair
[charcoal gray, fabric]
39"L, 32"W, 40"H

810145
Wentworth Chair
[brown vinyl]
32.1"L, 26"W, 31.5"H

Meeting & Stage Chairs

Marina Chair
17.5"L, 19.5"W, 35"H
A) 810164 [white vinyl]
B) 810160 [black vinyl]
C) 810161 [brown fabric]

810394
Meeting Chair
25.5"L, 23.5"W, 34"H
[white vinyl]

810874
La Brea Chair
[ochre fabric, chrome]
29.75"L, 33.25"W, 30.5"H

810875
Swanson Swivel Chair
[white vinyl]
28"L, 25"W, 30"H
Accent Chairs

**Accent Table | pg 26**

**Montreal 81031 Chair**
- Blue, black metal
- 30”L 23.25”D 30”H

**Lena 81036 Chair**
- Moss green leather, bronze
- 27”L 25”D 31”H

**810949 Fairfax Chair**
- White vinyl, brushed metal
- 27”L 26”D 30”H

**Accent Chair Styles**

**Madrid**
- 810816 Chair
  - White, chrome
  - 30”L 30”D 31”H

**A) 810151 Munich Armless Chair**
- Gray fabric
- 22.5”L 27”D 28.5”H

**B) 81035 Century Chair**
- Gray velour
- 30”L 30”D 31”H

**C) 81024 Atherton Chair**
- Distressed brown leather, blackened steel
- 27”L 31”D 30”H

**D) 810947 Pro Executive Guest Chair**
- Black vinyl
- 14”L 26”D 36”H

**E) 81032 Pasadena Chair**
- White molded plastic w/ chrome tower base
- 27”L 25”D 28”H

**F) 81037 Sterling Chair**
- Gray twill
- 33”L 33.5”D 32”H

**81031 Chair**
- 27”L 26”D 30”H

**810816 Chair**
- 30”L 30”D 31”H

**81036 Chair**
- 27”L 25”D 31”H

**810949 Chair**
- 27”L 26”D 30”H

**810151 Chair**
- 22.5”L 27”D 28.5”H

**81035 Chair**
- 30”L 30”D 31”H

**81024 Chair**
- 27”L 31”D 30”H

**810947 Chair**
- 14”L 26”D 36”H

**81032 Chair**
- 27”L 25”D 28”H

**81037 Chair**
- 33”L 33.5”D 32”H
Group Seating

Lounges

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

**ZENITH**

A) 810851 Chair (white, chrome) 18.25"L, 22"D, 32"H
B) 820241 Madison Hydraulic Café Table (chrome base, gray acrylic top) 30"RND, 29"H

**LAGUNA**

C) 850861 Chair (maple, chrome) 18"L, 19"D, 34"H
D) 850322 Round Café Table (white laminate top, chrome hydraulic base) 30"RND, 29"H

**MALBA**

20"L, 20"D, 32"H
A) 810831 Chair (gray)
B) 810830 Chair (green)

**MARINA**

17.5"L, 18.5"D, 39"H
A) 810864 Chair (white vinyl)
B) 810860 Chair (black vinyl)
C) 810861 Chair (brown fabric)
D) 810862 Chair (cream blue fabric)
E) 810863 Chair (red fabric)

**LUMBERIC®**

Chair BY HERMAN MILLER™ (gray) 18"W X 17.75"D X 32.5"H

**Mix & Match**

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

- A) 810846 Christopher Chair (white vinyl, chrome) 17"L, 19"D, 35"H
- B) 810841 Rattan Café Chair (white) 20"L, 18"D, 31"H
- C) 81093 Lucent Chair (stretched canvas) 19.5"L, 19.75"D, 32.5"H
- D) 71099 Diamond Side Chair (black) 21"W X 21"D X 32"H
- E) 71090 Diamond Arm Chair (black) 20"W X 21"D X 33"H
- F) 810827 Razor Armless Chair (white) 15.38"L, 17.75"D X 30.5"H
- G) 810831 Blade Chair (sky blue) 20.5"L, 19"D X 30.5"H
- H) 81082 Blade Chair (red) 20.5"L, 19"D X 30.5"H
Ottomans

Vibe Cube
18"L 18"D 18"H
A) 81535 (citrus green vinyl)
B) 81537 (spice orange vinyl)
C) 81538 (desert rose vinyl)
D) 81536 (taupe vinyl)
E) 81531 (white vinyl)
F) 81530 (black vinyl)
G) 81534 (steel blue vinyl)
H) 81533 (silver vinyl)
I) 81519 (red vinyl)
J) 81517 (yellow vinyl)
K) 81518 (blue vinyl)
L) 81525 (orange vinyl)

Beverly Bench Ottomans

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

ENDLESS Square
34”L 34”D 15”H
A) 815123 (black)
B) 815122 (white)

ENDLESS Curved
60.5”L 37.5”D 15”H
C) 815952 (black)
D) 815953 (white)

