



HEALTH AND SAFETY

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

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue and white back drape and 3' high blue side drape. Booths 300 sqft or less will receive (1) 7" x 44" one-line booth identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line booth identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in midnight blue. Show management requires that all booths be carpeted or have approved floor covering. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this exhibitor service manual.

Important note: All island booths that order carpet must cover the entire booth space purchased, corner to corner (i.e. A 20' x 20' booth must order 400 sqft custom carpet or (2) 10' x 20' carpets). If there is flooring shown between the booth and aisle carpet, exhibitors will incur additional charges to cover this area.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by May 14, 2021.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

Saturday	June 12, 2021	8:00 a.m. - 5:00 p.m.
Sunday	June 13, 2021	8:00 a.m. - 1:30 p.m.

EXHIBIT HOURS

Sunday	June 13, 2021	2:30 p.m. - 5:30 p.m.
Monday	June 14, 2021	2:30 p.m. - 5:30 p.m.

EXHIBITOR MOVE-OUT

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

Monday	June 14, 2021	5:30 p.m. - 10:00 p.m.
Tuesday	June 15, 2021	8:00 a.m. - 10:00 a.m.

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

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Tuesday, June 15, 2021 at 10:00 a.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Tuesday, June 15, 2021 at 8:00 a.m.

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 exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Support Department at (888) 508-5054 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

(888) 508-5054 fax (469) 621-5615

ExhibitorSupport@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by May 14, 2021.

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

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
NPTC 2021 Annual Conference
C/O Freeman / UPS Freight
3250 E Kemper Rd
Sharonville, OH 45241

Freeman will accept crated, boxed or skidded material beginning Friday, May 14, 2021 at the above address. Material arriving after June 07, 2021 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 #
NPTC 2021 Annual Conference
Duke Energy Convention Center
C/O Freeman
525 Elm St
(Receiving docks located at 6th and Plum St)
Cincinnati, OH 45202

Freeman will receive shipments at the exhibit facility beginning Saturday, June 12, 2021. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

The Purchase Terms, as may be revised by Freeman without notice, apply to all orders submitted to Freeman for any goods or services. 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 Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by May 14, 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, and machinery and equipment that are in use.

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

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

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

NPTC 2021 EXHIBITION Rules, Regulations, Terms and Conditions

NPTC 2021 Annual Education Management Conference & Exhibition – Duke Energy Convention Center (DECC), Cincinnati, Ohio – June 13-14, 2021



⇒ Read Rules & Sign (next page)

1. Exhibition Dates and Hours

Saturday, June 12, 2021

8:00 AM – 5:00 PM Exhibitor Setup

Sunday, June 13, 2021

8:00 AM – 1:30 PM Exhibitor Setup

2:30 PM – 5:30 PM Exhibit Hall Grand Opening & Reception

Monday, June 14, 2021

1:00 PM – 2:15 PM **2022 Booth Draft/Selection Meeting** Exhibit

2:30 PM – 5:30 PM Hall Open & “Extravaganza” Reception

5:30 PM – 10:00 PM Exhibitor Teardown

Tuesday, June 15, 2021

8:00 AM – 10:00 AM Exhibitor Teardown

2. Exhibit Setup – Exhibitors can begin setting up on Saturday, June 12 at 8:00 AM and may work until 5:00 PM and continue on Sunday, June 13 from 8:00 AM to 1:30 PM. All exhibits must be setup by 1:30 PM on Sunday, June 13 for inspection and grand opening at 2:30 PM.

3. Exhibit Teardown – All exhibits must remain intact until closing on Monday, June 14, at 5:30 PM. All exhibitor materials must be removed from the exhibit hall by 10:00 AM on Tuesday, June 15. NPTC & DECC will be held harmless for removal/disposal of exhibitor material remaining in the hall after the stated time.

4. Space Assignment – Exhibit booth space will **NOT** be confirmed without payment. NPTC cannot guarantee but will make every effort to honor your request in assigning space. NPTC reserves the right to make final determinations of all space assignments. See section 20 below for booth fees and payment terms.

5. Booth Construction

A. In-Line Booths:

- Overhead hanging signs not permitted.
- Solid exhibit construction not permitted to exceed 3-feet in height in the front 5-feet of the booth; and, overall height of booth may not exceed 8-feet.
- Live/video demonstrations may not block sight lines of other exhibitors.

B. Island Booths:

- Island exhibit fixtures are permitted to a maximum height of 16-feet.
- Overhead hanging signs are permitted; signs to be hung by Freeman.
- Side-walls or towers may not obstruct the view of in-line booths behind and beside the island.
- Equipment and/or structure must be located so as not to place the viewer or exhibit personnel in the aisle.
- Exhibitor booths with enclosed ceilings are not permitted.

6. Display Construction & Guidelines

- Exhibitors shall not cause nails, tacks, fasteners or any items to be driven into any portion of DECC, nor cause any changes, alterations, damages, repairs, painting or staining of any part of the premises, its furnishings or equipment.
- There is NO STORAGE space available in the electric raceway between/behind booths – this area is for electrical purposes only.
- Tape or other adhesives may not be applied to walls or other surfaces.
- Easels, signs, furnishings, equipment, etc., shall not be put into the aisle.
- Decorations, drapes, signs, acoustical materials, etc., shall be fireproof.
- Do not throw boxes or trash generated during show hours into the aisles.
- All products or balloons that could rise to the ceiling due to their physical properties and any signs or display materials capable of obstructing the sprinkler system are not permitted.
- Open flames or flammable liquids are not permitted.
- Outside food and beverage is not permitted inside the facility; contact the in-house food and beverage provider, Spectra Food/Ovations, (513)419-7251.
- When loading and unloading items, exhibitors may enter and exit through the main front DECC entrance. Exhibitor's personal vehicles may also access the loading dock; refer to the Exhibitor Service Manual for details.
- Unless otherwise specified or required herein, NPTC abides by and requires that all exhibitors abide by the [exhibit guidelines](#) of the International Association of Exhibition and Events. For further booth construction questions, contact Freeman Exhibitor Support at (888)508-5054.

7. Decorator Services: Carpet, Shipping, Setup, Electricity, Furniture, etc.

All booths MUST be carpeted by exhibitors. Refer to the Freeman Exhibitor Service Manual for PDF order forms and online ordering of carpet rental, shipping, booth setup, furniture rentals, etc. In-booth electricity, utilities and

booth cleaning are offered by DECC. In-booth Internet access and telecommunications services are available from SmartCity, and in-booth equipment/audio visual rentals and services are available from Prestige A/V.

8. Booth Cleaning / Carpet Vacuuming – The DECC is responsible for all carpet cleaning – booth and aisle.

9. Motor Vehicle Display / Fire Department Inspection – All motor vehicles on display must be inspected by the City Fire Department before they are permitted on the exhibit hall floor. **Your vehicle must arrive at the Hall A Loading Dock of DECC by 12:30 PM on Friday, June 11, for inspection.** Vehicle must have: (1) an operating gas gauge; (2) vehicle's gas tank is required to have 1/4 tank of fuel OR less; and, (3) after the vehicle is moved into place on the show floor, the battery is required to be disconnected.

Action: At least 30-days prior to the start of the exhibit, Exhibitors displaying motor vehicles must [Download the Motor Vehicle Display Inspector Form](#) and return to DECC Exhibitor Services and NPTC per form instructions.

10. Good Neighbor Policy – No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Display material exposing an unfinished surface to neighboring exhibits is not permitted. Booth personnel and their representatives are required to confine their activities within the booth space. Booth personnel and their representatives should be modestly attired to maintain the professional and business-like climate of the exposition. Sound presentations, slides or videos will be permitted if tuned to a conversational level.

11. Performance of Music – Exhibitor must obtain all necessary licenses from the copyright-owner or representing agency of the copyright-owner for the performance of any copyrighted music, be it live or recorded (in any format). Licensing guidelines include any copyrighted music, whether it is the essence of the display or is only used as background, on a video or other presentation. Any and all fees incurred are the sole responsibility of the exhibitor. The license must be available upon request for inspection. NPTC will not be held liable for exhibitor's failure to obtain license.

12. Exclusion – NPTC shall have the right to exclude, or at the exhibitor's expense, remove or require modification of any display or demonstration that it considers to be unsuitable to or not keeping with the character of the exhibition. NPTC shall have the right to demand modifications of the appearance or dress of persons or mannequins used in connection with displays or demonstrations & to exclude or remove at exhibitor's expense the offending persons or mannequins.

13. Inspections – Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exposition. A fire marshal is required on-site to have smoke and haze or cooking demonstrations in exhibitor booths. All materials and installations must comply with the requirements of all inspection authorities having jurisdiction. All booth material must be non-flammable and electrical devices must conform to the fire codes. NPTC reserves the right to reject any exhibit deemed to be inconsistent with the goals of this show.

Additionally, exhibitors shall be solely responsible for assuring that their exhibit space is in full compliance with the Americans with Disability Act and with the regulations implementing that Act.

14. Subletting Space Not Permitted – Exhibitor shall not assign or sublet any space allotted to him/her and not advertise goods other than those manufactured or sold by him/her in the regular course of business. Canvassing by non-exhibitors, or exhibitors outside of booths, is prohibited.

15. Security – NPTC shall provide general security-guard service during the course of the exhibition and shall exercise reasonable care for protection of the exhibitor's material and display. Beyond this, NPTC, City of Cincinnati, DECC or any officer or employee of the above shall not be responsible for the safety, loss or damage of the property or person of the exhibitor, its employees or agents by any cause. Exhibitor shall be responsible for providing all insurance and/or policy riders to cover its exhibit, including its contents and the person and property of its employees and agents.

16. Cancellation, Downsizing and/or Postponement

Exhibitor's failure to occupy booth is not subject to refund. Prior to March 15, 2021, there will be a \$500.00 penalty if exhibitor **cancels** booth reservation (unless booth is greater than 800-square-feet in which 50% of booth cost is non-refundable). From March 15 to April 29, 2021 (90 to 45 days out), booth cancellation will result in a penalty of 50% of the total cost of the booth. After April 29, 2021 (less than 45 days out), exhibitor is responsible for full payment of the booth cost; no refunds or credits will be issued after April 29, 2021 – no exceptions.

If exhibitor chooses to **downsize** by selecting a smaller booth space, the following policy will apply: prior to March 15, 2021, exhibitor will be entitled to a refund of the cost differential; from March 15 to April 29, 2021 (90 to 45 days out), 50% of the cost differential will be refunded; after April 29, 2021 (less than 45 days out), exhibitor will not be entitled to a cost differential refund but will be responsible for payment in full of the larger booth.

In the event that the exhibition is postponed due to any occurrence not caused by the NPTC or exhibitor, whether such occurrence be an Act of God or common enemy, or the result of war, civil commotion, sovereign conduct, or the act or conduct of any person(s) not party or privy to this Agreement, then the performance of the parties under the Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement.

In the event that any such occurrence results in the cancellation of the exhibition by the NPTC, the DECC or the City of Cincinnati, the obligations under this agreement shall be automatically terminated and all exhibition fees paid by the exhibitor shall be refunded less any expenses reasonably incurred by NPTC in connection with exhibitor's exhibit.

17. Liability – The relationship between the National Private Truck Council and exhibitor shall be that of independent contracting parties and the Agreement shall not be construed as creating a relationship of employer/employee, a partnership, joint venture or any form of agency between the NPTC and exhibitor.

Exhibitor assumes responsibility and agrees to indemnify, hold harmless and defend the National Private Truck Council, the DECC and the City of Cincinnati and its employees and agents against any claims or expenses arising out of the exhibitor's use of the exhibition premises. The exhibitor understands that the NPTC does not maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

The exhibitor shall be liable to the NPTC, the DECC and/or the City of Cincinnati for any damage done to the building and/or the furniture and fixtures contained therein that shall occur through the acts or omissions of the exhibitor, its employees, agents or servants.

18. Insurance – Exhibitor and exhibitor's contractors shall, at their sole cost and expense, procure and maintain through the terms of this contract, comprehensive general liability insurance against claims for bodily injury or death, and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000. **Such insurance shall name National Private Truck Council, Duke Energy Convention Center/Spectra and City of Cincinnati as an additional insured.** Exhibitor shall furnish to NPTC a certificate of insurance (COI) evidencing the above requirements upon reasonable request by NPTC.

19. Shipping, Handling and Storage – NPTC and the DECC shall not accept or store display materials or empty crates. Exhibitor shall make arrangements for shipment and delivery, receipt and storage of all exhibit materials through Freeman (see Exhibitor Service Manual). The DECC will not accept any shipments prior to the designated move-in date. In the case that exhibitor's material fails to arrive, exhibitor will continue to be responsible for space rental. NPTC will not be held liable in such event.

20. Exhibit Booth Rental Rates, Payment Terms and Deadlines

Below are the exhibit booth rental rates for standard sizes. Other sizes may also be available; contact NPTC for additional options and costs.

10' x 10' Booth	NPTC Member	\$ 2,630.00 USD
	Non-Member	\$ 3,945.00
10' x 20' Booth	NPTC Member	\$ 4,995.00
	Non-Member	\$ 7,490.00
20' x 20' Booth	NPTC Member	\$ 8,995.00
	Non-Member	\$13,490.00
20' x 30' Booth	NPTC Member	\$12,135.00
	Non-Member	\$18,200.00

Payment of booth rental fee constitutes acceptance of the booth contract and agreement to these rules, regulations, terms and conditions. Prior to December 1, 2020, a 50-percent deposit of the booth rental fee is required to be paid in advance to reserve exhibit booth and must be submitted with exhibit contract/application. The remaining 50-percent balance of the booth rental fee will be invoiced on or about January 4, 2021, and due within 30-days. After December 1, 2020, new booth applications must be submitted with FULL payment and in advance to reserve an exhibit booth.

Prior-year exhibitors who reserved a 2021 booth in advance will be invoiced for 50-percent of the 2021 booth rental fee on October 5, 2020, with payment due within 30-days. The remaining 50-percent balance of the booth rental fee will be invoiced on or about January 4, 2021, and due within 30-days.

21. Exhibitor Badges and Registrations

A REGISTRATION NAME-BADGE IS REQUIRED FOR ADMISSION TO THE EXHIBIT HALL -- NO EXCEPTIONS. Exhibitors earn complimentary, full registrations, based on exhibit booth size, as follows:

10' x 10'	one (1) complimentary registration earned
10' x 20'	two (2) complimentary registrations earned
20' x 20'	three (3) complimentary registrations earned
20' x 30' or larger	four (4) complimentary registrations earned

Over and above the complimentary registration(s) exhibitors earn, additional personnel from the exhibitor attending the conference and/or assisting in the exhibit booth, must register at following registration rates:

	<u>NPTC Member</u>	<u>Non-Member</u>
Register By 04/09/2021	\$625.00/person USD	\$1,035.00/person USD
Register After 04/09/2021	\$725.00/person	\$1,135.00/person
One-Day/Daily Pass:	\$290.00/person/day	\$390.00/person/day

Full registration includes admittance to all functions including the Exhibit Hall, meals, receptions, general sessions & workshops (daily registration includes only those activities being held for the specified day). **NPTC does not offer registration, passes or tickets exclusively for admission to the Exhibit Hall.**

22. Admissions – NPTC will have sole control over admissions to the exhibit of all persons, including exhibitor personnel and registrants. Admittance to the hall by exhibitors is restricted to the scheduled hours in Section 1. All persons visiting the exhibit will be subject to the Rules and Regulations of the exhibition as issued or amended (with or without advance notice) by NPTC.

23. General Rules – All employees and contractors of companies exhibiting at the NPTC 2021 Annual Education Management Conference and Exhibition agree to adhere to the following rules as set forth by the NPTC Annual Conference Planning Committee:

- No unauthorized literature drops** at the Conference hotels, including the Hilton Cincinnati Netherland Plaza, Hyatt Cincinnati and/or any other overflow hotels.
- No entertainment of customers (or prospective customers) or meetings or gatherings when an official NPTC event is scheduled**, either during the day or evening, from June 12, 2021 through 2:30 PM on June 15, 2021.
- No distribution or substitution of any item in the official NPTC sponsored registration package.
- Blast or mass promotional emails and/or cold-phone calls to members and/or attendees is strictly PROHIBITED** regardless of how information is sourced.
- Sunday, June 13, 2021, is the ACT-1 Gala Reception and Dinner, starting 7:00 PM at the Hilton Cincinnati Netherland Plaza. **No other activity or meeting can be held that evening – no exceptions.**

The NPTC Annual Conference Planning Committee requests that all exhibiting companies and their staff obey these rules as well as the spirit of these rules.

24. Entire Agreement – The items outlined above, 1 through 23, and the booth application constitute the entire Agreement between exhibitor and National Private Truck Council. This agreement may not be modified except in writing. In the case that any one or more provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such provision(s) will be deemed omitted and the remaining provisions will continue in full force and effect.

