

NPTC 2023 EXHIBITION Rules, Regulations, Terms and Conditions

NPTC 2023 Annual Education Management Conference & Exhibition – Orange County Convention Center (OCCC), West Hall D, Orlando, FL – May 7-9, 2023



1. Exhibition Dates and Hours

Saturday, May 6, 2023

8:00AM – 5:00 PM Exhibitor Setup

Sunday, May 7, 2023

8:00 AM – 1:30 PM Exhibitor Setup

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

Monday, May 8, 2023

1:00 PM – 2:15 PM

2024 Booth Draft/Selection Meeting

2:30 PM – 5:30 PM

Exhibit Hall Open & “Extravaganza” Reception

5:30 PM – 10:00 PM

Exhibitor Teardown

2. Exhibit Setup

Exhibitors can begin setting up on Saturday, May 6 at 8:00 AM and may work until 5:00 PM and continue on Sunday, May 7 from 8:00 AM to 1:30 PM. All exhibits must be setup by 1:30 PM on Sunday, May 7 for inspection and grand opening at 2:30 PM. Hall will not be open or accessible during non-setup, non-show hours.

3. Exhibit Teardown

All exhibits must remain intact until closing on Monday, May 8, at 5:30 PM. All exhibitor materials must be removed from the exhibit hall by 10:00 PM on Monday, May 8. NPTC & OCCC 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.
- End-cap horizontal booths not permitted.
- Solid exhibit construction not permitted to exceed 3-feet in height in the front 5-feet of the booth; **overall height of booth may not exceed 8-feet.**
- Live/video demonstrations may not block sight lines of other exhibitors.

B. Island Booths:

- Island booths must be 20' x 20' space or larger.
- Island exhibit fixtures are permitted to a maximum height of 16-feet.
- Overhead hanging signs to be hung by OCCC rigging services.
- Sidewalls 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 OCCC, 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 roadway 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 dispose of boxes or trash generated during show hours into the aisles. Removal of bulk trash or general garbage to be handled by Freeman.
- Displays must not extend beyond the boundaries of the exact booth space.
- 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, flammable liquid or gases, or firearms of any kind, are not permitted.
- Outside food and beverage is not permitted inside the facility; contact the in-house food and beverage provider, Centerplate, at (407)685-5562.
- Exhibitors may bring hand-carried, hand-rolled items into the exhibit hall through the front entrance (use of push carts, dollies or the like are not permitted). Any other item(s) must be shipped to the advance Freeman warehouse, shipped direct to Freeman at the show, or unloaded to Freeman on the West Hall D loading dock. Exhibitors with personal vehicles wishing to load or unload items must do so via the West Hall D loading dock.
- 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](#). Questions, contact Freeman 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/cleaning, furniture rentals, etc. In-booth electricity, utilities are offered by OCCC. In-booth Internet access and telecommunications services are available from SmartCity, and in-booth equipment/audio visual rentals and services are available from LMG Inc.

8. Booth Cleaning / Carpet Vacuuming

Freeman is responsible for all carpet cleaning – booth and aisle.

9. Motor Vehicle Display

All motor vehicles on display must be checked-in by security before they are permitted on the exhibit hall floor. **Your vehicle must arrive at the West Hall D Loading Dock of OCCC between 2:00 PM and 4:00 PM on Friday, May 5, 2023.** Requirements: (1) vehicle's gas tank is required to have 1/4 tank of fuel OR less; (2) gas-cap must be locked or taped shut; and (3) after the vehicle is moved into place on the show floor, the battery is required to be disconnected. A Vehicle Safety Inspection Form will be provided that must be submitted at security check-in.

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 exhibition and shall exercise reasonable care for protection of the exhibitor's material and display. Beyond this, NPTC, OCCC, Orange County, Florida 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 February 6, 2023, there will be a \$500.00 penalty if exhibitor **cancel**s booth reservation (unless booth is greater than 800-square-feet in which 50% of booth cost is non-refundable). From February 6 to March 23, 2023 (90 to 45 days out), booth cancellation will result in a penalty of 50% of the total cost of the booth. After March 23, 2023 (less than 45 days out), exhibitor is responsible for full payment of the booth cost; no refunds or credits will be issued after March 23, 2023 – no exceptions.