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

Styles & Shapes
### Ottomans

#### Beverly Small Bench Ottomans

30”L 20”D 18”H

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#### Marche Swivel Ottomans

17” RND 18”H

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24 | Freeman.com/store

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25 | Freeman.com/store
Accent Tables

Tables and Meeting Rooms

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

MESA

A) 820135 End Table
   20.5"RND 21.25"H (wood top, bronze)
B) 820132 Cocktail Table
   32.25"RND 17.25"H (wood top, bronze)
C) 820134 End Table
   24"RND 21.25"H (glass top, bronze)
D) 820131 Cocktail Table
   36"RND 17.25"H (glass top, bronze)
E) 820133 End Table
   20.5"RND 21.25"H (black top, bronze)
F) 820130 Cocktail Table
   32.25"RND 17.25"H (black top, bronze)

ALONDRA

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

GEO

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

Tables and Meeting Rooms

TAOS SIDE TABLES
15.75”L 15.75”D 24”H
A) 820322
(white top, bronze)
B) 820320
(black top, bronze)
C) 820321
(wood top, bronze)

SEDONA SIDE TABLE
15.75”L 15.75”D 24”H
D) 820312
(white top, bronze)
E) 820310
(black top, bronze)
F) 820311
(wood top, bronze)

SYDNEY
Cocktail Tables
(bushed steel)
48”L 26”D 18”H
A) 82053
(white)
B) 82052
(black)
C) 82054
(white)
D) 82055
(black)

End Tables
27”L 27”D 22”H
E) 82074
(white)
F) 82076
(black)
G) 82079
(blue)
H) 82080
(wood)

REGIS
(bushed steel)
16”L 16”D 18.5”H
I) 82015
(white)
J) 82014
(black)

SILVERADO
Round Table
15” Round 22”H
K) 820844
(white metal)

WIRELESS
Charging Table, Powered
L) 820710
(white, AC plug-in)

AURA
Round Table
M) 820844
(jarosite)
15” Round 22”H
Café Tables

Mix & Match

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

Café Tables

Customize and Create

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

**Customize and Create**

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

- A) 8201222 30” Round Bar Table (white top, chrome hydraulic base) 30” RND 42"H
- B) 81080 Blade Barstool (red) 20.5”L 21.125”D 40.5"H
- C) 8201226 Rustique Square Metal Bar Table (gunmetal) 23.75”L 23.75”D 41.25"H
- D) 81083 Rustique Barstool (gunmetal) 15” L 15”D 30"H

---

**Style & Design**

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

- E) 820350 30” Round Bar Table (black top, chrome hydraulic base) 30” RND 42"H
- F) 820870 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) 820840 Zoey Barstools (white, chrome) 15” L 16”D 30-34.75"H

---

**Bar Tables Standard Black Base**

- A) 8201221 (white)
- B) 820585 (brushed yellow) also available
- 820104 (Madison/gray acajou)
- 820915 (brushed gunmetal)
- 820916 (black)
- 820957 (green)
- 820958 (orange)
- 820931 (blue)
- 820932 (wood)
- 36” RND 42"H 8201241 (black)

---

**Bar Tables Hydraulic Chrome Base**

- C) 820920 (red) also available
- 8201207 (maple)
- 820952 (graphite nebula)
- 820953 (black)
- 820954 (orange)
- 820955 (brushed yellow)
- 820956 (wood)
- 8201236 (black)
- 820125 (white)
- 8201211 (graphite nebula)
- 8201205 (maple)
- 8201240 (black)
- 8201249 (black)

---

A) 8201222 30” Round Bar Table
B) 81080 Blade Barstool (red) 20.5”L 21.125”D 40.5"H
C) 8201226 Rustique Square Metal Bar Table (gunmetal) 23.75”L 23.75”D 41.25"H
D) 81083 Rustique Barstool (gunmetal) 15” L 15”D 30"H

---

G) 820350 30” Round Bar Table (black top, chrome hydraulic base) 30” RND 42"H
F) 820870 Laguna Barstool (maple, chrome) 18” L 20”D 47"H
C) 820240 30” Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30” RND 45"H
H) 820840 Zoey Barstools (white, chrome) 15” L 16”D 30-34.75"H

---

E) 820350 30” Round Bar Table (black top, chrome hydraulic base) 30” RND 42"H
F) 820870 Laguna Barstool (maple, chrome) 18” L 20”D 47"H

---

C) 820563 Chelsea Butcher Block-Top Bistro Table (red) 30” RND 42"H
also available
820564 30” RND 45"H
D) 810920 Lucent Barstool (frosted, acrylic) 22” L 22.5”D 45.5"H

---

C) 720563 Chelsea Butcher Block-Top Bistro Table (red) 30” RND 42"H
also available
720564 30” RND 45"H
D) 810520 Lucent Barstool (frosted, acrylic) 12” L 12.5”D 45.5"H

---

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

---

E) 72070 Soho Block-Top Bistro Table (black) 24” RND 42”H
also available
720068 30” RND 42”H
F) 810840 Zoey Barstools (white, chrome) 15” L 16”D 30-34.75"H
Barstools

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

A. B. C. D.

Marina Barstools
21” L17.5” D41.5”H
A) 81026 (ocean blue fabric)
B) 81028 (brown fabric)
C) 81029 (red fabric)
D) 81030 (white vinyl)
E) 81027 (black vinyl)

All frames brushed metal.