⇒ SIGNATURE REQUIRED

I acknowledge that I have read the Rules, Regulations, Terms and Conditions governing the NPTC 2021 Exhibition at the Duke Energy Convention Center contained herein and do hereby agree to adhere to them. **Agreed to:**


Authorized Signature **X** _____


Name (please print) _____

Exhibiting Company _____

Date _____

Please return this signature page to NPTC at:

 **FAX to (815) 642-0317**

or...  **EMAIL to conference@nptc.org**

Thank you for your support of NPTC 2021.



Door-Prize Announcement Form

Exhibitors wishing to have their door-prizes announced over the public speaker will be given an opportunity to do so at the end of each exhibit session. Please fill-in the below fields for each winner (maximum of three winners per day, per exhibitor); **then submit your form at the NPTC booth at the inside-front of the hall.** Show management will announce the winner's information and winners will be directed to the exhibitor's booth to collect their prize. All fields must be completed.

EXHIBIT SESSION: ☐ **SUNDAY** **OR** ☐ **MONDAY**

EXHIBITOR NAME: _____

EXHIBITOR'S BOOTH NO.: _____

WINNER # 1

NAME: _____

COMPANY: _____

PRIZE WON: _____

WINNER # 2 (IF NEEDED)

NAME: _____

COMPANY: _____

PRIZE WON: _____

WINNER # 3 (IF NEEDED)

NAME: _____

COMPANY: _____

PRIZE WON: _____

[a maximum of three winners per day, per exhibitor – no exceptions]

Interested in going green and saving money?

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



1 BEFORE THE SHOW booth structure

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 carpet

Option 1 Rent

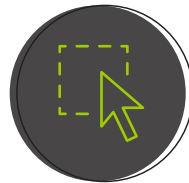
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

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



3 shipping



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



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



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

4 graphics

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 printing



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



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



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

6

ON SITE

save energy



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



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



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



MOVE OUT

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.



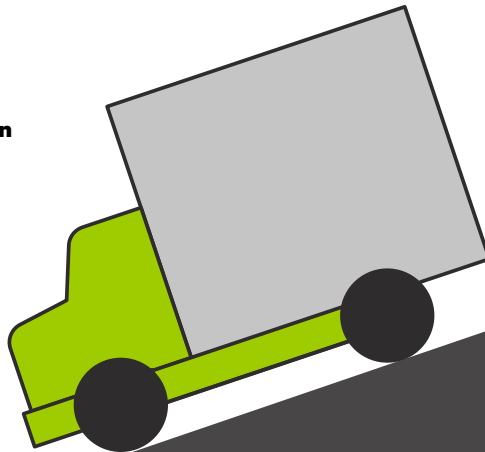
leftover materials

Remember to label.

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

Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor
staging materials

Unused raw materials: Plywood,
subflooring, non-laminate wood

Flooring: 100 square feet of
flooring. Excludes carpet.

Left over giveaways: Pens, pads
of paper, sunglasses, USBs, etc., left
over in your promotional giveaway

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or
shipping boxes

Glass: Green, brown, clear

Plastics: Shrink-wrap or plastic
banding used to secure shipments;
water/soda bottles; plexiglass
(acrylics) clear, smoked, or tinted;
Visqueen used to protect flooring

Metal: Aluminum cans/
steel banding

Paper: Fliers, brochures, programs,
tickets, office paper, newspaper,
magazines, paperboard

Wood: Non-laminate wood

FREEMAN

FREEMAN.COM

Duke Energy Convention Center

Cincinnati Fire Department Fire Prevention & Regulations Form -Display of Gasoline or Motorized Vehicles & Equipment-

ITEMS THAT REQUIRE FIRE SPECIALIST APPROVAL:

(This form may not be required for individual booths if a significant volume of display vehicles are anticipated.)

All materials used throughout the exhibition for scenery or decoration shall be treated with an approved flame retardant product. Materials must have a certificate or receipt proving the material has been treated.

1. To use or store flammable liquids, compressed gasses or hazardous products
2. To display and/or operate any heat production, open flame, candles, lamps, lanterns, torches etc.
3. To operate any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Official
4. Any auto, truck, boat, motorcycle, or other fuel propelled or powered equipment.

☐ Fire specialist must be scheduled by DECC

Event Manager to approve the stipulations below

VEHICLE INSPECTION PROTOCOL:

- ☐ Maximum amount of fuel permitted to remain in tank is 1/4 (gasoline or diesel)
- Natural Gas Fuel Meter Required for gas leak protection
- Gas caps must be locked or sealed
- Batteries must be disconnected after vehicle is moved into display location
- Drip pans or protective covers must be placed under vehicle
- Carpet squares are required to be placed under tires on carpeted areas
- Vehicles must be clean and dry upon arrival
- Fueling or defueling of vehicles shall not take place in the building
- Approval sticker must be affixed on vehicle by the Fire Department

***Duke Energy Convention Center Event Manager will establish and coordinate inspection dates and times with Fire Division and/or show management. This form may not be required for individual booths if a significant volume of display vehicles are anticipated. Show Management may have scheduled bulk vehicle inspections.*

Application for use or display of:

List person who will be in charge of display and/or demonstration for your company:

Quantity

Type & Description-Vehicle/Equipment
(including the type and amount of fuel, chemical,
etc. and number of units)

Name of Event: **NPTC 2021** Date of Event: **June 13-14, 2021** Booth No. _____

Company Name: _____ Phone No. _____

Company Address: _____

Ordered By: _____ Signature: _____ Date: _____

**** Approval is valid for the duration of the show or activity and is contingent on safe operation and display ****

ACTION: Email completed form to decc-exhibitorservices@spectrapp.com and gmundell@nptc.org



NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

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

Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/476752>

2. Submit your order

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

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

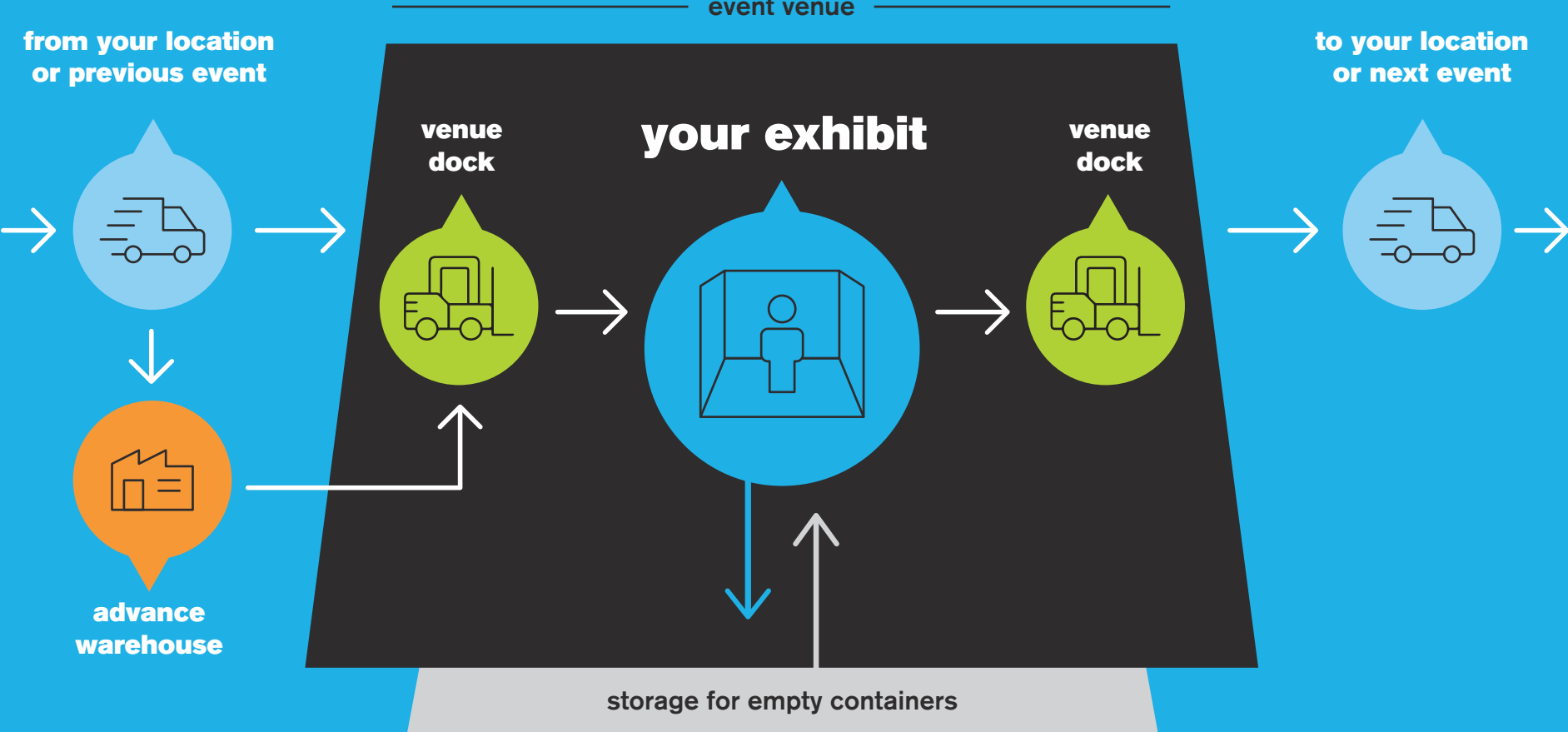
before event

during the event

after event

**from your location
or previous event**

**to your location
or next event**



advance warehouse

where exhibit materials are stored before an event

shipping

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

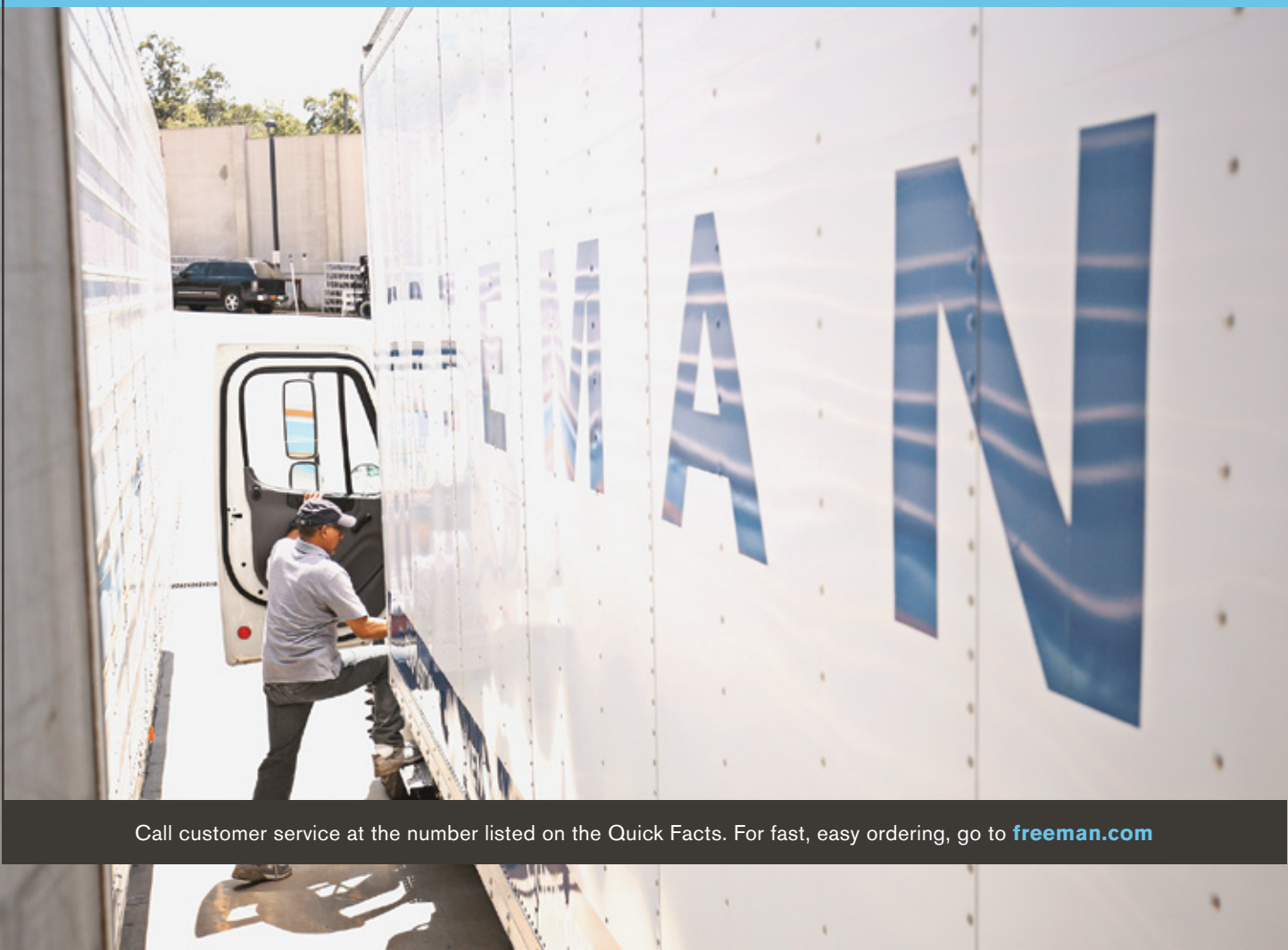
material handling

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

RESULTS, DELIVERED

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

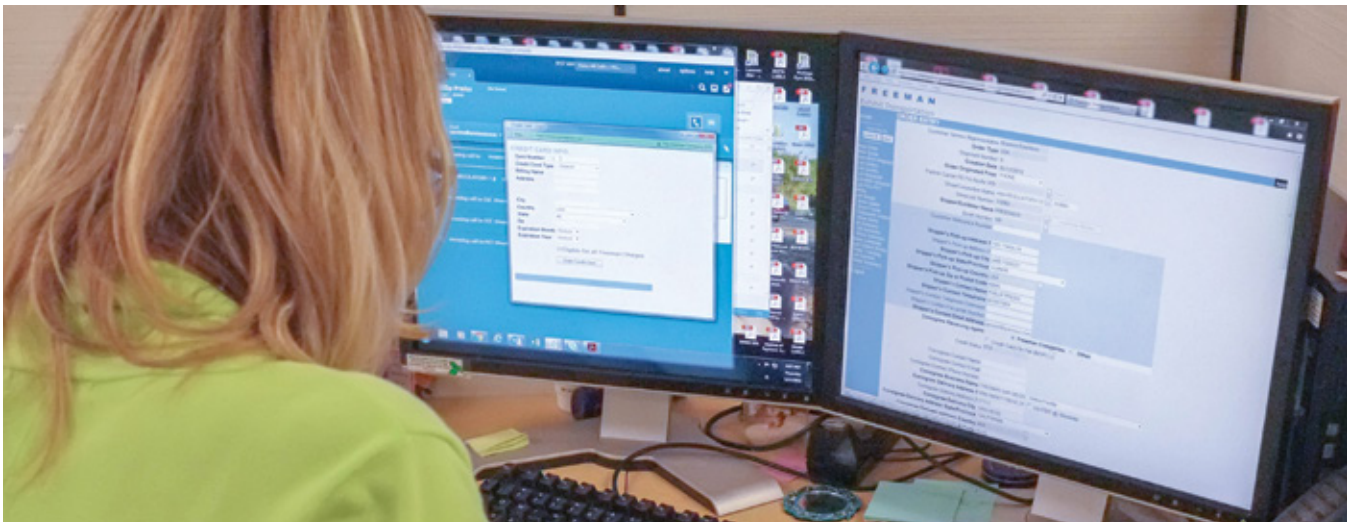
Questions?