If exhibitor chooses to downsize by selecting a smaller booth space, the following policy will apply: prior to February 6, 2023, exhibitor will be entitled to a refund of the cost deferential; from February 6 to March 23, 2023 (90 to 45 days out), 50% of the cost deferential will be refunded; after March 23, 2023 (less than 45 days out), exhibitor will not be entitled to a cost deferential 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 OCCC or Orange County, Florida, 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 OCCC and Orange County, Florida 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 OCCC and/or Orange County, Florida 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, Orange County Convention Center, and Orange County, Florida 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 OCCC 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 OCCC 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 November 1, 2022, 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 reservation. The remaining 50-percent balance of the booth rental fee will be invoiced on January 3, 2023, and due within 30-days. After November 1, 2022, new booth

applications must be submitted with FULL payment and in advance to reserve an exhibit booth.

Prior-year exhibitors who reserved a 2023 booth in advance will be invoiced for 50-percent of the 2023 booth rental fee on June 15, 2022, with payment due within 30-days. The remaining 50-percent balance of the booth rental fee will be invoiced on January 3, 2023, 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 03/08/2023	\$675.00/person USD	\$1,135.00/person USD
Register After 03/08/2023	\$775.00/person	\$1,235.00/person
One-Day/Daily Pass:	\$315.00/person/day	\$430.00/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 2023 Annual Education Management Conference and Exhibition agree to adhere to the following rules as set forth by the NPTC Annual Conference Planning Committee:

- A. No unauthorized literature drops at the Conference host hotel, the Hyatt Regency Orlando Hotel.
- B. 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 May 7, 2023, through 2:30 PM on May 9, 2023.
- C. No distribution or substitution of any item in the official NPTC sponsored registration package.
- D. Blast or mass promotional emails and/or cold-phone calls to members and/or attendees is strictly PROHIBITED, regardless of how information is sourced. General distribution of any and all promotional materials is not allowed in the exhibit hall, adjacent OCCC meeting rooms and facilities, or the Hyatt Regency Orlando, unless approved in advance by NPTC.
- E. Sunday, May 7, 2023, is the ACT-1 Gala Reception and Dinner, starting 7:00PM at the Hyatt Regency Orlando Hotel. 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.

All exhibitors must acknowledge receipt of the Rules, Regulations, Terms and Conditions governing the NPTC 2023 Exhibition at the Orange County Convention Center in Orlando, Florida, contained herein and agree to adhere to them.

CLICK HERE to complete the form signifying that your company agrees to adhere to the NPTC 2023 Rules and Regulations.

HEALTH AND SAFETY

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

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The exhibit area is not carpeted. The aisles will be carpeted in midnight blue. Show Management requires all exhibitors provide flooring for their booth or have approved floor covering.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by April 10, 2023.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Saturday	May 06, 2023	8:00 AM - 5:00 PM
Sunday	May 07, 2023	8:00 AM - 1:30 PM

EXHIBIT HOURS

Sunday	May 07, 2023	2:30 PM - 5:30 PM
Monday	May 08, 2023	2:30 PM - 5:30 PM

EXHIBITOR MOVE-OUT

Monday	May 08, 2023	5:30 PM - 10:00 PM
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Freeman Services will begin returning empty containers once aisle carpet is removed.

EXHIBITOR SERVICE HOURS

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

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Monday, May 08, 2023 at 10:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Monday, May 08, 2023 at 7:30 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

[Contact Us](#)

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by April 10, 2023. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show.

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

If you need assistance with Freeman Online please call Exhibitor Support at (888) 508-5054.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

NPTC Annual Conference

C/O Freeman

10088 General Dr

Orlando, FL 32824

Freeman will accept crated, boxed or skidded materials beginning Thursday, April 06, 2023, at the above address. Material arriving after May 01, 2023 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 Annual Conference

C/O Freeman

Orange County Convention Center

West Hall D

9800 International Dr

Orlando, FL 32819

Freeman will receive shipments at the exhibit facility beginning Saturday, May 06, 2023. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

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

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by April 10, 2023.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

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

Interested in going green and saving money?