A. B. C. D. E.

A. B. C. D. E.
Barstools

Mix & Match

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

B) 810841
Blade Barstool
(maple, chrome)
20.75" L x 20.125" D x 40.5" H

C) 810810
Christopher Barstool
(white, chrome)
18.5" L x 19" D x 42" H

D) 810820
Banana Barstool
(maple, chrome)
21" L x 22" D x 35" H

E) 810830
Laguna Barstool
(maple, chrome)
18" L x 20" D x 47" H

F) 810880
Blade Barstool
(white, chrome)
20.75" L x 20.125" D x 40.5" H

G) 810890
Black Diamond Stool
(black)
22" W x 18" L x 46" H

H) 810850
Zenith Barstool
(gunmetal)
13" L x 13" D x 30" H

I) 810860
Rustique Barstool
(gunmetal)
21" L x 22" D x 41.75" H

J) 810870
Zoey Barstools
(white, chrome)
15" L x 16" D x 30-34.75" H

K) 810880
Butcher Block-Top Bistro
(oak)
30" L x 42" H

L) 810890
Zoey Barstool
(white)
18" L x 17.75" D x 34-44" H

Barstools Styles & Shapes

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

B) 810850
Laguna Barstool
(maple, chrome)
18" L x 20" D x 47" H

C) 810860
Blade Barstool
(maple, chrome)
20.75" L x 20.125" D x 40.5" H

D) 810870
Black Diamond Stool
(black)
22" W x 18" L x 46" H

E) 810880
Rustique Barstool
(gunmetal)
13" L x 13" D x 30" H

F) 810890
Zoey Barstool
(white)
18" L x 17.75" D x 34-44" H

G) 810900
Butcher Block-Top Bistro
(oak)
30" L x 42" H

H) 810910
Limerick®
(white)
18" L x 17.75" D x 34-44" H

I) 810920
Butcher Block-Top Bistro
(oak)
30" L x 42" H

J) 810930
Zoey Barstool
(white)
18" L x 17.75" D x 34-44" H

K) 810940
Black Diamond Stool
(black)
22" W x 18" L x 46" H

L) 810950
Rustique Barstool
(gunmetal)
13" L x 13" D x 30" H
Conference Tables

42” Round Conference Table

- A) 820708 (white laminate)
- B) 820260 (Madison/gray acajou)
- C) 8201244 (black top, black)

Geo Tables

- E) 82041 (glass, black)
- F) 82053 (glass, chrome)

Geo Rounded Square Tables

- G) 82044 (glass, chrome)
- H) 82043 (glass, black)

Work Space

- I) 820706 Work Table (white laminate, white)
- J) 8201225 42” RND 30”H
- K) 8201224 36” RND 30”H

Atomic Round Tables (glass, chrome)

- 8201225 42” RND 30”H
- 8201224 36” RND 30”H

Pro Executive Mid Back Chair

- A) 810945 (white vinyl)
- B) 810944 (black vinyl)

Adjustable height

Geo Rectangular Tables

- 60”L 36”D 29”H
- E) 82041 (glass, black)
- F) 82053 (glass, chrome)

Geo Rounded Square Tables

- G) 82044 (glass, chrome)
- H) 82043 (glass, black)

I) 820706 Work Table (white laminate, white)

48”L, 24”D 30”H
Conference Tables

Madison (Madison gray acajou)
A) 820305 5’ Table
60”L 48”D 29”H
B) 820306 8’ Table
96”L 48”D 29”H
C) 820307 10’ Table
120”L 48”D 29”H

Black Rectangular Conference Table
A) 8203 5’ Table
60”L 48”D 29”H
B) 8204 8’ Table
96”L 48”D 29”H
C) 8201 10’ Table
120”L 48”D 29”H

810175 Genesis Chair (black fabric, black)
27”L, 27”D 40-43.5”H Adjustable.

810170 Cupertino Mid Back Chair (black vinyl, chrome)
27”L, 31.5”D 40-43”H Adjustable.
Executive Seating

Pro Executive High Back Chair
29"L 26"D 48"H
- A) 810844 (white vinyl)
- B) 810845 (black vinyl)
Adjustable height

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

Pro Executive Mid Back Chair
24"L 22"D 49"H
- A) 810165 (white vinyl)
- B) 810166 (black vinyl)
Adjustable height

Task Stool
810125 (black fabric) 27.5"L 27.5"D 32.75"-40.25"H Adjustable height

Black Executive Seating
Pro Executive Guest Chair
24% 22%D 36"H
- A) 810947 (black vinyl)

Communal and Powered Tables
Choose from a variety of powered, solid or grommet hole table tops.