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

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

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

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



FREEMAN

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



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

FREEMAN exhibit transportation

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) _____ (State) _____ (Zip Code) _____

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

NPTC 2021 ANNUAL CONFERENCE

C/O: FREEMAN / UPS FREIGHT

3250 E KEMPER RD

SHARONVILLE, OH 45241

MUST BE DELIVERED BY JUNE 07, 2021

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

FREEMAN / Exhibiting Company Name / Booth #

NPTC 2021 ANNUAL CONFERENCE

C/O: FREEMAN

Duke Energy Convention Center

525 ELM ST

CINCINNATI, OH 452022316

CANNOT BE DELIVERED BEFORE JUNE 12, 2021

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (476752) _____

WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (888) 508-5054 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

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

CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

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

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

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

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$129.75	259.50
Special Handling Shipment.....	\$168.75	337.50
Carpet and/or Pad Only Shipment.....	\$194.75	389.50

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$110.00	220.00
Special Handling Shipment.....	\$143.00	286.00
Uncrated or Pad Wrapped Shipment.....	\$165.00	330.00
Carpet and/or Pad Only Shipment.....	\$165.00	330.00

Small Package - Maximum weight is 30 lbs per shipment*

Per Shipment.....	\$ 40.00
-------------------	----------

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

ADDITIONAL SURCHARGES:

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

Warehouse Shipment after June 07, 2021	\$ 32.50	65.00
Show Site Shipment after June 13, 2021	\$ 27.50	55.00

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 27.50	55.00
Special Handling Shipment.....	\$ 35.75	71.50
Uncrated or Pad Wrapped Shipment.....	\$ 41.25	82.50
Carpet and/or Pad Only Shipment.....	\$ 41.25	82.50

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 27.50	55.00
Special Handling Shipment.....	\$ 35.75	71.50
Uncrated or Pad Wrapped Shipment.....	\$ 41.25	82.50
Carpet and/or Pad Only Shipment.....	\$ 41.25	82.50

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		0.00% Tax	(N/A)
		Total	

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

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

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

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

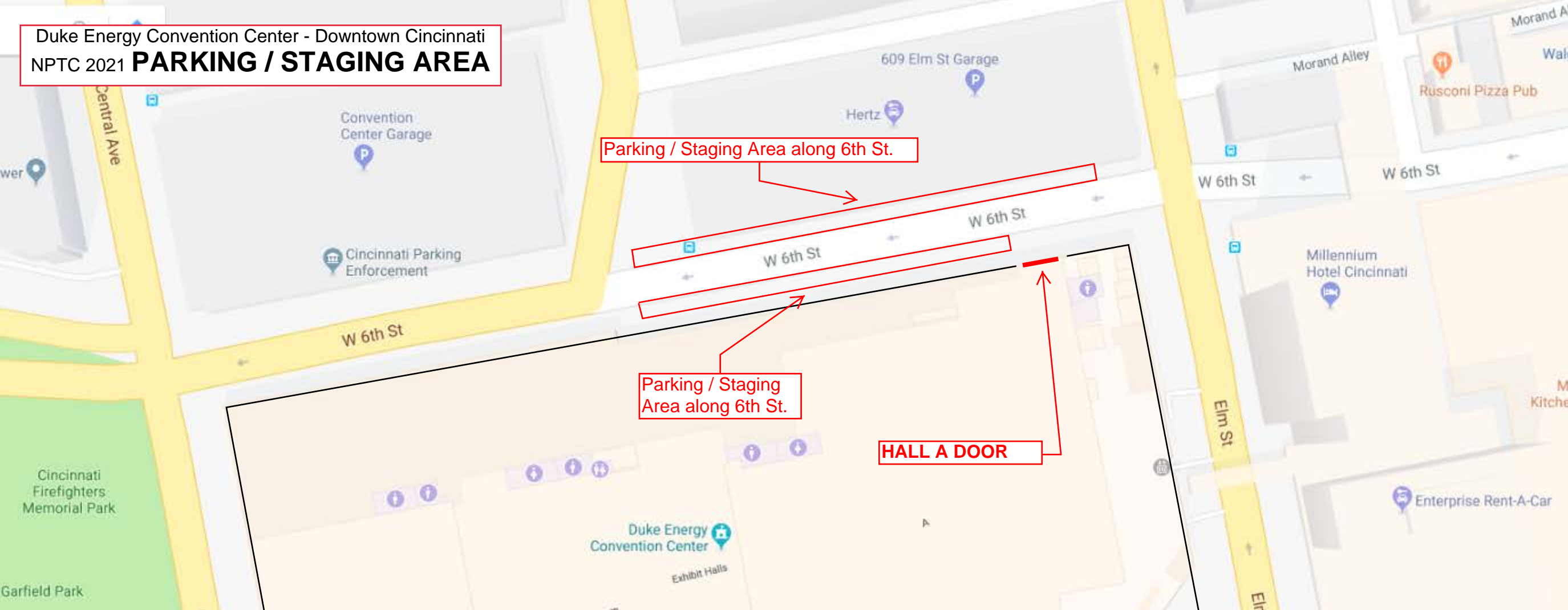
What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

Duke Energy Convention Center - Downtown Cincinnati
NPTC 2021 **PARKING / STAGING AREA**



INSTRUCTIONS FOR YOUR DRIVER

When your driver arrives at the Duke Energy Convention Center, 525 Elm Street, Cincinnati, Ohio, on **Friday, June 11, 2021, by 12:30pm**, there will be parking available to stage your vehicle(s) all along West Sixth (6th) Street, alongside of the Convention Center, outside Loading Dock Door A. Parking meters will be covered/bagged on both sides of the street for this purpose. Your driver can wait with their vehicle until the inspection sticker is applied from the Cincinnati Fire Department inspector, and is then directed to enter the Hall A loading dock by Freeman staff or show management.

Following inspection by the fire department at 12:30pm on Friday, June 11, 2021, your driver will be directed to immediately drive the truck himself into the hall and all the way to your booth space where he/she can position the unit in its final spot – if ordering carpet from Freeman, it will be in place prior to inspection time. If you are bringing your own carpet, you will want to have it installed prior to the inspection time; access to the hall for this purpose can be granted on Friday morning (please make request for early hall access to gmondell@nptc.org). Freeman personnel and show staff will provide instructions to your driver onsite that day/time and guide him into and through the hall to your space. You may have someone from your staff be present (other than the driver) to ensure the truck is positioned properly in your booth at that time.

TRUCK/VEHICLE MOVE-OUT ► MONDAY EVENING

All vehicles on display will be directed by Freeman staff for move-out. Please have your drivers on-hand and present in the hall by **5:30pm on Monday, June 14, 2021**, at your booth. Once the majority of the aisle carpet is pulled from the floor, the loading doors will be opened and vehicles will be lead off the floor. Most vehicles are out of the hall by 7:00pm.

F R E E M A N

(888) 508-5054 • Fax: (469) 621-5615
ExhibitorSupport@freeman.com



NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

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

DIRECT MOBILE UNITS / MOTORIZED VEHICLES

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

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

SPOTTING FEE

MOBILE UNITS \$ 241.00 PER UNIT (Round Trip)

MOTORIZED VEHICLES \$ 241.00 PER UNIT (Round Trip)

Number of units: _____ Type: _____

Dimensions of Largest Unit:

Height _____ Width _____ Length _____ Weight _____

Will you require a crane or forklift (additional charges will apply)? _____

Comments/Special Handling Requirements: _____

FREEMAN

(888) 508-5054 Fax: (469) 621-5615
ExhibitorSupport@freeman.com



NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X
CONTACT NAME : _____ PHONE #: _____
E-MAIL ADDRESS : _____

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

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

SHIPPING INFORMATION

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

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

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

Carrier Name: _____
Carrier Phone: _____

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

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

Select Desired Number of Labels: _____

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

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: MAY 14, 2021

DEADLINE DATE IS: JUNE 07, 2021

TO: _____

EXHIBITOR NAME

C/O: FREEMAN / UPS FREIGHT

3250 E KEMPER RD

SHARONVILLE, OH 45241

WAREHOUSE

EVENT: NPTC 2021 ANNUAL CONFERENCE

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: MAY 14, 2021

DEADLINE DATE IS: JUNE 07, 2021

TO: _____

EXHIBITOR NAME

C/O: FREEMAN / UPS FREIGHT

3250 E KEMPER RD

SHARONVILLE, OH 45241

WAREHOUSE

EVENT: NPTC 2021 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.

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 12, 2021

TO:

EXHIBITOR NAME

C/O: FREEMAN

**Duke Energy Convention Center
525 ELM ST**

CINCINNATI, OH 452022316

SHOW SITE

EVENT: *NPTC 2021 ANNUAL CONFERENCE*

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 12, 2021

TO:

EXHIBITOR NAME

C/O: FREEMAN

**Duke Energy Convention Center
525 ELM ST**

CINCINNATI, OH 452022316

SHOW SITE

EVENT: *NPTC 2021 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.

F R E E M A N
R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 14, 2021

DEADLINE DATE IS: JUNE 07, 2021

TO: _____
EXHIBITOR NAME

C/O FREEMAN / UPS FREIGHT
3250 E KEMPER RD
SHARONVILLE, OH 45241

HANGING SIGN

EVENT: NPTC 2021 ANNUAL CONFERENCE

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BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N®

furnishings 2020



Nationwide Service

Visit us at freeman.com or call 1.888.508.5054 for customer service,
7am-7pm CT Monday through Friday and 8am-5pm CT Saturday.

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.



EMPOWERING YOUR BUSINESS FROM THE GROUND UP

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

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

beacon

Fairfax Sofa & La Brea Chair 10'x10' Booth



10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth

Top 10 Booth Design Tips

Attract, Engage and Inspire.

10.

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



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.



9.

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



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.



8.

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



7.

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



6.

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

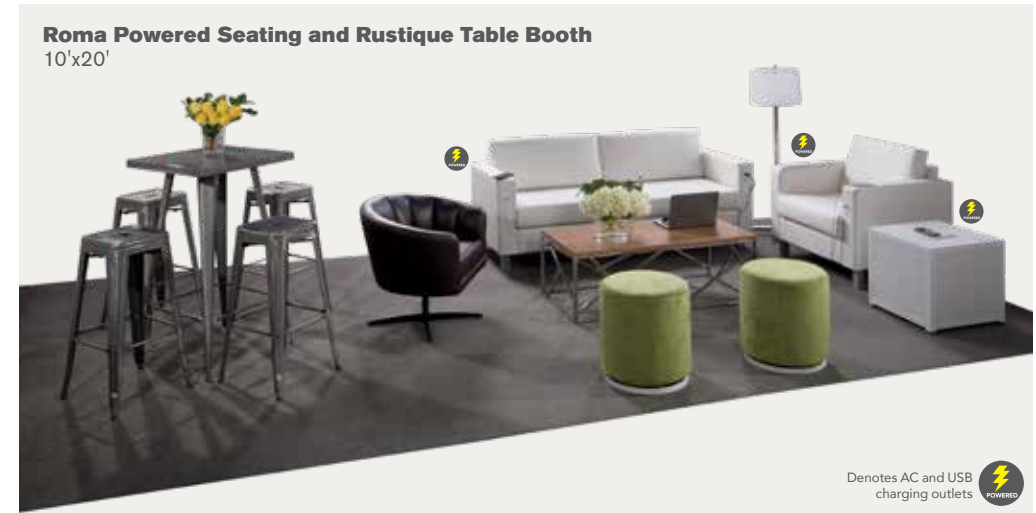


5.

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



Roma Powered Seating and Rustique Table Booth
10'x20'



Denotes AC and USB charging outlets

Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.

Malba Conference and Beverly Demonstration Booth
10'x20'



Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.

Munich Sectional Booth
10'x10'



Denotes AC and USB charging outlets

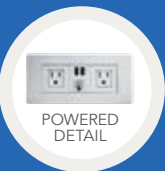
Design multifunctional booths with areas for demonstrations and a place for conferencing.

Power Up In Style.

Denotes Powered Products 

HEDGE

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



ROMA

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



ROMA

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



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



Powered Seating

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

Powered Seating



Powered Tables



**Ventura
POWERED
TABLES**



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

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

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



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

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



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

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

Powered Banquettes.

Denotes Powered Products 

Modular System

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



Detail of Electrical Charging Outlet

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



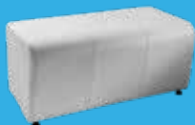
8506 Center Cone
w/ Electrical Charging Outlet
(white vinyl)
38" RND 51"H



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




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



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

Powered Pedestals

Denotes AC and USB charging outlets 



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



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

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

Powered Tech Desk



A) 84083 Tech Desk, Powered w/ 3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H

B) 84084 Tech Desk, Powered
(black metal, laminate)
60"L 30"D 30"H

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

Soft Seating

Create Engaging Booth Environments

VALENCIA

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

MARCHE

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

HEDGE

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



Valencia Sofa & Chair 10'x10' Booth

PALM BEACH

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

HEDGE

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



Palm Beach Sofa & Swanson Chairs 10'x10' Booth

Soft Seating Collections



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



BAJA

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

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



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



TANGIERS

A) 830118 Sofa
(beige textured)
78"L 37"D 36"H

B) 810118 Chair
(beige textured)
34"L 37"D 36"H

C) 830220 Loveseat
(beige textured)
57.5"L 37"D 37"H



PALM BEACH

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

Munich Collection

Modular Seating to Design Custom Exhibits

Denotes Powered Products



HEDGE

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

MUNICH

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

 **WIRELESS
CHARGING TABLE,
POWERED**

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



POWERED
DETAIL



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



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



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

Soft Seating Collections

Available in Power 



A.



B.

ALLEGRO

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



A.



B.



C.

KEY LARGO

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



A.



B.

FAIRFAX

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



A.



B.



C.

NAPLES

A) 810119 Chair
(black vinyl)
36"L 30"D 33.25"H
810120 (Powered)
B) 830119 Sofa
(black vinyl)
87"L 30"D 33.25"H
830121 (Powered)
C) 830120 Loveseat
(black vinyl)
62"L 30"D 33.25"H
830122 (Powered)

Accent Chairs



A.



B.



C.



D.

A) 810874 La Brea Chair (charcoal gray, fabric) 35\"L 27\"D 40\"H
B) 810145 Wentworth Chair (brown vinyl) 32.1\"L 26\"D 31.5\"H
C) 8103 Key West Chair (black) 31\"L 31\"D 31\"H
D) 810875 Swanson Swivel Chair (white vinyl) 28\"L 25\"D 30\"H

Accent Chair Styles



A.



B.



C.



D.

A) 810816
Madrid Chair
(white vinyl)
30\"L 30\"D 31\"H

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

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

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

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

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

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

Group Seating

ZENITH

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

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



LAGUNA

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

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



MALBA

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



A.

MARINA

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



B.



C.



D.



E.



Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

Mix & Match

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

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



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

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

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

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

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

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

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

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

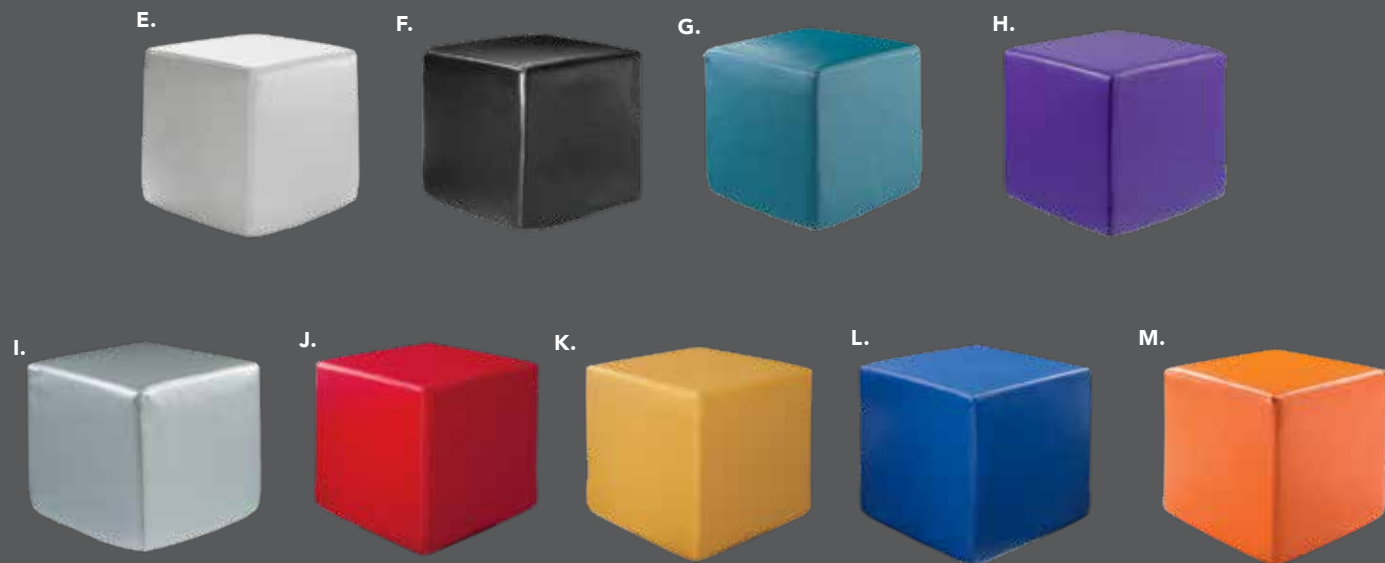
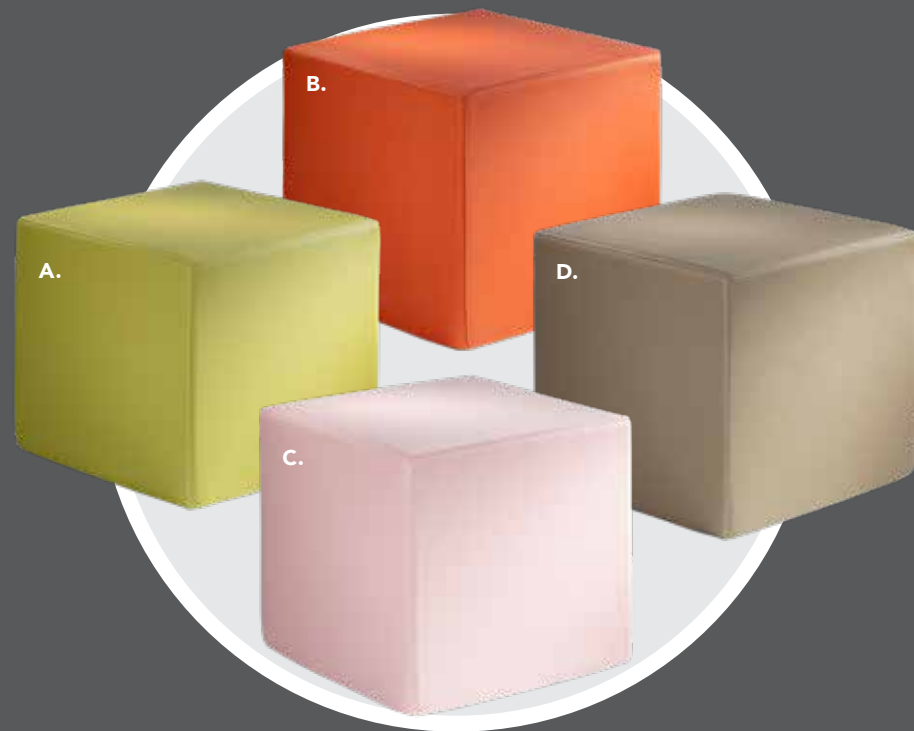
I) 81082
Blade Chair
(red)
20.5"L 19"D 30.5"H