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



1 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

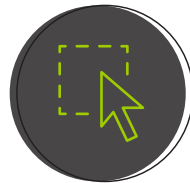
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

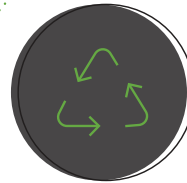
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



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.

8

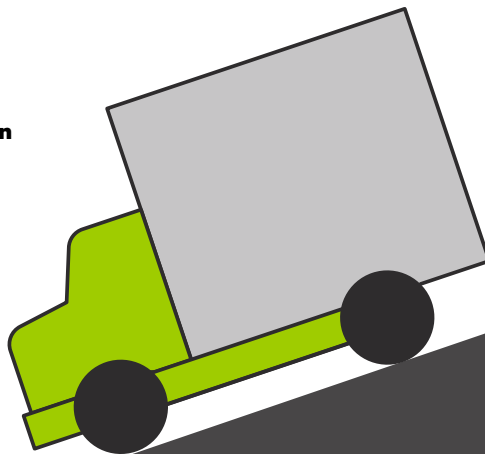
shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

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



9

leftover materials

Remember to label.

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

Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.

7

MOVE OUT

train your team

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



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



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/519809>

2. Submit your order

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

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

before event

during the event

after event

from your location
or previous event

to your location
or next event

event venue

venue
dock

your exhibit

venue
dock

**advance
warehouse**

storage for empty containers



advance warehouse

where exhibit materials are stored before an event



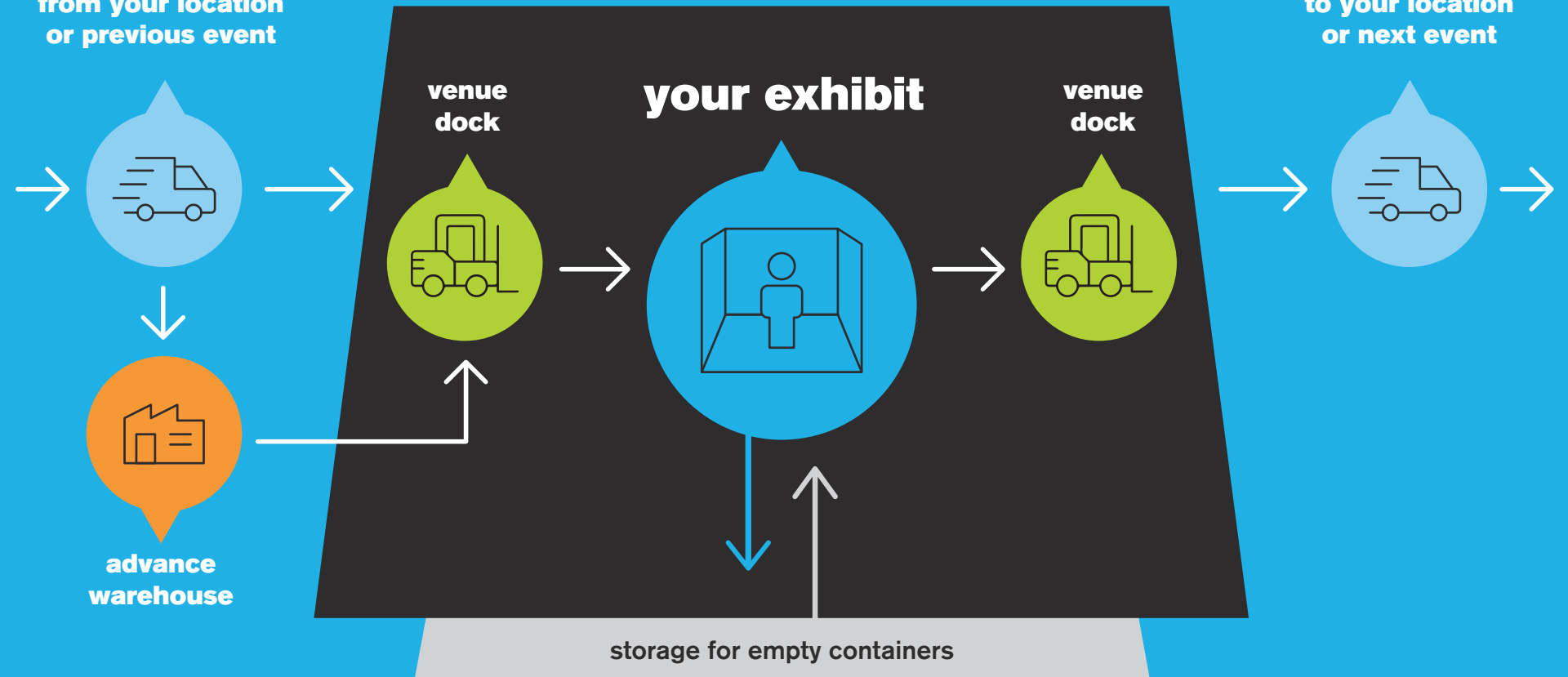
shipping

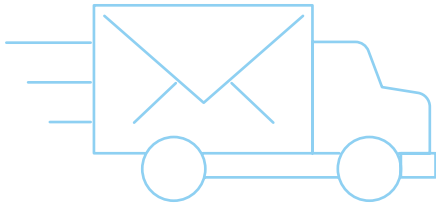
transport to the venue's shipping dock then from the shipping dock to the next event or customer location