Table Top Options
BLACK WHITE MAPLE

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

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

Ventura Powered Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
- A) 820954 (black top)
- B) 820953 (grommets)
- C) 820952 (black top)

Ventura Communal Café Tables
(silver frame)
72.25"L 26.25"D 30"H
- A) 820963 (black top)
- B) 820964 (black top)
- C) 820961 (grommets)
- D) 820960 (black top)

Ventura Powered Café Tables
(silver frame)
72.25"L 26.25"D 30"H
- A) 820957 (black top)
- B) 820956 (solid)

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

Tech Powered 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 Casters (black metal, laminate) 16”, 20”D 28”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.

Lighting & Shelving

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

Please Note: Denotes AC and USB charging outlets

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

ACCENT LAMPS
Mason Lamps (brushed silver)
A) 850708 Floor Lamp 18”RND 55”H
B) 850707 Table Lamp 18”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

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

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

Product Display Counter

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

Greenery and Dividers

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

HEDGE
A) 85030
7’ Boxwood Hedge
36.5” 12”D 84”H
B) 85035
4’ Boxwood Hedge
40”L 9”D 47”H

Miramar Dividers

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

A. B.

C. D.

E. F.

B) 820530
30” Round Bar Table
[blue top, chrome hydraulic base]
30”RND 45”H
C) 815860 Laguna Barstool
[maple, chrome]
18”L 20”D 47”H

D) 85043 (harvest yellow)
E) 85042 (burgundy)
F) 85041 (gray)
Vertical: 63” 23”D 83”H
Horizontal: 83”L 23”D 63”H

A. B. C.
Show Essentials

Product Kiosk & Display

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

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

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

Stanchions & Signage

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

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

Draped or Undraped Tables & Counters

Table Drape Colors

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

Stanchions & Signage

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

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

Sizing Chart*

Table 24"D X 30"H | Tables Draped
124430 Tables Draped 3'L x 24"D x 30"H
124435 Tables Draped 4'L x 24"D x 30"H
124430 Tables Draped 6'L x 24"D x 30"H

Table 24"D X 42"H | Counter Draped
124342 Counter Draped 3'L x 24"D x 42"H
124345 Counter Draped 4'L x 24"D x 42"H
124340 Counter Draped 6'L x 24"D x 42"H

Table 24"D X 30"H | Tables Undraped
125430 Tables Undraped 3'L x 24"D x 30"H
125435 Tables Undraped 4'L x 24"D x 30"H
125430 Tables Undraped 6'L x 24"D x 30"H

Table 24"D X 42"H | Counter Undraped
125342 Counter Undraped 3'L x 24"D x 42"H
125345 Counter Undraped 4'L x 24"D x 42"H
125340 Counter Undraped 6'L x 24"D x 42"H

4th Side | Table Draped 30"
12404630 Drape Table 4th Side 6" X 30"
12404830 Drape Table 4th Side 8" X 30"

4th Side | Table Draped 42"
12404642 Drape Table 4th Side 6" X 42"
12404842 Drape Table 4th Side 8" X 42"
**Show Essentials**

**Storage**

- **750136** Flat Literature Rack (black) 10"W X 55"H
- **750125** Round Literature Rack (black) 17"W X 17"L X 67"H
- **84080** 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H
- **8503001** Large Refrigerator (white) 14.0 cubic feet 28"W X 28"L X 64"H

**Office Accessories**

A) 10201484 Floor Standing Bulletin Board (white laminate, black) 48"W X 96"L X 78"H
B) 84050 Mobile White Board (white laminate, white) 48"L 24"W 30"H

C) 220110 Chrome Bag Rack (3" at center) 1"W X 41"H X 26"W
D) 220109 Chrome Coat Tree (21"w at the base) 8 1/4"W X 69 1/2"H
E) 220134 Brushed Aluminum Easel (open 5 1/4"W X 64 1/4"H) 26"W X 62"H
F) 220106 Corrugated Wastebasket (black)
Strategic planning with health & safety in mind

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

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

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

Click to learn more detailed, interactive, printable checklist.

Freeman® top five health & safety Recommendations include:

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

Learn More
Health & Safety

Safety Dividers

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

Please Note:
Safety dividers also available in opaque finish. Graphics and branding options also available. View those options here and learn more about our SafeConnect Promise on Freeman.com.

A) Atomic Round Tables
<table>
<thead>
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<th>(glass, chrome)</th>
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<tbody>
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<td>8201225 42&quot; RND 30&quot;H</td>
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<tr>
<td>8201224 36&quot; RND 30&quot;H</td>
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</tbody>
</table>