Ottomans

Vibe Cube

18"L 18"D 18"H

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



Styles & Shapes



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

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

ENDLESS Square

34"L 34"D 15"H

I) 815123 (black)

J) 815122 (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

K) 815952 (black)

L) 815953 (white)

M) 8507 Quarter Curve

(white vinyl)

53"L 22"D 18"H

Ring (4 ottoman seats)

(white vinyl)

72" RND 18"H

N) 81526 Edge

LED Cube

(white plastic)

19"L 19"D 19"H

AC power only

O) 82074

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

Marche Swivel Ottomans

17" RND 18"H

A) 815150 (white vinyl)

B) 815154 (red fabric)

C) 815158

(pear yellow fabric)

D) 815156 (plum fabric)

E) 815159 (blue fabric)

F) 815151 (gray fabric)

G) 815155

(rose quartz fabric)

H) 815152 (linen fabric)

I) 815153

(raspberry fabric)

J) 815157

(meadow green fabric)

K) 815160

(orange fabric)

L) 81543 (black vinyl)

M) 81540

(forest green vinyl)

N) 81541 (teal velvet)

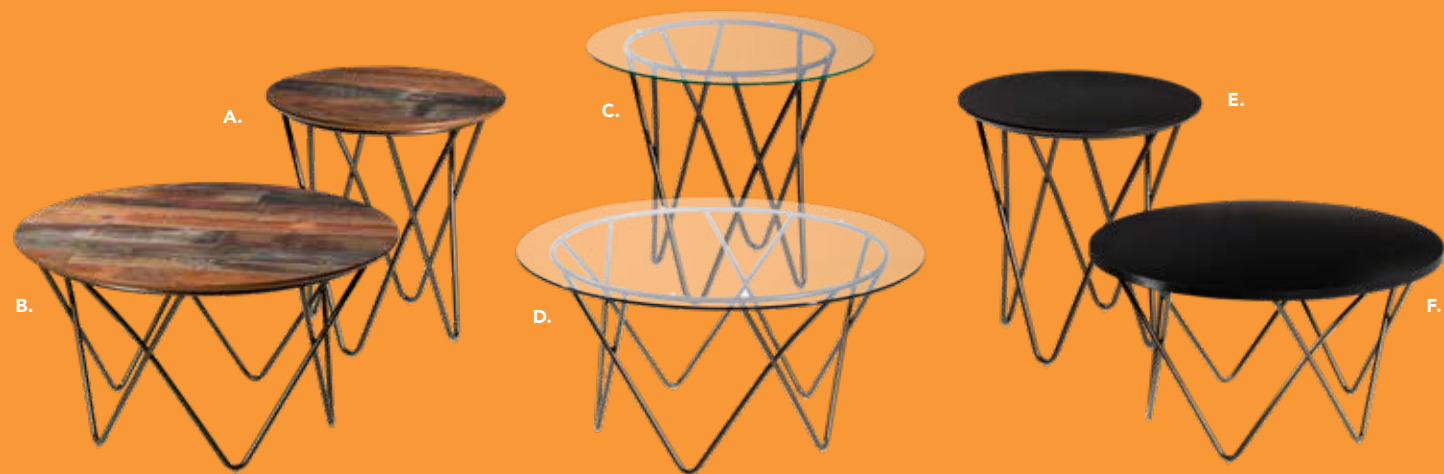
O) 81542

(distressed brown vinyl)

Marche Swivel



Accent Tables

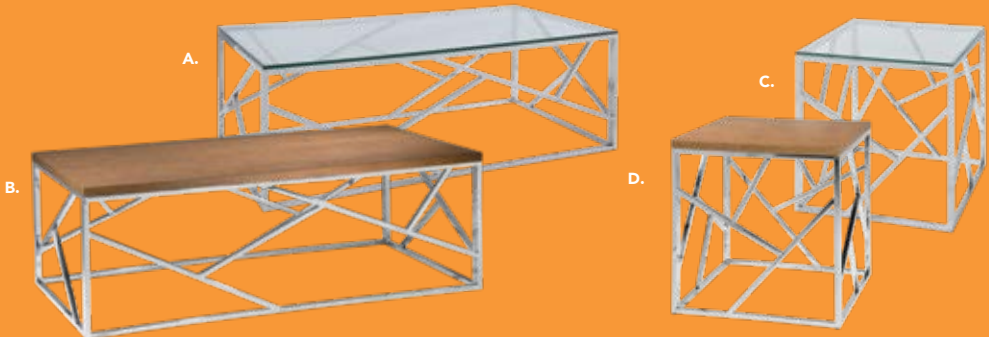


MESA

- 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)

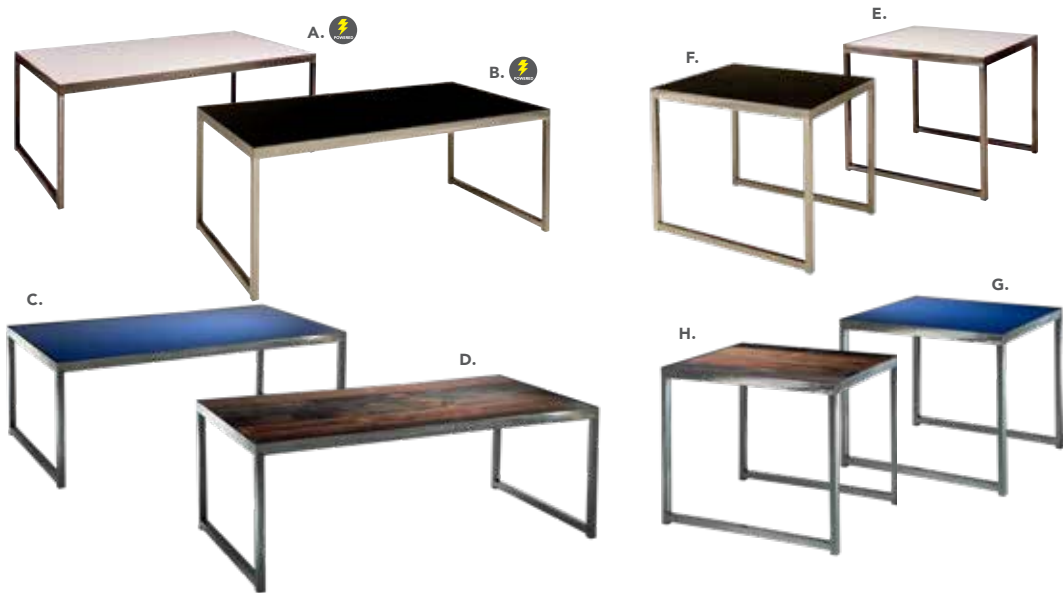


GEO

- 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)



Styles & Shapes



Available in Power 

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

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

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

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

- Edge LED Cube Table**
M) 82057
(plexi top, white plastic)
20"L 20"D 20"H
AC power only

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

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

Café Tables



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



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

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



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



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

Customize and Create

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



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

Café Tables Standard Black Base 30" RND 29"H

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

36" RND 29"H
8201243 (black)

Café Tables Hydraulic Chrome Base 30" RND 29"H

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

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

Mix & Match

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



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

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

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

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



Bar Tables

A) 8201222 30" Round Bar Table
(white top, chrome hydraulic base) 30" RND 45"H
B) 810952 Apex Barstool
(blue ultra suede) 21"L 21"D 33"H



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



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



G) 820240 30" Round Bar Table w/ Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H
H) 810850 Zenith Barstool (white, chrome) 19"L 20"D 44"H



Customize and Create

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



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

Bar Tables Standard Black Base 30" RND 42"H

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

36" RND 42"H
8201241 (black)

Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

Style & Design

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



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

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

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

F) 810953 Apex Barstool
(red vinyl) 21"L 21"D 33"H



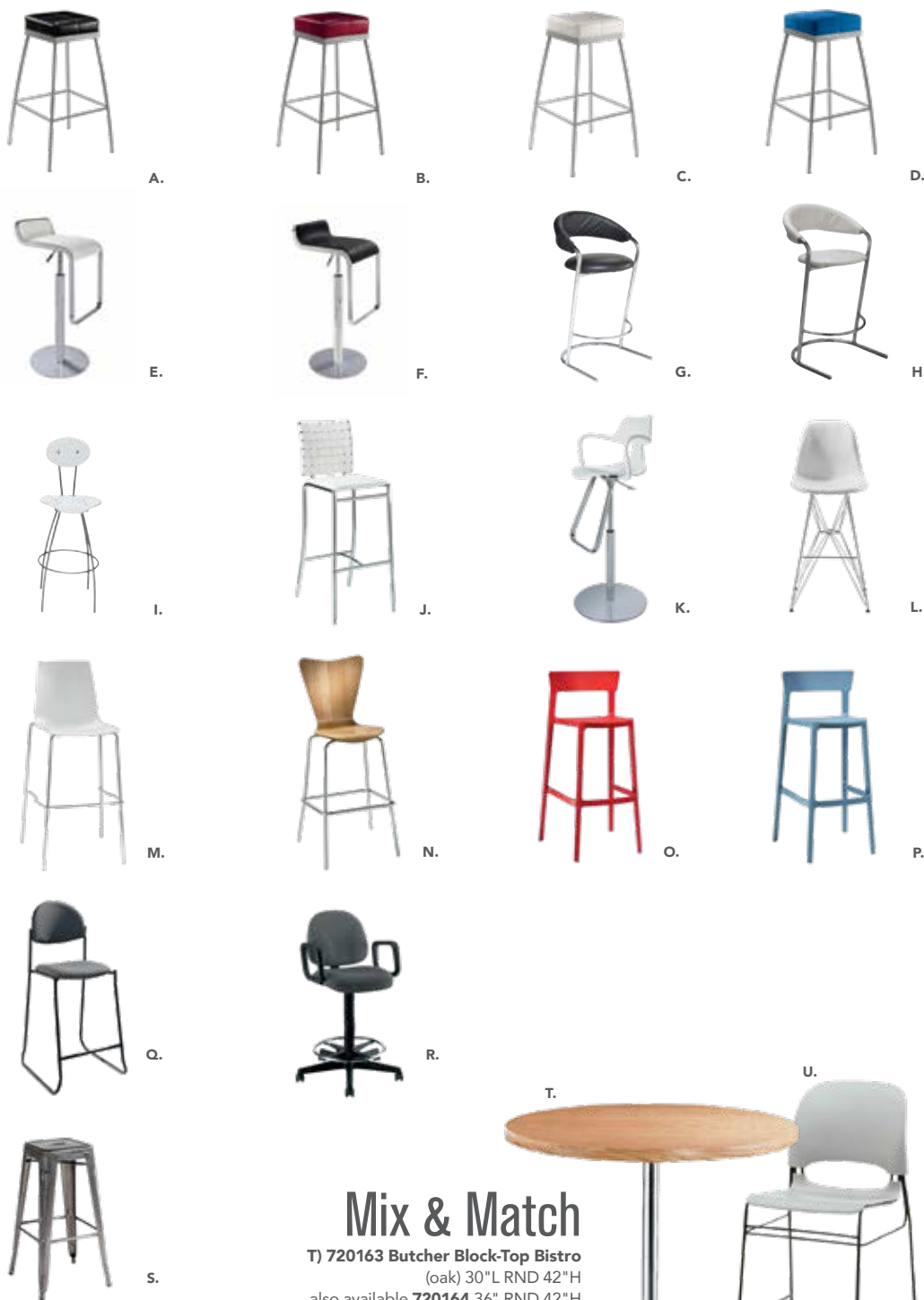
Barstools



LIFT Barstools

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

Styles & Shapes



Mix & Match

T) 720163 Butcher Block-Top Bistro
(oak) 30"L RND 42"H
also available 720164 36" RND 42"H
U) 210109 LIMERICK® Stool BY HERMAN MILLER™
(white) 18" X 17.75"L X 44"H

Apex Barstools
21"L 21"D 33"H
A) 810951 (black vinyl)
B) 810953 (red vinyl)
C) 810954 (white vinyl)
D) 810952 (blue ultra suede)

Zoey Barstools
15"L 16"D 30-34.75"H
E) 810840 (white, chrome)
F) 810834 (black, chrome)

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

I) 810201 Oslo Barstool
(white)
17"L 20"D 45"H

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

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

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

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

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

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

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

R) Gas Lift Stool w/ arms
24"W X 20"L X 46"H
71048 (gray, adjustable)
also available
71047 w/o arms

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

Conference Tables

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



MADISON
(Madison/gray acajou)
C) 820261 5' Table
60"L 48"D 29"H
D) 820262 8' Table
96"L 60"D 29"H
E) 820263 10' Table
120"L 48"D 29"H



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

Styles & Shapes



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

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



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

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

I) 820203
6' Conference Tables
(graphite nebula)
72"L 42"D 29"H

J) 820707 Merlin Multi Use Table
(gray laminate, black)
46"L 29"D 30"H
K) 820706 Work Table
(white laminate, white)
48"L 24"D 30"H

Executive Seating

Pro Executive High Back Chair

25"L 24"D 48"H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
Adjustable height



Cupertino Mid Back Chair Genesis 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.

Gas Lift Chair

26" X 20" L X 38" H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool

24"W X 20"L X 46"H
B) 71048 (gray, adjustable)
71047 w/o arms



Pro Executive Mid Back Chair

24"L 22"D 40"H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
Adjustable height



Pro Executive Guest Chair

24"L 22"D 36"H
810947 (black vinyl)



Task Stool

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



Communal and Powered Tables

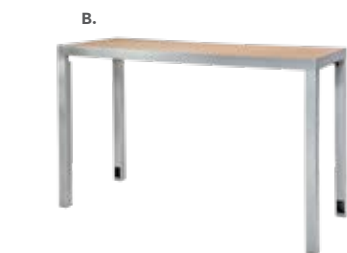
Choose from a variety of powered, solid or grommet hole table tops.