material handling

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





TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

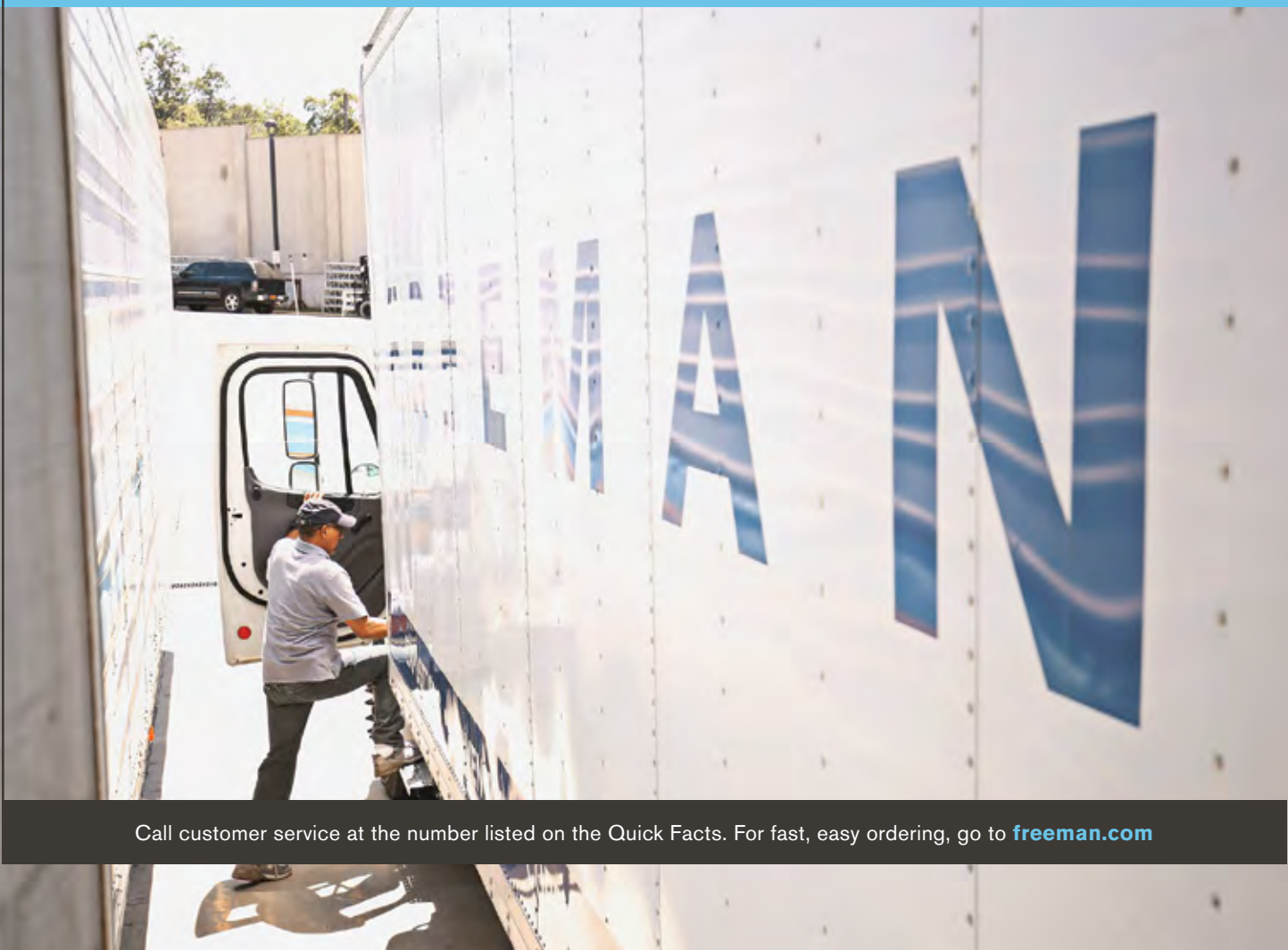


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

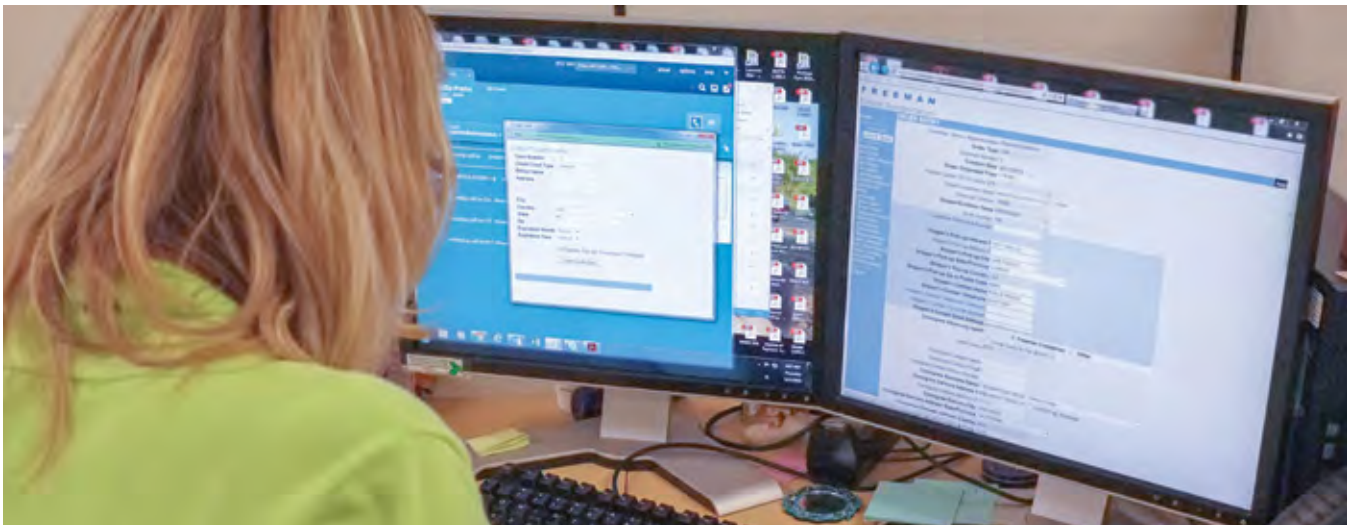
Questions?

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

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

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

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





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

exhibit transportation

NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

- I will be shipping to the **WAREHOUSE**
FREEMAN / Exhibiting Company Name / Booth #
NPTC Annual Conference
 C/O: Freeman
 10088 General Dr
 Orlando, FL 32824
MUST BE DELIVERED BY MAY 01, 2023

- I will be shipping to **SHOW SITE**
FREEMAN / Exhibiting Company Name / Booth #
NPTC Annual Conference
 C/O: Freeman
 Orange County Convention Center
 West Hall D
 9800 International Dr
 Orlando, FL 32819
CANNOT BE DELIVERED BEFORE MAY 06, 2023

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 # _____ (519809)

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

material handling simplified

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

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

It's just easier!