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

Adjustable height

85051 Freestanding Divider
(silver, clear) 35"L 9"D 72"H
Also available in opaque and personalization available.
85052 Freestanding Single-Sided Graphic
85053 Freestanding Single-Sided Graphic
85054 Freestanding Single-Sided Graphic
85055 Freestanding Wall Plus
(silver, clear) 40"L 9"D 72"H
Also available in opaque and personalization available.
85056 Panel Single-Sided Graphic
85057 Panel Single-Sided Graphic
85058 Panel Double-Sided Graphic
85059 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85064 Flag Pole Divider
(silver, clear) 34"L 11"W 47-74"H
Also available in opaque and personalization available.
85065 Freestanding Corner
(silver, clear) 39"L 39"D 72"H
Also available in opaque and personalization available.
85066 Freestanding White Board
(silver, clear) 40"L 9"D 72"H
Also available in opaque and personalization available.
85067 Panel Single-Sided Graphic
85068 Panel Double-Sided Graphic
85069 Freestanding Divider
(silver, clear) 34"L 34"D 72"H
Also available in opaque and personalization available.
85070 Freestanding Single-Sided Graphic
85071 Freestanding Single-Sided Graphic
85072 Freestanding Double-Sided Graphic
85073 Panel Single-Sided Graphic
85074 Panel Double-Sided Graphic
85075 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85076 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85077 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85078 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85079 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85080 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85081 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85082 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85083 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85084 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85085 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85086 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85087 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85088 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85089 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85090 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
85091 Freestanding Divider
(silver, clear) 39"L 9"D 72"H
Also available in opaque and personalization available.
Health & Safety

Greenery and Dividers

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

20'x20' Midtown, Greenery Booth

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

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Please Note:

Safety dividers also available in opaque finish. Graphics and branding options also available.

View those options **Here** and learn more about our SafeConnect Promise on [Freeman.com](http://Freeman.com).

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**85030** 7’ Boxwood Hedge
36.5”L 12”D 84”H

**85035** 4’ Boxwood Hedge
46”L 0”D 47”H

**85050 Clear Divider Bar Counter**
(silver, clear) 46-70”L 12”W 31.5”H

Also available in opaque and personalization available.

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

---

**Miramar Dividers** (molded plastic)

A) 85043 (white)
Also available in the following colors.
See page 47.

- 85043 (harvest yellow)
- 85042 (burgundy)
- 85041 (gray)

Vertical: 63”L 23”D 83”H
Horizontal: 83”L 23”D 63”H

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**B) 8201233**

Hydraulic Cafe Table
(orange top, chrome)
30” RND 29”H

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**C) 810861**

Laguna Chair
(maple, chrome)
18”L 19”D 34”H
Health & Safety

Stanchions & Booth Design

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

Safety & Directional Signage

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

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

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

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

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

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

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

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

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

I) Stand Here Floor Decal
20303017 22"W X 12"H

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

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

Sanitization Product & Services

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

Please Note:
Safety dividers also available in opaque finish. Graphics and branding options also available. View those options here and learn more about our SafeConnect Promise on Freeman.com
NAME OF SHOW: Jazz Education Network Annual Conference / January 5 - 8, 2022

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

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DISCOUNT PRICE
DEADLINE DATE
December 9, 2021

(888) 508-5054 Fax: (469) 621-5601
ExhibitorSupport@freeman.com
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COMPANY NAME:  

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**Executive Seating**

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**Barstools**

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Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by the deadline date.

### Barstools (continued)

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### Draped Tables & Counters

#### Draped Tables - Tables are 24" wide

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NAME OF SHOW: Jazz Education Network Annual Conference / January 5 - 8, 2022  
COMPANY NAME:    BOOTH #:  
CONTACT NAME : PHONE #:  
E-MAIL ADDRESS :  

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NAME OF SHOW: Jazz Education Network Annual Conference / January 5 - 8, 2021

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NAME OF SHOW: Jazz Education Network Annual Conference / January 5 - 8, 2022

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

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POWERED

DISPLAY & ACCESSORIES

Product Storage
84080 3 Door File Cabinet on Castors - Black | 581.20 | 639.30 | 813.70 |
85020 Posh Shelving w/ Chrome Frame - White | 566.80 | 623.50 | 793.50 |

Refrigerator
850301 Refrigerator - White | 880.95 | 969.05 | 1,233.35 |

Lighting
850707 Mason Table Lamp - White/Brushed Silver | 171.50 | 188.65 | 240.10 |
850708 Mason Floor Lamp - White/Brushed Silver | 258.05 | 283.85 | 361.25 |

Display
75030 Display Cube - Black - 12" Small | 257.00 | 282.70 | 359.80 |
75031 Display Cube - Black - 18" Medium | 276.30 | 303.95 | 386.80 |
75032 Display Cube - Black - 24" Large | 321.15 | 353.25 | 449.60 |
72056 Display Counter - Black | 414.35 | 455.80 | 580.10 |
75079 Orion Computer Kiosk - Black | N/A | N/A | N/A |
**NAME OF SHOW:** Jazz Education Network Annual Conference / January 5 - 8, 2022

**COMPANY NAME:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

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### Boxwood Hedges
- 7’ Boxwood Hedge
- 4’ Boxwood Hedge

### Accessories
- Chrome Stanchion w/ 8’ Retractable Belt
- Chrome Sign Holder
- Round Literature Rack
- Flat Literature Rack
- Chrome Coat Tree
- Aluminum Easel
- Chrome Bag Rack
- Floor Standing Bulletin Board
- Corrugated Wastebasket
- Village Charging Hub

### Special Drape
- Special Drape 3'H (per ft.)
- Special Drape 6'H (per ft.)

### TOTAL COST
Sub-Total + 8.25% 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.
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.
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.
NAME OF SHOW: Jazz Education Network Annual Conference / January 5 - 8, 2022

E-MAIL ADDRESS : 
CONTACT NAME : 
COMPANY NAME: 
PHONE #: 
BOOTH #: 

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**FLOORING**

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Products or colors with limited availability after the discount deadline are denoted with an *.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.
- All carpet, padding and plastic covering contain recycled content and are recyclable.
- Prestige, Custom Cut Classic Carpet, Turf and Vinyl are subject to a 100% Cancellation Charge.