Table Top Options



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

Bar Tables



Café Tables



Denotes AC and USB charging outlets



POWERED
DETAIL

Ventura Powered Bar Tables

(silver frame)
72.25"L 26.25"D 42"H
A) 820950 (black top)
820955 (white top)

Ventura Communal Bar Tables

(silver frame)
72.25"L 26.25"D 42"H
Maple Top
B) 820954 (solid)
820951 (grommets)

White Top
C) 820953 (grommets)
820956 (solid)

Black Top
820952 (solid)

Ventura Powered Café Tables

(silver frame)
72.25"L 26.25"D 30"H
A) 820964 (black top)
B) 820965 (white top)

Ventura Communal Café Tables

(silver frame)
72.25"L 26.25"D 30"H
Maple Top
C) 820963 (solid)
820960 (grommets)

White Top
D) 820961 (grommets)
820966 (solid)

Black Top
E) 820962 (solid)

Office Essentials

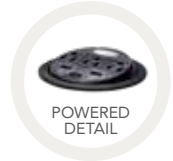
MADISON

A) 84075 Madison Executive Desk
(gray acajou) 60"L 30"D 29"H
B) 84077 Madison Credenza
(gray acajou) 60"L 20"D 29"H

C) 810135 Task Stool
(black fabric)
27.5"L 27.5"D 32.75"-40.25"H Adjustable
D) 810844 Pro Executive High Back Chair
(white classic vinyl)
25"L 24"D 48"H Adjustable



Tech Powered Desk



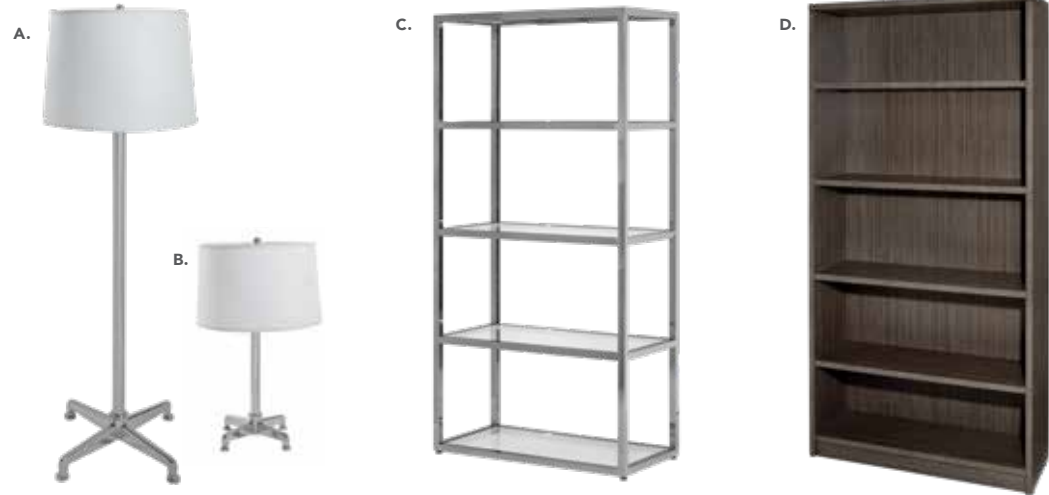
Denotes AC and USB charging outlets

A) 84083 Tech Desk, Powered, w/ 3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H

B) 84084 Tech Desk, Powered
(black metal, laminate)
60"L 30"D 30"H

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

Lighting & Shelving



ACCENT LAMPS

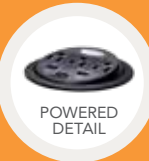
Mason Lamps
(brushed silver)
A) 850708 Floor Lamp
18" RND 55"H
B) 850707 Table Lamp
16" RND 26"H

SHELVING

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

Show Essentials

Denotes AC and USB
charging outlets



Midtown Powered Counter

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



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



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



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

Display Counter

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

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



Midtown Bar

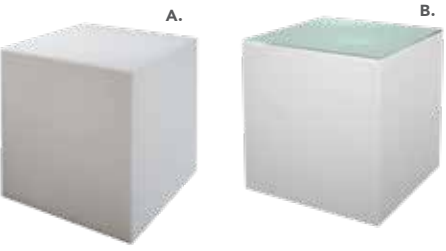
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



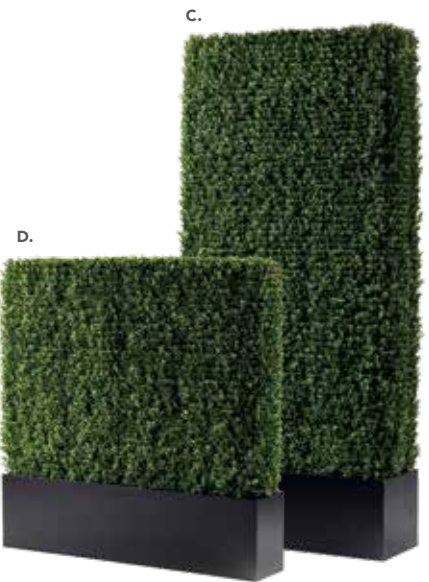
Midtown Bar
60"L 18"D 42"H
(pewter)
A) 850101
(unlighted)
B) 850100
(lighted with plug-in)

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

Lighted & Greenery Products



LED light available in white, red, green, blue and rolling color.



A) 81526 Edge
LED Cube Ottoman
(white plastic)
20"L 20"D 20"H
A/C power only
B) 82057 Edge LED
Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

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

Draped or Undraped Tables & Counters

Table-Drape Colors



Special Draping: Special drape is available in a variety of colors. Refer to the order form for details. Table-top risers are available in a variety of sizes. See order form for details.

Visit us at freeman.com for ordering and full product line

Sizing Chart*

*Table and counter widths are available in select cities

24"D X 30"H | Tables Draped

124330	Tables Draped	3'L x 24"D x 30"H
124430	Tables Draped	4'L x 24"D x 30"H
124630	Tables Draped	6'L x 24"D x 30"H
124830	Tables Draped	8'L x 24"D x 30"H

24"D X 30"H | Tables Undraped

125330	Tables Undraped	3'L x 24"D x 30"H
125430	Tables Undraped	4'L x 24"D x 30"H
125630	Tables Undraped	6'L x 24"D x 30"H
125830	Tables Undraped	8'L x 24"D x 30"H

30"D X 30"H | Tables Draped

130330	Tables Draped	3'L x 30"D x 30"H
130430	Tables Draped	4'L x 30"D x 30"H
130630	Tables Draped	6'L x 30"D x 30"H
130830	Tables Draped	8'L x 30"D x 30"H

30"D X 30"H | Tables Undraped

131330	Tables Undraped	3'L x 30"D x 30"H
131430	Tables Undraped	4'L x 30"D x 30"H
131630	Tables Undraped	6'L x 30"D x 30"H
131830	Tables Undraped	8'L x 30"D x 30"H

4th Side | Table Draped 30"

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

24"D X 42"H | Counter Draped

124342	Counter Draped	3'L x 24"D x 42"H
124442	Counter Draped	4'L x 24"D x 42"H
124642	Counter Draped	6'L x 24"D x 42"H
124842	Counter Draped	8'L x 24"D x 42"H

24"D X 42"H | Counter Undraped

125342	Counter Undraped	3'L x 24"D x 42"H
125442	Counter Undraped	4'L x 24"D x 42"H
125642	Counter Undraped	6'L x 24"D x 42"H
125842	Counter Undraped	8'L x 24"D x 42"H

30"D X 42"H | Counter Draped

130342	Counter Draped	3'L x 30"D x 42"H
130442	Counter Draped	4'L x 30"D x 42"H
130642	Counter Draped	6'L x 30"D x 42"H
130842	Counter Draped	8'L x 30"D x 42"H

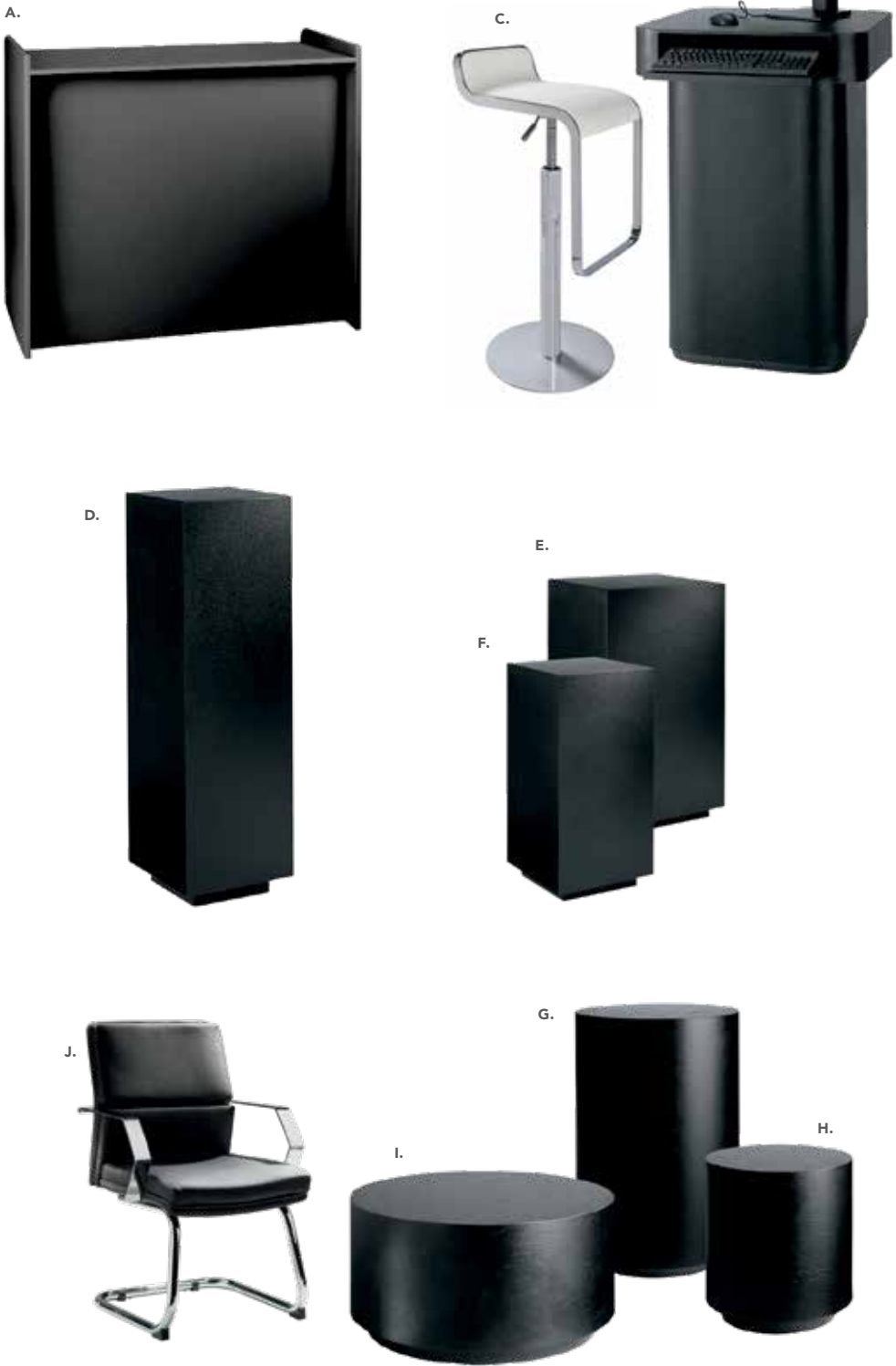
30"D X 42"H | Counter Undraped

131342	Counter Undraped	3'L x 30"D x 42"H
131442	Counter Undraped	4'L x 30"D x 42"H
131642	Counter Undraped	6'L x 30"D x 42"H
131842	Counter Undraped	8'L x 30"D x 42"H

4th Side | Table Draped 42"

12404642	Drape Table 4th Side	6' X 42"
12404842	Drape Table 4th Side	8' X 42"

Product Display



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

B) 75079
Orion Computer Kiosk
(black)
28"L X 28"D X 40.5"H
(computer not included)

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

D) 75032
Display Cube-Large
(black)
24"W X 24"L X 42"H

E) 75031
Display Cube-Medium
(black)
18"W X 18"L X 36"H

F) 75030
Display Cube-Small
(black)
12"W X 12"L X 42"H

G) 75022
Display Cylinder-High
(black)
24"W X 24"L X 36"H

H) 75021
Display Cylinder-Medium
(black)
18"W X 18"L X 20"H

I) 75020
Display Cylinder-Low
(black)
30"W X 12"L X 15"H

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

Product Storage



RACKS

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

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

CABINETS

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

D) 74082
2 Drawer File Cabinet
w/ Lock
(tan metal)
15"W X 29"L X 28"H

E) 74081
4 Drawer File Cabinet
w/ Lock
(tan metal)
15"W X 29"L X 50"H

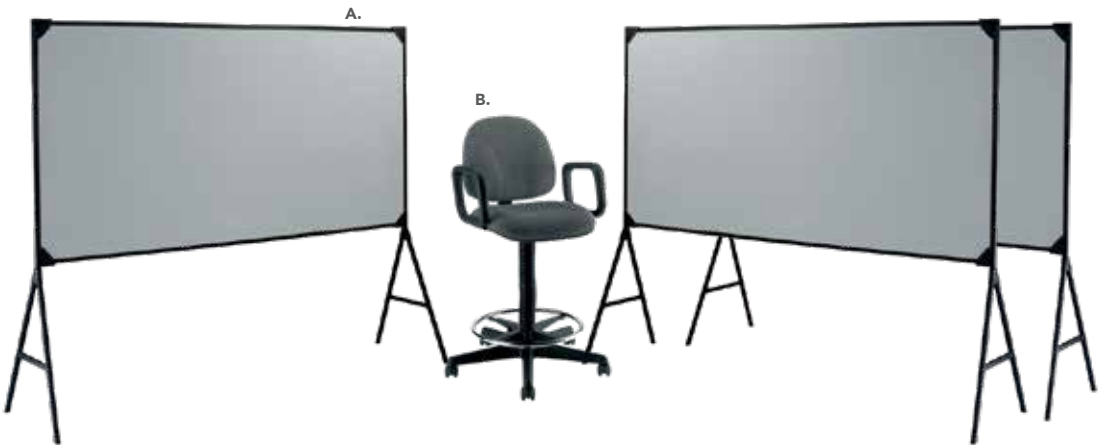


REFRIGERATORS

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

G) 75057
Small Refrigerator
4.0 cubic feet
20"W X 22"L X 33"H

Show & Office Accessories



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

B) 71048
Gas Lift Stool w/ arms
(gray, adjustable)
24"W X 20"L X 46"H
also available
71047 w/o arms

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

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

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

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

G) 220143
Brushed Aluminum Easel
(open 5 1/4"W X 64 1/4"H)
26"W X 62"H

H) 220106
Corrugated Wastebasket
(black)

FREEMAN

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ExhibitorSupport@freeman.com



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MAY 14, 2021**

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X
CONTACT NAME : _____ PHONE #: _____
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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
_____	810119	Chair.....	436.00	479.60	610.40	_____
_____	830120	Loveseat.....	586.00	644.60	820.40	_____
_____	830119	Sofa.....	650.00	715.00	910.00	_____
Munich Group - Gray Fabric						
_____	810150	Corner Chair.....	532.00	585.20	744.80	_____
_____	810151	Armless Chair.....	466.00	512.60	652.40	_____
_____	830200	Armless Loveseat.....	780.00	858.00	1,092.00	_____
_____	830201	Sectional - 3 Piece.....	1,776.00	1,953.60	2,486.40	_____
Baja Group - White Vinyl						
_____	81050	Chair.....	500.00	550.00	700.00	_____
_____	83020	Loveseat.....	550.00	605.00	770.00	_____
_____	83019	Sofa.....	768.00	844.80	1,075.20	_____
Valencia - Velvet						
_____	810180	Chair - Spice Orange.....	338.00	371.80	473.20	_____
_____	83045	Sofa - Coffee Brown.....	508.00	558.80	711.20	_____
Key Largo Group - Black Fabric						
_____	830950	Loveseat.....	454.00	499.40	635.60	_____
_____	830951	Sofa.....	502.00	552.20	702.80	_____
_____	810950	Chair.....	358.00	393.80	501.20	_____
Allegro Group - Blue Fabric						
_____	81019	Chair.....	450.00	495.00	630.00	_____
_____	83015	Sofa.....	718.00	789.80	1,005.20	_____
Fairfax Group - White Vinyl						
_____	810949	Chair.....	302.00	332.20	422.80	_____
_____	830949	Sofa.....	482.00	530.20	674.80	_____
Palm Beach - White Vinyl						
_____	83040	Sofa.....	580.00	638.00	812.00	_____
Tangiers Group - Beige Fabric						
_____	810118	Chair.....	388.00	426.80	543.20	_____
_____	830220	Loveseat.....	656.00	721.60	918.40	_____
_____	830118	Sofa.....	542.00	596.20	758.80	_____
CASUAL SEATING						
Ottomans						
_____	815122	Endless Square - White Vinyl.....	280.00	308.00	392.00	_____
_____	815123	Endless Square - Black Vinyl.....	280.00	308.00	392.00	_____
_____	815953	Endless Curve - White Vinyl.....	374.00	411.40	523.60	_____
_____	815952	Endless Curve - Black Vinyl.....	374.00	411.40	523.60	_____
_____	815119	Half-Bench - White Vinyl.....	318.00	349.80	445.20	_____
_____	81518	Vibe Cube - Blue Vinyl.....	128.00	140.80	179.20	_____
_____	81519	Vibe Cube - Red Vinyl.....	128.00	140.80	179.20	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
_____	81525	Vibe Cube - Orange Vinyl.....	128.00	140.80	179.20	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	128.00	140.80	179.20	_____
_____	81530	Vibe Cube - Black Vinyl.....	112.00	123.20	156.80	_____
_____	81531	Vibe Cube - White Vinyl.....	112.00	123.20	156.80	_____
_____	81532	Vibe Cube - Steel Blue Vinyl.....	128.00	140.80	179.20	_____
_____	81533	Vibe Cube - Silver Vinyl.....	128.00	140.80	179.20	_____
_____	81534	Vibe Cube - Purple Vinyl.....	128.00	140.80	179.20	_____
_____	81535	Vibe Cube -Citrus Green Vinyl.....	130.00	143.00	182.00	_____
_____	81536	Vibe Cube - Taupe Vinyl.....	130.00	143.00	182.00	_____
_____	81537	Vibe Cube - Spice Orange Vinyl.....	130.00	143.00	182.00	_____
_____	81538	Vibe Cube - Desert Rose Vinyl.....	130.00	143.00	182.00	_____
_____	815151	Marche Swivel - Gray Fabric.....	198.00	217.80	277.20	_____
_____	815154	Marche Swivel - Red Fabric.....	198.00	217.80	277.20	_____
_____	815159	Marche Swivel - Blue Fabric.....	198.00	217.80	277.20	_____
_____	815152	Marche Swivel - Linen Fabric.....	198.00	217.80	277.20	_____
_____	815157	Marche Swivel - Meadow Green Fabric.....	198.00	217.80	277.20	_____
_____	815158	Marche Swivel - Pear Yellow Fabric.....	198.00	217.80	277.20	_____
_____	815156	Marche Swivel - Plum Fabric.....	198.00	217.80	277.20	_____
_____	815153	Marche Swivel - Raspberry Fabric.....	198.00	217.80	277.20	_____
_____	815155	Marche Swivel - Rose Quartz Fabric.....	198.00	217.80	277.20	_____
_____	815150	Marche Swivel - White Vinyl.....	198.00	217.80	277.20	_____
_____	815160	Marche Swivel - Orange Fabric.....	208.00	228.80	291.20	_____
_____	81540	Marche Swivel - Forest Green Vinyl.....	202.00	222.20	282.80	_____
_____	81541	Marche Swivel - Teal Velvet.....	202.00	222.20	282.80	_____
_____	81542	Marche Swivel - Distressed Brown Vinyl.....	202.00	222.20	282.80	_____
_____	81543	Marche Swivel - Black Vinyl.....	202.00	222.20	282.80	_____
_____	81526	Edge LED Cube - High Density Plastic.....	182.00	200.20	254.80	_____
Banquettes						
_____	8506	Center Cone w/Electrical Charging Outlet.....	536.00	589.60	750.40	_____
_____	8507	Quarter Curve Ottoman.....	354.00	389.40	495.60	_____
Beverly Bench Ottomans						
_____	81550	Black Vinyl.....	396.00	435.60	554.40	_____
_____	81551	Brown Fabric.....	396.00	435.60	554.40	_____
_____	81552	Gray Fabric.....	396.00	435.60	554.40	_____
_____	81553	Linen Fabric.....	396.00	435.60	554.40	_____
_____	81554	Ocean Blue Fabric.....	396.00	435.60	554.40	_____
_____	81555	Red Fabric.....	396.00	435.60	554.40	_____
_____	81556	White Vinyl.....	396.00	435.60	554.40	_____
Accent Chairs						
_____	71089	Black Diamond Side Chair.....	154.30	169.75	216.00	_____
_____	71090	Black Diamond Arm Chair.....	195.20	214.70	273.30	_____
_____	810861	Laguna Chair - Maple/Chrome.....	122.00	134.20	170.80	_____
_____	210108	Limerick® Chair by Herman Miller.....	110.00	121.00	154.00	_____