(888) 508-5054
 Fax: (469) 621-5605



NPTC Annual Conference
 May 7 - 8, 2023
 Orange County Convention Center
 West Hall D
 Orlando, Florida

material handling

MATERIAL HANDLING

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

RATES

Material Handling	\$	1.23 per pound
Rate applies to shipments sent to either the warehouse or directly to show site.		
Material Handling - After Deadline	\$	1.54 per pound
Rate applies to shipments arriving at the warehouse after May 01, 2023 .		
Material Handling - 10 lbs and under		Free of Charge
This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.		

IMPORTANT SHIPPING INFORMATION

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

Warehouse:

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **April 06, 2023**.
- Warehouse address: **Exhibiting Company Name / Booth #**
NPTC Annual Conference
C/O Freeman
10088 General Dr
Orlando, FL 32824
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 92"L.

Show Site:

- Show site receiving begins on **May 06, 2023**.
- Show Site address: **Exhibiting Company Name / Booth #**
NPTC Annual Conference
Orange County Convention Center
West Hall D
C/O Freeman
9800 International Dr
Orlando, FL 32819

Outbound:

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

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



(888) 508-5054
Fax: (469) 621-5605



NPTC Annual Conference
May 7 - 8, 2023
Orange County Convention Center
West Hall D
Orlando, Florida

MOBILE UNIT & VEHICLE SPOTTING

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

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

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

Each vehicle shall comply with the following:

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

SPOTTING FEES

Mobile Units * \$204.25 per unit (round trip)

Vehicles..... \$204.25 per unit (round trip)

*** Note:** If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is utilized to push the equipment to the booth, a one hour rigging labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift & Rigging Labor Order Form for rates.

mobile unit & vehicle spotting

POV & CART SERVICE

Freeman will provide Cart Service for your event. Cart Service is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

DEFINITION OF PRIVATELY OWNED VEHICLE:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Workers equipped with a flat cart scooter will assist exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. Freight must not exceed 300 lbs. For safety reasons, it will be the judgment of the freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of empty cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

RATES:

This service is available at a round trip rate of \$206.75 per trip (from the dock to the booth and the booth to the dock).

DIRECTIONS:

- To receive this service, proceed directly to the facility and check in at the designated POV Check-In area for staging, checking in, processing paperwork and determining if vehicles are qualified for Cart Service. There will be signage posted to direct you.
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

AVAILABILITY:

Cart Service will be available on the following dates and times:

<u>Move-In</u>			<u>Move-Out</u>	
Saturday	May 06, 2023	8:00 AM - 5:00 PM	Monday	May 08, 2023
Sunday	May 07, 2023	8:00 AM - 1:30 PM		5:30 PM - 10:00 PM *

* Please visit the Freeman Service Center to complete and/or submit an Outbound Material Handling Agreement.

Please note: We anticipate that during peak periods, wait time can exceed 2-3 hours.

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Commercial Van



Rentals



Bobtail



Stakebed

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



(888) 508-5054

Fax: (469) 621-5605



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

Submit order forms [here](#).

NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____



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. 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 a Level of Service:

1 Day: Delivery next business day Standard Ground

2 Day: Delivery by 5:00 PM second business day Specialized: Pad wrapped, uncrated, or truckload

Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

Have loading dock Lift gate required

Inside delivery Air ride required

Pad wrap required Residential

Do not stack

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.

outbound shipping

Freeman

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 06, 2023

DEADLINE DATE IS: MAY 01, 2023

TO: _____

EXHIBITOR NAME

C/O: Freeman
10088 General Dr
Orlando, FL 32824

WAREHOUSE

(519809)

EVENT: NPTC Annual Conference

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

Freeman

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 06, 2023

DEADLINE DATE IS: MAY 01, 2023

TO: _____

EXHIBITOR NAME

C/O: Freeman
10088 General Dr
Orlando, FL 32824

WAREHOUSE

(519809)

EVENT: NPTC 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.