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

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<tr>
<td></td>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>$540.00</td>
<td>$594.00</td>
<td>$756.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>$810.00</td>
<td>$891.00</td>
<td>$1,134.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sqft)</td>
<td>$0.55</td>
<td>$0.60</td>
<td>$0.75</td>
<td></td>
</tr>
</tbody>
</table>

### Custom Cut Classic Carpet

- Order Custom Cut Classic Carpeting by the sqft if your size is not listed above.
- Pricing includes delivery, material handling, installation and removal.

**CHOOSE YOUR CARPET COLOR:**

- Black
- Blue*
- Gray
- Midnight Blue
- Red*
- Tuxedo

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

<table>
<thead>
<tr>
<th>Per sqft</th>
<th>Booth Size: ____ X ____ = _____ sqft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3.85</td>
<td>$4.25</td>
<td>$5.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vinyl**

- Pricing includes delivery, material handling, installation and removal.
- 10' wide standard width

**CHOOSE YOUR VINYL COLOR:**

- Ash
- Birch
- Maple
- Smoke
- Walnut

#### 10' wide Vinyl - Price per sqft (100 sqft minimum)

<table>
<thead>
<tr>
<th>Per sqft</th>
<th>Booth Size: ____ X ____ = _____ sqft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$6.10</td>
<td>$6.70</td>
<td>$8.55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NAME OF SHOW: Jazz Education Network Annual Conference / January 5 - 8, 2022

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

---

**Prestige Carpet**

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

<table>
<thead>
<tr>
<th>28 oz Carpet, choose your carpet color:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Black □ Cardinal* □ Charcoal* □ Cream* □ Gray Pearl □ Navy* □ Toast* □ Wedgewood* □ White*</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Booth Size: □ □ = □ sqft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td>$4.50</td>
<td>$4.95</td>
<td>$6.30</td>
<td></td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>$4.05</td>
<td>$4.45</td>
<td>$5.65</td>
<td></td>
</tr>
</tbody>
</table>

### 40 oz Carpet, choose your carpet color:

<table>
<thead>
<tr>
<th>40 oz Carpet Rental - Price per sq. ft. (100 sqft minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Black* □ Charcoal* □ Gray Pearl* □ Navy* □ White*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Booth Size: □ □ = □ sqft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td>$5.15</td>
<td>$5.65</td>
<td>$7.20</td>
<td></td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>$4.65</td>
<td>$5.10</td>
<td>$6.50</td>
<td></td>
</tr>
</tbody>
</table>

---

**Carpet Padding**

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

- Order Carpet Padding by the sqft if your size is not listed on Page 1.

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

<table>
<thead>
<tr>
<th>Booth Size: □ □ = □ sqft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td>$1.35</td>
<td>$1.50</td>
<td>$1.90</td>
<td></td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>$1.20</td>
<td>$1.30</td>
<td>$1.70</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Booth Size: □ □ = □ sqft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td>$2.70</td>
<td>$2.95</td>
<td>$3.80</td>
<td></td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>$2.40</td>
<td>$2.65</td>
<td>$3.35</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Booth Size: □ □ = □ sqft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td>$3.65</td>
<td>$4.00</td>
<td>$5.10</td>
<td></td>
</tr>
</tbody>
</table>

---

**Turf**

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

### Riviera Turf, choose your color:

| □ Black □ Ivy Green |

<table>
<thead>
<tr>
<th>Per sqft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td>$4.25</td>
<td>$4.70</td>
<td>$5.95</td>
<td></td>
</tr>
</tbody>
</table>

### Parkside Turf, choose your color:

| □ Green |

<table>
<thead>
<tr>
<th>Per sqft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td>$9.20</td>
<td>$10.10</td>
<td>$12.90</td>
<td></td>
</tr>
</tbody>
</table>

---

Sub-Total + 8.25% Tax = Total Cost
For fast, easy ordering, go to www.freeman.com/store.