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NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Chairs (continued)						
	810816	Madrid Chair - White Vinyl/Chrome.....	710.00	781.00	994.00	
	810948	Meeting Chair - White Vinyl.....	248.00	272.80	347.20	
	810835	Meeting Chair - Espresso Vinyl.....	192.00	211.20	268.80	
	810836	Meeting Chair - Taupe Microfiber.....	252.00	277.20	352.80	
	8103	Key West Tub Chair - Black Fabric.....	356.00	391.60	498.40	
	810164	Marina Chair - White Vinyl.....	134.00	147.40	187.60	
	810160	Marina Chair - Black Vinyl.....	134.00	147.40	187.60	
	810161	Marina Chair - Brown Fabric.....	134.00	147.40	187.60	
	810162	Marina Chair - Ocean Blue Fabric.....	134.00	147.40	187.60	
	810163	Marina Chair - Red Fabric.....	134.00	147.40	187.60	
	810131	Malba Chair - Gray Molded Plastic.....	88.00	96.80	123.20	
	810130	Malba Chair - Green Molded Plastic.....	86.00	94.60	120.40	
	810846	Christopher Chair - White Vinyl/Chrome.....	106.00	116.60	148.40	
	810851	Zenith Chair - White/Chrome.....	138.00	151.80	193.20	
	810841	Rustique Chair - Gunmetal.....	110.00	121.00	154.00	
	810837	Razor Armless Chair - White High Density Plastic....	52.00	57.20	72.80	
	810875	Swanson Swivel Chair - White Vinyl.....	238.00	261.80	333.20	
	81083	Blade Chair - Sky Blue.....	74.00	81.40	103.60	
	81082	Blade Chair - Red.....	74.00	81.40	103.60	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	98.00	107.80	137.20	
	81093	Lucent Chair - Frosted Acrylic.....	186.00	204.60	260.40	
	810145	Wentworth Chair - Brown Vinyl.....	238.00	261.80	333.20	
Executive Seating						
	71046	Gray Gaslift Chair With Arms.....	300.65	330.70	420.90	
	71045	Gray Gaslift Chair Without Arms.....	283.15	311.45	396.40	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	280.00	308.00	392.00	
	810175	Genesis Chair - Black.....	366.00	402.60	512.40	
	810844	Pro Executive High Back Chair - White Vinyl.....	248.00	272.80	347.20	
	810946	Pro Executive High Back Chair - Black Vinyl.....	248.00	272.80	347.20	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	308.00	338.80	431.20	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	308.00	338.80	431.20	
	810947	Pro Executive Guest Chair - Black Vinyl.....	322.00	354.20	450.80	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	424.00	466.40	593.60	
Barstools						
	71088	Black Diamond Stool.....	246.10	270.70	344.55	
	71048	Gray Gaslift Stool with Arms.....	413.60	454.95	579.05	
	71047	Gray Gaslift Stool without Arms.....	363.45	399.80	508.85	
	810860	Laguna Barstool - Maple/Chrome.....	154.00	169.40	215.60	
	210109	Limerick® Stool by Herman Miller.....	154.20	169.60	215.90	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	144.00	158.40	201.60	
	810873	Lift Barstool - Red Vinyl/Chrome.....	144.00	158.40	201.60	
	810871	Lift Barstool - Black Vinyl/Chrome.....	144.00	158.40	201.60	
	810870	Lift Barstool - White Vinyl/Chrome.....	144.00	158.40	201.60	
	810951	Apex Barstool - Black Vinyl.....	180.00	198.00	252.00	
	810952	Apex Barstool - Blue Ultra Suede.....	180.00	198.00	252.00	
	810953	Apex Barstool - Red Vinyl.....	180.00	198.00	252.00	
	810954	Apex Barstool - White Vinyl.....	180.00	198.00	252.00	
	810103	Banana Barstool - White Vinyl/Chrome.....	168.00	184.80	235.20	

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Barstools (continued)						
	810104	Banana Barstool - Black Vinyl/Chrome.....	168.00	184.80	235.20	
	810850	Zenith Barstool - White/Chrome.....	138.00	151.80	193.20	
	810840	Zoey Barstool - White Vinyl/Chrome.....	270.00	297.00	378.00	
	810834	Zoey Barstool - Black Vinyl/Chrome.....	270.00	297.00	378.00	
	810848	Christopher Barstool - White Vinyl/Chrome.....	184.00	202.40	257.60	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	300.00	330.00	420.00	
	810839	Rustique Barstool - Gunmetal.....	110.00	121.00	154.00	
	810201	Oslo Barstool - White Plastic/Chrome.....	214.00	235.40	299.60	
	81080	Blade Barstool - Red.....	148.00	162.80	207.20	
	81081	Blade Barstool - Sky Blue.....	148.00	162.80	207.20	
	81092	Lucent Barstool - Frosted Acrylic.....	198.00	217.80	277.20	
	810135	Task Stool - Black Fabric.....	164.00	180.40	229.60	

Draped Tables & Counters

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

	124330	Draped Table 3'L x 30"H.....	111.05	122.15	155.45	
	124430	Draped Table 4'L x 30"H.....	142.60	156.85	199.65	
	124630	Draped Table 6'L x 30"H.....	183.10	201.40	256.35	
	124830	Draped Table 8'L x 30"H.....	221.70	243.85	310.40	
	12404630	4th Side Drape 6'L x 30"H.....	45.40	49.95	63.55	
	12404830	4th Side Drape 8'L x 30"H.....	45.40	49.95	63.55	
	124342	Draped Counter 3'L x 42"H.....	150.75	165.85	211.05	
	124442	Draped Counter 4'L x 42"H.....	178.25	196.10	249.55	
	124642	Draped Counter 6'L x 42"H.....	220.25	242.30	308.35	
	124842	Draped Counter 8'L x 42"H.....	255.15	280.65	357.20	
	12404642	4th Side Drape 6'L x 42"H.....	60.40	66.45	84.55	
	12404842	4th Side Drape 8'L x 42"H.....	60.40	66.45	84.55	

Undraped Tables & Counters

	125330	Undraped Table 3'L x 30"H.....	41.50	45.65	58.10	
	125430	Undraped Table 4'L x 30"H.....	48.00	52.80	67.20	
	125630	Undraped Table 6'L x 30"H.....	63.75	70.15	89.25	
	125830	Undraped Table 8'L x 30"H.....	75.60	83.15	105.85	
	125342	Undraped Counter 3'L x 42"H.....	75.60	83.15	105.85	
	125442	Undraped Counter 4'L x 42"H.....	81.50	89.65	114.10	
	125642	Undraped Counter 6'L x 42"H.....	96.20	105.80	134.70	
	125842	Undraped Counter 8'L x 42"H.....	109.05	119.95	152.65	

Table Top Risers - Risers are 8" wide

	1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	
	1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	
	1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	
	1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	
	1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	
	1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	
	1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	
	1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	
	1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	

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Table Top Risers - Risers are 8" wide (continued)						
	1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	
	1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	
	1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	
Pedestal Tables - Soho Series						
	72069	Black Top Cafe Table - 30"H x 24"W.....	226.60	249.25	317.25	
	72067	Black Top Cafe Table - 30"H x 36"W.....	232.95	256.25	326.15	
	72066	Black Top Mini Table - 18"H x 18"W.....	124.05	136.45	173.65	
	72070	Black Top Bistro Table - 42"H x 24"W.....	247.40	272.15	346.35	
	72068	Black Top Bistro Table - 42"H x 36"W.....	254.25	279.70	355.95	
Pedestal Tables - Chelsea Series						
	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	232.95	256.25	326.15	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	232.95	256.25	326.15	
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	254.25	279.70	355.95	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	254.25	279.70	355.95	
Pedestal Tables						
	8201208	Hydraulic Base Cafe Table - Maple.....	308.00	338.80	431.20	
	8201207	Hydraulic Base Bar Table - Maple.....	320.00	352.00	448.00	
	8201209	Hydraulic Base Cafe Table - Graphite.....	342.00	376.20	478.80	
	8201211	Hydraulic Base Bar Table - Graphite.....	352.00	387.20	492.80	
	8201206	Hydraulic Base Cafe Table - Maple.....	350.00	385.00	490.00	
	8201205	Hydraulic Base Bar Table - Maple.....	348.00	382.80	487.20	
	820126	Hydraulic Base Cafe Table - White Laminate.....	350.00	385.00	490.00	
	820125	Hydraulic Base Bar Table - White Laminate.....	366.00	402.60	512.40	
	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	274.00	301.40	383.60	
	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	274.00	301.40	383.60	
	820265	Madison Cafe Table - Gray Acajou.....	216.00	237.60	302.40	
	820264	Madison Bar Table - Gray Acajou.....	236.00	259.60	330.40	
	8201220	30" Cafe Table Black Base - White Laminate.....	230.00	253.00	322.00	
	8201221	30" Bar Table Black Base - White Laminate.....	246.00	270.60	344.40	
	8201222	30" Bar Table Chrome Base - White Laminate.....	354.00	389.40	495.60	
	8201223	30" Cafe Table Chrome Base - White Laminate.....	354.00	389.40	495.60	
	820920	30" Bar Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	
	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	
	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	274.00	301.40	383.60	
	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	274.00	301.40	383.60	
	820930	30" Bar Table w/ Hydraulic Base - Blue.....	274.00	301.40	383.60	
	820931	30" Bar Table w/ Black Base - Blue.....	218.00	239.80	305.20	
	820932	30" Bar Table w/ Hydraulic Base - Wood.....	334.00	367.40	467.60	
	820933	30" Bar Table w/ Black Base - Wood.....	232.00	255.20	324.80	
	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	274.00	301.40	383.60	
	820941	30" Cafe Table w/ Black Base - Blue.....	196.00	215.60	274.40	
	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	334.00	367.40	467.60	
	820943	30" Cafe Table w/ Black Base - Wood.....	212.00	233.20	296.80	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	360.00	396.00	504.00	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	360.00	396.00	504.00	

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Pedestal Tables (continued)						
	820912	30" Bar Table w/ Hydraulic Base - Green.....	360.00	396.00	504.00	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	360.00	396.00	504.00	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	360.00	396.00	504.00	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	252.00	277.20	352.80	
	820916	30" Bar Table w/ Black Base - Black.....	252.00	277.20	352.80	
	820917	30" Bar Table w/ Black Base - Green.....	252.00	277.20	352.80	
	820918	30" Bar Table w/ Black Base - Orange.....	252.00	277.20	352.80	
	820919	30" Bar Table w/ Black Base - Yellow.....	252.00	277.20	352.80	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	360.00	396.00	504.00	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	360.00	396.00	504.00	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	360.00	396.00	504.00	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	360.00	396.00	504.00	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	360.00	396.00	504.00	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	234.00	257.40	327.60	
	8201236	30" Cafe Table w/ Black Base - Black.....	234.00	257.40	327.60	
	8201237	30" Cafe Table w/ Black Base - Green.....	234.00	257.40	327.60	
	8201238	30" Cafe Table w/ Black Base - Orange.....	234.00	257.40	327.60	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	234.00	257.40	327.60	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	374.00	411.40	523.60	
	8201241	36" Bar Table w/ Black Base - Black.....	256.00	281.60	358.40	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	356.00	391.60	498.40	
	8201243	36" Cafe Table w/ Black Base - Black.....	274.00	301.40	383.60	

Accent Tables

	82015	Silverado End Table - Tempered Glass/Painted Steel.....	230.00	253.00	322.00	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	244.00	268.40	341.60	
	820252	Alondra End Table - Glass/Chrome.....	200.00	220.00	280.00	
	820250	Alondra Cocktail Table - Glass/Chrome.....	278.00	305.80	389.20	
	820253	Alondra End Table - Wood/Chrome.....	200.00	220.00	280.00	
	820251	Alondra Cocktail Table - Wood/Chrome.....	278.00	305.80	389.20	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	82028	Geo End Table - Wood/Black Steel.....	236.00	259.60	330.40	
	82027	Geo Cocktail Table - Wood/Black Steel.....	242.00	266.20	338.80	
	82035	Geo End Table - Glass/Chrome.....	176.00	193.60	246.40	
	82034	Geo Cocktail Table - Glass/Chrome.....	194.00	213.40	271.60	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	214.00	235.40	299.60	
	82055	Sydney End Table - White Laminate/Brushed Steel..	214.00	235.40	299.60	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	258.00	283.80	361.20	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	258.00	283.80	361.20	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	214.00	235.40	299.60	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	214.00	235.40	299.60	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	258.00	283.80	361.20	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	258.00	283.80	361.20	
	82075	Regis End Table - Brushed Metal.....	210.00	231.00	294.00	