## CLEANING SERVICES

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

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

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.60</td>
<td>.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.20</td>
<td>1.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>1.80</td>
<td>2.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.15</td>
<td>1.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>2.30</td>
<td>3.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>3.45</td>
<td>4.85</td>
<td></td>
</tr>
</tbody>
</table>

### PORTER SERVICE  (*per day*)

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sqft</td>
<td>205.75</td>
<td>288.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sqft</td>
<td>232.30</td>
<td>325.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sqft</td>
<td>261.15</td>
<td>365.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sqft</td>
<td></td>
<td></td>
<td>Call for Quote</td>
</tr>
</tbody>
</table>

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

### TOTAL COST

\[
\text{Sub-Total} + 8.25\% \text{Tax} = \text{Total Cost}
\]
SEEING IS BELIEVING

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

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

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
NAME OF SHOW:  Jazz Education Network Annual Conference / January 5 - 8, 2022

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

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

### 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.

**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.

- Minimum order per graphic 9 sqft (1296 sqin)
- Double sqft for double-sided graphics
- Round sqft to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

**LARGE DIGITAL GRAPHICS**

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sqft.

File Information:

- Electronic File Name
- Application
- PMS Colors

**Back Up Material:**

- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman HD Foam (Gatorfoam)
- Freeman Polyfoam (Ultra Board)

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

**STANDARD SIZES**

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>56.65</td>
<td>85.00</td>
<td>11.66</td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td></td>
<td>62.35</td>
<td>93.55</td>
<td>15.89</td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>64.40</td>
<td>96.60</td>
<td>16.00</td>
</tr>
<tr>
<td>9&quot; x 44&quot;</td>
<td></td>
<td>78.30</td>
<td>117.45</td>
<td>19.75</td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td></td>
<td>71.60</td>
<td>107.40</td>
<td>17.80</td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td></td>
<td>81.65</td>
<td>122.50</td>
<td>20.85</td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>85.50</td>
<td>128.25</td>
<td>21.75</td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>128.00</td>
<td>192.00</td>
<td>32.00</td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td></td>
<td>189.05</td>
<td>283.60</td>
<td>47.55</td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td></td>
<td>229.95</td>
<td>344.95</td>
<td>57.00</td>
</tr>
</tbody>
</table>

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

**VERTICAL**

**HORIZONTAL**

**USE YOUR JUDGMENT FOR SIGN LAYOUT**

**BACKGROUND COLOR:**

**LETTERING COLOR:**

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25 % Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

07/21 (505452)
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):
• Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
• Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
• Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

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

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

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

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

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop
Always provide the following:
• Native files with fonts and links (zipped)
• High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK

• When placing on order online, your order confirmation will include a link to our secure file sharing library so you may upload your graphic files. If your order is faxed in, or if you are working directly with a Freeman team member, a link will be emailed to you when your order is processed.
UNION JURISDICTIONS FOR
THE TEXAS LOCAL UNIONS

THE FOLLOWING GUIDELINES APPLY IN THE TEXAS REGION:

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

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

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

MATERIAL HANDLING LOCAL UNION LABOR
The Local Union has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers. Exhibitors may unload their own personal vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollys, pallet jacks, etc.) Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

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

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

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

PLEASE NOTE:

• Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

• The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Freeman Service Center and discuss it with the person in charge.
LET US DO THE HEAVY LIFTING

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time: 8:00 AM to 4:30 PM Monday through Friday</td>
<td>$110.25</td>
<td>$154.50</td>
</tr>
<tr>
<td>Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday</td>
<td>$165.50</td>
<td>$231.75</td>
</tr>
<tr>
<td>Double Time: 12:00 Midnight to 6:00 AM and recognized holidays</td>
<td>$220.50</td>
<td>$308.75</td>
</tr>
</tbody>
</table>

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

#### INSTALLATION LABOR

- **Freeman Supervised Labor** - Please complete the reverse side of this form.
  - Installation of your exhibit will be completed at our discretion prior to show opening.
  - The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

- **Exhibitor Supervised Labor** (Supervisor must check in at the Freeman Service Center to pick up labor)
  - Supervisor will be: _______________ Phone Number: _______________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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</tbody>
</table>

- **Freeman Supervision** (30%/$45.00) = $ _______________
- 8.251% Tax = $ _______________
- 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.

- **Exhibitor Supervised Labor** (Supervisor must check in at the Freeman Service Center to pick up labor)
  - Supervisor will be: _______________ Phone Number: _______________

<table>
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</table>

- **Freeman Supervision** (30%/$45.00) = $ _______________
- 8.251% Tax = $ _______________
- Total Dismantle = $ _______________
NAME OF SHOW: Jazz Education Network Annual Conference / January 5 - 8, 2022

COMPANY NAME: 

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS: 

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

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

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

Comments: _____________________________________________________

Graphics: With Exhibit _______________ Shipped Separately _______________

Comments: _____________________________________________________

Special Tools/Hardware Required: __________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____________________________________________________

Select a Carrier:

☐ Freeman Exhibit Transportation:

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

☐ Other Carrier:

Carrier Name: ____________________

Carrier Phone: ____________________

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

Select Level of Service:

☐ 1 Day: Delivery next business day

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

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to

Bill To: _____________________________________________________

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

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.
NAME OF SHOW: Jazz Education Network Annual Conference / January 5 - 8, 2022

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

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 4:30 PM Monday through Friday
Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday
All day Saturday and Sunday

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

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$172.00</td>
<td>$241.00</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$227.25</td>
<td>$318.25</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$185.50</td>
<td>$259.75</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$240.75</td>
<td>$337.25</td>
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<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$192.75</td>
<td>$270.00</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$248.00</td>
<td>$347.25</td>
</tr>
<tr>
<td>3040300</td>
<td>Forklift w/operator - up to 30,000 lbs - ST</td>
<td>$217.50</td>
<td>$304.50</td>
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<tr>
<td>3040301</td>
<td>Forklift w/operator - up to 30,000 lbs - OT</td>
<td>$272.50</td>
<td>$381.75</td>
</tr>
<tr>
<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$175.25</td>
<td>$245.50</td>
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<tr>
<td>304041</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$230.50</td>
<td>$322.75</td>
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</tbody>
</table>

RIGGING LABOR

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
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</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$110.25</td>
<td>$154.50</td>
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<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$165.50</td>
<td>$231.75</td>
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</table>

EQUIPMENT

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
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</thead>
<tbody>
<tr>
<td>3090600</td>
<td>Forklift Cage</td>
<td>$56.75</td>
</tr>
<tr>
<td>3090700</td>
<td>Forklift Boom</td>
<td>$56.75</td>
</tr>
<tr>
<td>3090800</td>
<td>Pallet Jack</td>
<td>$56.75</td>
</tr>
</tbody>
</table>

INSTALLATION

Describe work to be done: ____________________________________________________________

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Start Date</th>
<th>Start Time</th>
<th>No. Equip/ People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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</table>

Sub-Total $ ____________________
8.25% Tax $ (N/A)
Total Installation $ ____________________

DISMANTLE

Describe work to be done: ____________________________________________________________

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Sub-Total $ ____________________
8.25% Tax $ (N/A)
Total Dismantle $ ____________________

(505452) FY22 CC
When it comes to promoting your exhibit, let our technology do the talking. Freeman offers the most extensive inventory of audio visual products available, ensuring a custom experience that excites the senses and breathes life into your booth, giving it the appeal to draw in customers.

- Our audio visual experts can assist with a wide range of technology solutions for custom rental exhibit programs that fit any size or budget.
- Full service resources include digital services, flat screen technology, intelligent LED light displays, seamless plasma and LED panel solutions and immersive audio experiences.
- Schedule deliveries with advance confirmation to meet your timeline specifications.
- Preshow consultation, installation, operation, and comprehensive invoice services provide a streamlined solution for all your rental needs.
Freeman Audio Visual offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.

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

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

*REQ. SUBMITTED*
ELECTRICAL ORDER FORM
ATTENTION: Engineering Department
Hyatt Regency Dallas
300 Reunion Blvd
Dallas, TX 75207
Office #(214)712-7020, Fax# (214)712-7080
Email: DFWRD-Engineering.static@hyatt.com

PLEASE PRINT OR TYPE:

ADVANCE ORDER: ☐ Check  FLOOR ORDER ☐ Check

Floor order applies if full payment is not received 10 days prior to event start date

Function Room: __________________________ Hotel Contact: __________________________
Event/Show Name: ________________________ Company Contact: ________________________
Event Dates: ______________________________ Telephone Number: ______________________
Company Name: __________________________ Fax Number: ____________________________
Company Address: _________________________ E-mail: ________________________________
City: __________________ Zip Code: ___________ Booth #: ____________________________
State: __________________ Set-up Date/Time: __________________

Print Authorized Signature: ____________________________________________
Authorized Signature: ________________________________________________

ALL PREPAID SERVICES WILL BE FIRST PRIORITY

Outlet Accessories

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Order</th>
<th>Floor Order</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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Power Outlets

<table>
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<tr>
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Outlet Accessories

- Extension Cord $25.00 $30.00 $ -
- Power Strip $20.00 $25.00 $ -
- 20 amp 1ph/120v $180.00 $216.00 $ -
- 20 amp 3ph/208v $300.00 $360.00 $ -
- 30 amp 1ph/120v $250.00 $300.00 $ -
- 30 amp 1ph/208v $275.00 $330.00 $ -
- 60 amp 3ph/208v $700.00 $840.00 $ -
- 100 amp 1ph/208v $800.00 $960.00 $ -
- 100 amp 3ph/208v $1,000.00 $1,200.00 $ -
- 200 amp 3ph/208v $1,600.00 $1,920.00 $ -
- 400 amp 3ph/208v $3,000.00 $3,600.00 $ -
- 1000 watt 120v $150.00 $180.00 $ -

METHOD OF PAYMENT

Make checks Payable to: Hyatt Regency Dallas

Summary of Charges

- Power Outlets/Materials $ -
- 25% Service Charge (required & taxable) $ -
- Labor Total $ -
- Subtotal $ -
- Sales tax @ 8.25% $ -
- INVOICE TOTAL $ -

For High Speed Internet Access, Special Lighting, Production Services and Rigging please contact PSAV @214-712-7088

*Compressed Air

For Water, Drain, Cable Feed, and Compressed Air please contact Engineering @214-712-7020 to verify that your booth is located near a connection. In some cases these requests may not be approved.