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Accent Tables (continued)						
	82074	Regis Bench Table - Brushed Metal.....	296.00	325.60	414.40	
	820844	Aura Round Table - White Metal.....	118.00	129.80	165.20	
	82057	Edge LED Cube Table-White Plastic/Clear Acrylic.....	182.00	200.20	254.80	
	82043	Geo Square-Round Table - Glass/Black Steel.....	276.00	303.60	386.40	
	82044	Geo Square-Round Table - Glass/Chrome.....	276.00	303.60	386.40	
	8201226	Rustique Square Metal Bar Table - Gray.....	272.00	299.20	380.80	
	820130	Mesa Cocktail Table - Black/Bronze.....	264.00	290.40	369.60	
	820131	Mesa Cocktail Table - Glass/Bronze.....	264.00	290.40	369.60	
	820132	Mesa Cocktail Table - Wood/Bronze.....	264.00	290.40	369.60	
	820133	Mesa End Table - Black/Bronze.....	236.00	259.60	330.40	
	820134	Mesa End Table - Glass/Bronze.....	236.00	259.60	330.40	
	820135	Mesa End Table - Wood/Bronze.....	236.00	259.60	330.40	
	820310	Sedona Side Table - Black/Bronze.....	196.00	215.60	274.40	
	820311	Sedona Side Table - Wood/Bronze.....	196.00	215.60	274.40	
	820312	Sedona Side Table - White/Bronze.....	196.00	215.60	274.40	
	820320	Taos Side Table - Black/Bronze.....	196.00	215.60	274.40	
	820321	Taos Side Table Wood/Bronze.....	196.00	215.60	274.40	
	820322	Taos Side Table - White/Bronze.....	196.00	215.60	274.40	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	388.00	426.80	543.20	
	82051	Geo Conference Table - Glass/Chrome.....	346.00	380.60	484.40	
	820260	Madison Conference Table - Gray Acajou.....	370.00	407.00	518.00	
	820708	42" Round Conference Table - White Laminate.....	364.00	400.40	509.60	
	820203	6' Oval Conference Table - Graphite.....	490.00	539.00	686.00	
	820261	Madison 5' Conference Table - Gray Acajou.....	448.00	492.80	627.20	
	820262	Madison 8' Conference Table - Gray Acajou.....	894.00	983.40	1,251.60	
	820263	Madison 10' Conference Table - Gray Acajou.....	894.00	983.40	1,251.60	
	820951	Ventura Bar Table - Maple w/ Grommets.....	636.00	699.60	890.40	
	820952	Ventura Communal Bar Table - Black.....	656.00	721.60	918.40	
	820953	Ventura Bar Table - White w/ Grommets.....	636.00	699.60	890.40	
	820954	Ventura Communal Bar Table - Maple.....	636.00	699.60	890.40	
	820956	Ventura Communal Bar Table - White.....	636.00	699.60	890.40	
	820963	Ventura Communal Cafe Table - Maple.....	454.00	499.40	635.60	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	636.00	699.60	890.40	
	820961	Ventura Cafe Table - White w/ Grommets.....	636.00	699.60	890.40	
	820966	Ventura Communal Cafe Table - White.....	454.00	499.40	635.60	
	820962	Ventura Communal Cafe Table - Black.....	454.00	499.40	635.60	
	8201244	42" Round Conference Table - Black Laminate.....	372.00	409.20	520.80	
Office						
	84075	Madison Desk - Gray Acajou.....	526.00	578.60	736.40	
	84077	Madison Credenza - Gray Acajou.....	438.00	481.80	613.20	
	84078	Madison Bookcase - Gray Acajou.....	374.00	411.40	523.60	
Computer Desks/Tables						
	820706	Work Desk - White Laminate.....	314.00	345.40	439.60	
	820707	Merlin Table - Gray Laminate.....	326.00	358.60	456.40	

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POWERED**Powered Seating**

_____	810120	Naples Chair, Powered - Black Vinyl.....	620.00	682.00	868.00	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	832.00	915.20	1,164.80	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	958.00	1,053.80	1,341.20	_____
_____	81021	Roma Chair, Powered - White Vinyl.....	620.00	682.00	868.00	_____
_____	83017	Roma Sofa, Powered - White Vinyl.....	958.00	1,053.80	1,341.20	_____

Powered Tables

_____	820950	Ventura Communal Bar Table, Powered - Black.....	812.00	893.20	1,136.80	_____
_____	820955	Ventura Communal Bar Table, Powered - White.....	738.00	811.80	1,033.20	_____
_____	820964	Ventura Communal Cafe Table, Powered - Black.....	564.00	620.40	789.60	_____
_____	820965	Ventura Communal Cafe Table, Powered - White.....	564.00	620.40	789.60	_____
_____	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	544.00	598.40	761.60	_____
_____	84084	Tech Desk, Powered - Black Metal.....	478.00	525.80	669.20	_____
_____	82076	Sydney Cocktail Table, Powered - Black.....	370.00	407.00	518.00	_____
_____	82073	Sydney Cocktail Table, Powered - White.....	370.00	407.00	518.00	_____

Powered Pedestals

_____	85060	Powered Locking Pedestal 36" H, Black.....	452.00	497.20	632.80	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	452.00	497.20	632.80	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	540.00	594.00	756.00	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	540.00	594.00	756.00	_____
_____	820710	Wireless Charging Table, Powered.....	450.00	495.00	630.00	_____

Midtown Counters & Bars

_____	850103	Midtown Powered Counter Unlighted - Pewter.....	1,440.00	1,584.00	2,016.00	_____
_____	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,676.00	1,843.60	2,346.40	_____
_____	850101	Midtown Bar Unlighted - Pewter.....	1,290.00	1,419.00	1,806.00	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,532.00	1,685.20	2,144.80	_____

DISPLAY & ACCESSORIES**Product Storage**

_____	84080	3 Door File Cabinet on Castors - Black	166.00	182.60	232.40	_____
_____	85020	Posh Shelving w/ Chrome Frame - White.....	494.00	543.40	691.60	_____

Refrigerator

_____	8503001	Refrigerator - White.....	704.00	774.40	985.60	_____
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Lighting

_____	850707	Mason Table Lamp - White/Brushed Silver.....	140.00	154.00	196.00	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	210.00	231.00	294.00	_____

Display

_____	75030	Display Cube - Black - 12" Small.....	284.90	313.40	398.85	_____
_____	75031	Display Cube - Black - 18" Medium.....	305.15	335.65	427.20	_____
_____	75032	Display Cube - Black - 24" Large.....	345.70	380.25	484.00	_____
_____	72056	Display Counter - Black.....	281.30	309.45	393.80	_____
_____	75079	Orion Computer Kiosk - Black.....	560.95	617.05	785.35	_____

FREEMAN furnishings

Take advantage of the Online price
by ordering at www.freeman.com before
MAY 14, 2021

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

Boxwood Hedges

_____	85030	7' Boxwood Hedge.....	640.00	704.00	896.00	_____
_____	85035	4' Boxwood Hedge.....	350.00	385.00	490.00	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	98.80	108.70	138.30	_____
_____	220118	Chrome Sign Holder.....	125.90	138.50	176.25	_____
_____	750135	Round Literature Rack.....	264.65	291.10	370.50	_____
_____	750136	Flat Literature Rack.....	234.05	257.45	327.65	_____
_____	220109	Chrome Coat Tree.....	46.90	51.60	65.65	_____
_____	220134	Aluminum Easel.....	50.85	55.95	71.20	_____
_____	220110	Chrome Bag Rack.....	125.90	138.50	176.25	_____
_____	10201484	Floor Standing Bulletin Board.....	274.95	302.45	384.95	_____
_____	220106	Corrugated Wastebasket.....	12.00	13.20	16.80	_____

Special Drape

☐ Black ☐ Blue ☐ White ☐ Gray ☐ Red

_____	12103	Special Drape 3'H (per ft.).....	23.10	25.40	32.35	_____
_____	12108	Special Drape 8'H (per ft.).....	31.45	34.60	44.05	_____

TOTAL COST

_____	+	_____	=	_____
Sub-Total		7% 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.

FREEMAN furnishings

Take advantage of the Online price
by ordering at www.freeman.com before
MAY 14, 2021

FROM THE GROUND UP

.....

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

Sustainability Tip:



DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

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



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

PRESTIGE CARPET

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

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

Custom Options

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



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



Sustainability Tip: Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

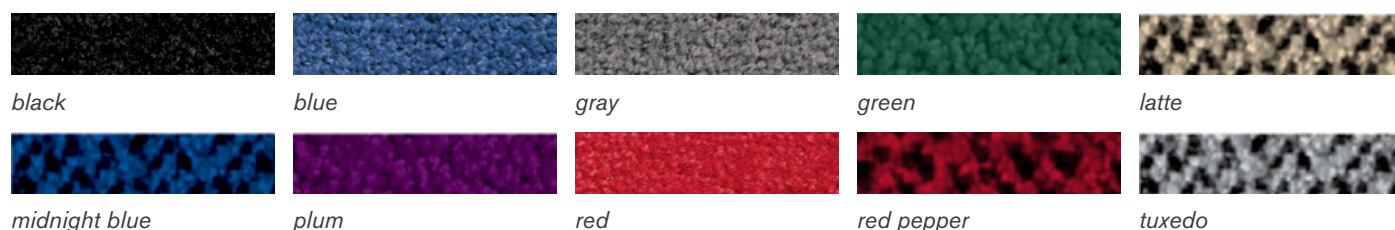
CLASSIC CARPET

Custom Cut

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

Standard Cut

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



Actual colors may vary slightly

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

FREEMAN

(888) 508-5054 Fax: (469) 621-5615
ExhibitorSupport@freeman.com



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MAY 14, 2021**

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X
CONTACT NAME : _____ PHONE #: _____
E-MAIL ADDRESS : _____

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.
- All carpets, padding and plastic covering contain recycled content and are recyclable.

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

10' CLASSIC CARPET, PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 256.25	\$ 281.90	\$ 358.75	_____
_____	10' x 20' Classic Carpet	\$ 512.50	\$ 563.75	\$ 717.50	_____
_____	10' x 30' Classic Carpet	\$ 768.75	\$ 845.65	\$ 1,076.25	_____
_____	10' x 40' Classic Carpet	\$ 1,521.40	\$ 1,673.55	\$ 2,129.95	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 121.30	\$ 133.45	\$ 169.80	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 242.60	\$ 266.85	\$ 339.65	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 363.90	\$ 400.30	\$ 509.45	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 485.20	\$ 533.70	\$ 679.30	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 242.60	\$ 266.85	\$ 339.65	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 485.20	\$ 533.70	\$ 679.30	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 727.80	\$ 800.60	\$ 1,018.90	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 970.40	\$ 1,067.45	\$ 1,358.55	_____
_____	Plastic Covering (price per sq. ft.).....	\$.45	\$.50	\$.65	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 4.00

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 4.00	\$ 4.40	\$ 5.60	_____

TOTAL COST			
Sub- Total	+	7% Tax	= Total Cost

Take advantage of the Online price
by ordering at www.freeman.com
before MAY 14, 2021

standard size carpet

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X
CONTACT NAME : _____ PHONE #: _____
E-MAIL ADDRESS : _____

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

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

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

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	5.30	\$	5.85	\$	7.40	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	4.50	\$	4.95	\$	6.30	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **1.25**

Qty	Description	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (100 - 700 sq. ft.)	\$	1.25	\$	1.40	\$ 1.75 _____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)	\$	1.05	\$	1.15	\$ 1.45 _____
_____	Double Carpet Padding - 1/2" (100 - 700 sq. ft.)	\$	2.50	\$	2.75	\$ 3.50 _____
_____	Double Carpet Padding - 1/2" (Over 700 sq. ft.)	\$	2.10	\$	2.30	\$ 2.95 _____

TOTAL COST

Sub- Total	+	7% Tax	=	Total Cost
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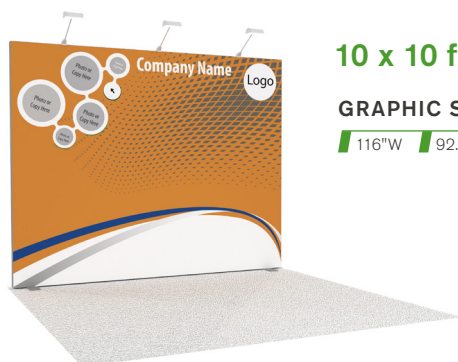
FIT TO PRINT

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



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

SMARTFABRIC® RENTAL EXHIBITS



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

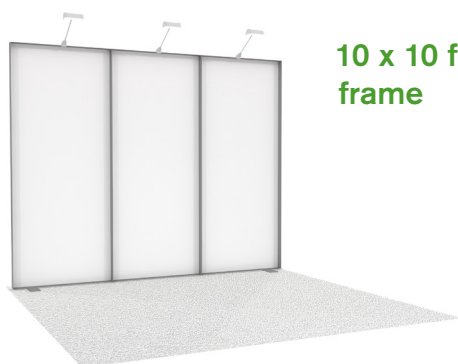
233.5"W 92.5"H

RENTAL EXHIBITS INCLUDE:

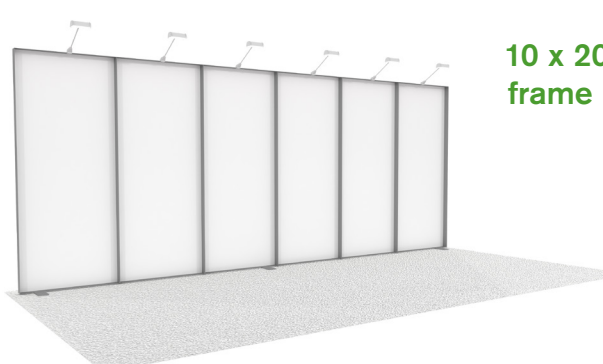
- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per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

FRAME ONLY UNIT

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



**10 x 10 ft.
frame**



**10 x 20 ft.
frame**

RENTAL EXHIBITS INCLUDE:

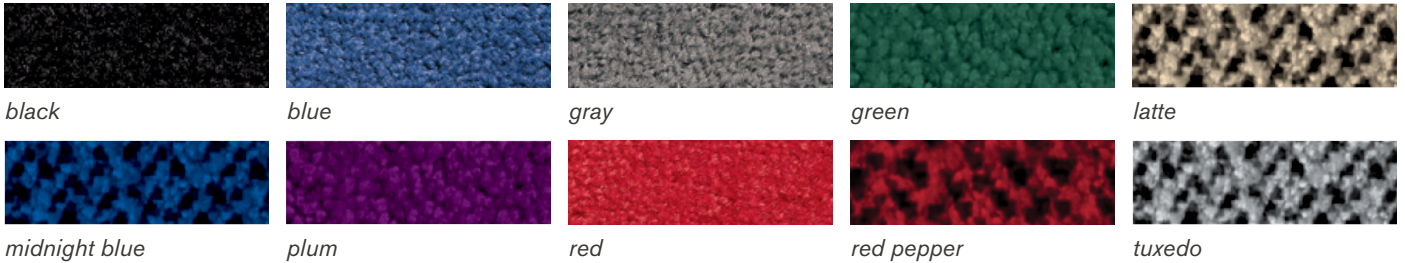
- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

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

CLASSIC CARPET

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

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

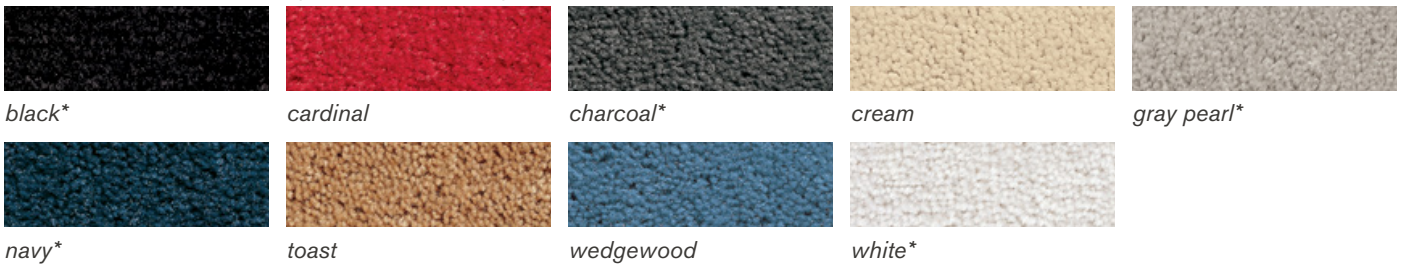


9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

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

(28 oz.) – Available Upgrade Color Options



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

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D

One SmartFabric zipper bag is included with purchase.



CLEAR ACRYLIC SHELF

36"W .25"H 12"D

(holds up to 15 lbs each)



CUSTOM GRAPHICS

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

FREEMAN SUSTAINABILITY FOCUS



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

FREEMAN

(888) 508-5054 Fax: (469) 621-5615
ExhibitorSupport@freeman.com



**DISCOUNT PRICE
DEADLINE DATE
MAY 14, 2021**

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

SMARTFABRIC EXHIBIT

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



SmartFabric Rental Exhibit Includes:

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

Classic Carpet: ☐ Black ☐ Blue ☐ Gray
☐ Midnight Blue ☐ Red ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 2,801.50	\$ 3,922.10	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 5,401.50	\$ 7,562.10	_____

CUSTOM GRAPHICS

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

FRAME ONLY UNIT

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



Frame Only Unit Includes:

- Classic Carpet 10' X 10' or 10' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only
- Where is your fabric coming from?:
Bringing to show site
In Freeman storage

Classic Carpet: ☐ Black ☐ Blue ☐ Gray
☐ Midnight Blue ☐ Red ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,833.00	\$ 2,566.20	_____
_____	10' x 20' Frame Only Unit.....	\$ 3,055.00	\$ 4,277.00	_____

ACCESSORIES

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

QUICK TIPS

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

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

TOTAL COST

Sub-Total	+	7 % Tax	=	Total Cost
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FREEMAN

(888) 508-5054 Fax: (469) 621-5615
ExhibitorSupport@freeman.com



**DISCOUNT PRICE
DEADLINE DATE
MAY 14, 2021**

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

**For fast, easy ordering, go to www.freeman.com/store
ACCESSORIES FOR RENTAL UNITS**

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
_____	172512	Arm Light	127.60	178.65	_____
_____	172514	4' Tracklight (3 lights)	388.00	543.20	_____
_____	17252	Halogen Light	104.15	145.80	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
_____	17305	1M x 1/2M x 36" High.....	670.30	938.40	_____
_____	17306	1M x 1/2M x 42" High.....	750.55	1,050.75	_____
_____	17308	2M x 1/2M x 36" High.....	844.15	1,181.80	_____
_____	17309	2M x 1/2M x 42" High.....	883.95	1,237.55	_____
_____	173010	1M Radius x 1/2M x 36" High.	627.60	878.65	_____
_____	173011	1M Radius x 1/2M x 42" High..	734.15	1,027.80	_____
(Radius Cabinets do not have doors)					
_____	17301	Cabinet Lock	27.15	38.00	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
_____	174541	Single Sided 1M x 4' High...	455.25	637.35	_____
_____	174542	Double Sided 1M x 4' High..	569.15	796.80	_____
_____	174581	Single Sided 1M x 8' High...	630.40	882.55	_____
_____	174582	Double Sided 1M x 8' High..	788.10	1,103.35	_____

SHELVES					
_____	17201	1M Straight (37" x 12")	116.40	162.95	_____
_____	17206	1M Angled (37" x 12")	116.40	162.95	_____

LITERATURE POCKETS					
_____	174015	For 8 1/2 x 11 Literature	40.30	56.40	_____

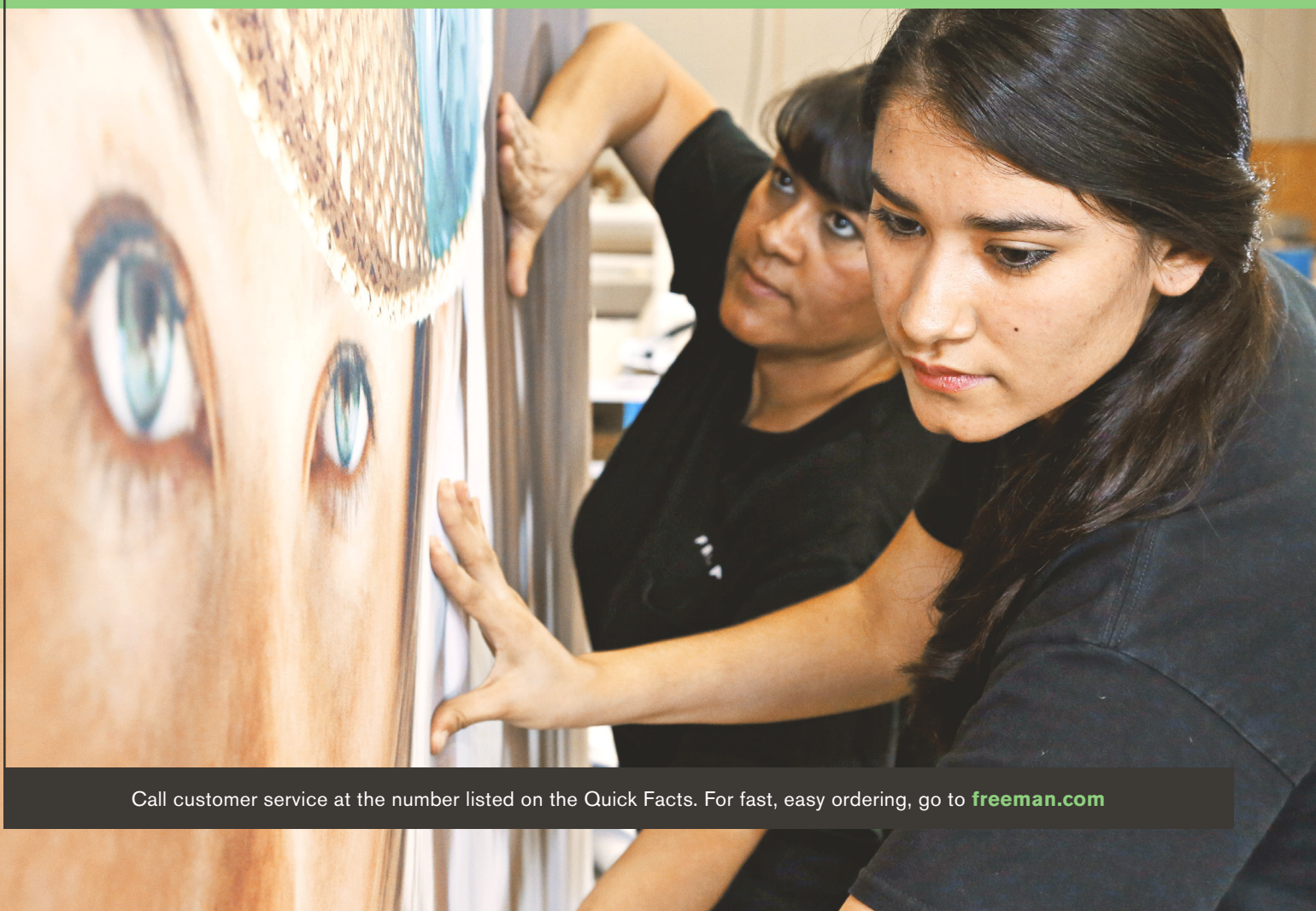
TOTAL COST					
_____	Sub-Total	+	_____	7% Tax	=
_____	Total Cost				

MATERIAL MATTERS

.....

The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or color, Freeman can print it beyond your expectations.

- Freeman's exhibit specialists deliver one-stop solutions for design, fabrication and custom graphics that meet both long and short-term usage goals
- Stretch fabrics can be used to customize almost any three-dimensional object
- Further customize exhibits with aluminum framing to transform digital graphics into back walls and other free-standing structures
- Integrated lighting is available for enhanced effects



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

COMPREHENSIVE CAPABILITIES

Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

ONE-STOP SOLUTIONS

Freeman's exhibit specialists can deliver a range of services to fit any budget and work with both long and short-term usage goals.

- Design
- Custom Graphics
- Installation and Dismantling
- Fabrication
- Lighting Effects
- Shipping and Storage

GEOMETRIC STRUCTURES

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

GREEN

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

SmartFabric® is an easy way to make an impact without the heavy shipping bill. This material is lightweight with a small shipping footprint to reduce your shipping cost and carbon emissions.



NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For assistance, please call (888) 508-5054 to speak with one of our experts.

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

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics and frame hardware.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Solutionist will contact you for details.



Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	40'	\$3,307.65	\$4,961.50	_____
_____	10'	4'	40'	\$4,332.60	\$6,498.90	_____
_____	15'	3'	60'	\$4,897.20	\$7,345.80	_____
_____	15'	4'	60'	\$6,442.20	\$9,663.30	_____
_____	20'	4'	80'	\$8,985.00	\$13,477.50	_____



Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$4,370.00	\$6,555.00	_____
_____	10' x 15'	4'	40'	\$5,647.50	\$8,471.25	_____



Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$2,608.95	\$3,913.45	_____
_____	10'	4'	31.42'	\$3,414.80	\$5,122.20	_____
_____	15'	3'	47.12'	\$3,861.10	\$5,791.65	_____
_____	15'	4'	47.12'	\$5,066.50	\$7,599.75	_____
_____	20'	4'	62.80'	\$6,860.85	\$10,291.30	_____



Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	30'	\$2,490.70	\$3,736.05	_____
_____	10'	4'	30'	\$3,259.55	\$4,889.35	_____
_____	15'	3'	45'	\$3,750.35	\$5,625.55	_____
_____	15'	4'	45'	\$4,914.80	\$7,372.20	_____
_____	20'	4'	60'	\$6,784.90	\$10,177.35	_____



Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	20'	\$1,704.55	\$2,556.85	_____
_____	10'	4'	20'	\$2,212.85	\$3,319.30	_____
_____	15'	3'	30'	\$2,513.60	\$3,770.40	_____
_____	15'	4'	30'	\$3,276.35	\$4,914.55	_____
_____	20'	4'	40'	\$4,473.70	\$6,710.55	_____

Total: _____ x 7% (Tax) _____ = _____

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics



Please check the box to have an Exhibitor Sales Solutionist contact you regarding FREE Samples of materials and/or quotes.

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



FREEMAN

(888) 508-5054 Fax: (469) 621-5615
ExhibitorSupport@freeman.com



**DISCOUNT PRICE
DEADLINE DATE
MAY 14, 2021**

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq. ft.
\$ 19.75 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 29.65 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @	36.55	54.85 =	
7" x 22" @	36.55	54.85 =	
7" x 44" @	51.35	77.05 =	
9" x 44" @	66.30	99.45 =	
11" x 14" @	36.55	54.85 =	
14" x 22" @	51.35	77.05 =	
14" x 44" @	102.70	154.05 =	
22" x 28" @	102.70	154.05 =	
28" x 44" @	207.40	311.10 =	
20" x 60" @	207.40	311.10 =	

(white only)

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

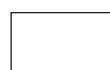
INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	7 % Tax	=	Total Cost
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CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (615) 884-5785 for assistance.

UNION JURISDICTIONS CINCINNATI, OH

To assist you in planning for your participation in this upcoming exposition, 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 of the various unions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center.

MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.

F R E E M A N

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:

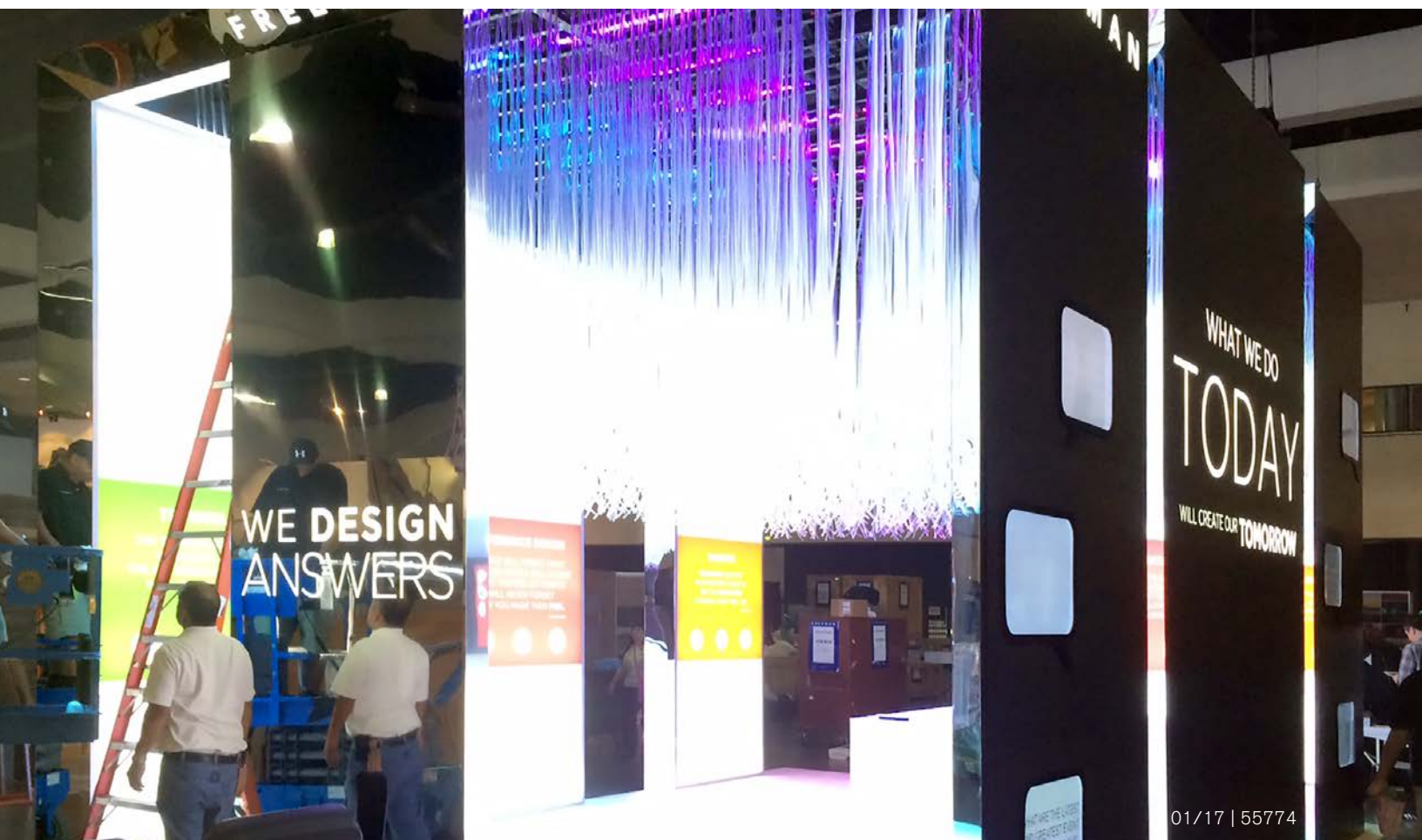
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations 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.





NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 888-508-5054 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	ShowSite Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 107.50	\$150.50
Overtime- 6:00 A.M. to 8:00 A.M. and after 4:30 P.M. Monday through Friday;		
All day Saturday	\$ 161.25	\$225.75
Double Time- All day Sunday and recognized holidays	\$ 215.00	\$301.00

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

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax 7%						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax 7%						= \$ _____
Total Dismantle						= \$ _____

NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐ Freeman Exhibit Transportation:

☐ Other Carrier:

No need to schedule your outbound shipment.

Carrier Name: _____

Charges will appear on your Freeman invoice.

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

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

Select Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated or truckload

☐ Deferred: Delivery within 3-5 business days

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: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 888-508-5054 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

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

Overtime - 6:00 A.M. to 8:00 A.M. and after 4:30 P.M. Monday through Friday, and all day Saturday

Double Time - All day Sunday and recognized holidays

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 232.25	\$ 325.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 286.00	\$ 400.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 339.75	\$ 475.75
EQUIPMENT			
3090600	Forklift Cage.....	\$ 72.00	\$ 72.00
3090700	Forklift Boom.....	\$ 95.50	\$ 95.50
3090800	Pallet Jack.....	\$ 72.00	\$ 72.00

- For forklift requirements larger than 5,000 lbs, or if you need 4-stage equipment, please call (615) 884-5785.

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax 7%	
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax 7%	
							Total	



NAME OF SHOW: **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 888-508-5054 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to show management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

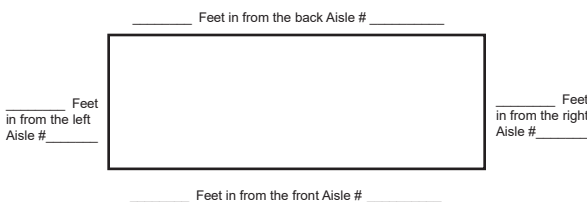
Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

CINCY 20-21 (476752)

EQUIPMENT AND LABOR RATES TO HANG SIGNS UP TO 200 LBS. ANYTHING OVER 200 LBS, CONTACT THE DUKE ENERGY CENTER AT (513) 419-7300

Straight Time

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

Overtime

6:00 A.M. to 8:00 A.M. and after 4:30 P.M. Monday through Friday;

All day Saturday

Double Time

All day Sunday and recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all hanging sign orders placed at show site.
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is

	Straight Time	Overtime	Double Time
--	---------------	----------	-------------

Condor/Boom Condor with crew (up to 200 lbs lift capacity)

Advance Price \$534.75 \$696.00 \$857.25

Show Site Price \$748.75 \$974.50 \$1200.25

Additional Crew Assembly Labor (Per person / Per hour)

Advance Price \$107.50 \$161.25 \$215.00

Show Site Price \$150.50 \$225.75 \$301.00

For Display Work Only (Not to hang sign)

20' Scissorlift Scissorlift with crew (up to 350 lbs lift capacity)

Advance Price \$534.75 \$696.00 \$857.25

Show Site Price \$748.75 \$974.50 \$1200.25

Installation Estimate

Approx Hours Hourly Rate 7% Tax Total Estimated Cost

_____ @ _____ + _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate 7% Tax Total Estimated Cost

_____ @ _____ + _____ = _____

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

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

- _____ Freeman
- _____ Exhibitor Personnel
- _____ Display House

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

F R E E M A N

(888) 508-5054 Fax: (469) 621-5615

ExhibitorSupport@freeman.com



**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

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

_____, the contracted exhibitor at the **NPTC 2021 ANNUAL CONFERENCE / JUNE 13-14, 2021** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

FREEMAN structural integrity statement