Freeman

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 06, 2023

TO: _____
EXHIBITOR NAME

C/O: Freeman
Orange County Convention Center
West Hall D
9800 International Dr
Orlando, FL 32819

SHOW SITE

(519809)

EVENT: NPTC Annual Conference

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 06, 2023

TO: _____
EXHIBITOR NAME

C/O: Freeman
Orange County Convention Center
West Hall D
9800 International Dr
Orlando, FL 32819

SHOW SITE

(519809)

EVENT: NPTC Annual Conference

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
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Freeman

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TO: _____

EXHIBITOR NAME

**C/O: Freeman
10088 General Dr
Orlando, FL 32824**

HANGING SIGN

(519809)

EVENT: NPTC Annual Conference

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

Freeman

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 06, 2023

DEADLINE DATE IS: MAY 01, 2023

TO: _____

EXHIBITOR NAME

**C/O: Freeman
10088 General Dr
Orlando, FL 32824**

HANGING SIGN

(519809)

EVENT: NPTC Annual Conference

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

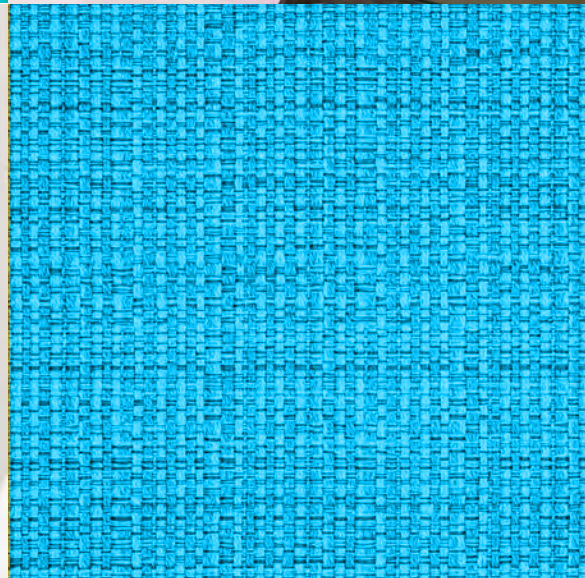
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Freeman⁷

Summer 2022 – Spring 2023

Furniture catalog

Set the scene for engagement.





Make a statement

The right furniture sets the stage to educate attendees about your brand, inspire audiences to partner with you, display your products elegantly, or connect through conversation.

Table of contents

06 Soft seating

13 Accent chairs

19 Side seating

24 Barstools

30 Bars & counters

32 Ottomans

38 Power seating & tables

43 Accent tables

49 Café tables

52 Bar tables

55 Conference tables

59 Executive seating

61 Office essentials

64 Show essentials

19 Side seating



24 Barstools



43 Accent tables



06 Soft seating



32 Ottomans





The secret lies in designing your exhibit's engagement around your business goals, choosing and using the right solutions to design your space, design your experience, and design your results.

Things to consider:

- Exhibit space and size
- Engagement type
- Presentation lengths
- Product displays

Maximize your engagement



Top design tips

for well executed exhibit spaces.

1

Spin Around.

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



2

Get Connected.

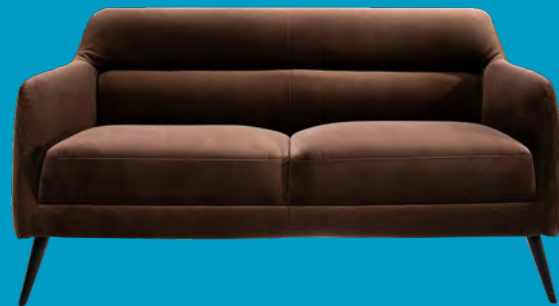
Communal tables help facilitate networking opportunities and build connections.



3

Creature Comforts.

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



4

Demo Down.

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



5

Keep it Green.

Don't forget the greenery to warm up your booth environment by bringing nature indoors.



6

Level the field.

Low and casual seating makes clients more comfortable and open to learning.



7

Provide a Pop!

Colorful furnishings attract attention and help reinforce brand themes.



8

Charge it!

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



9

Talk details.

Accent tables provide perfect work spaces for more in-depth conversations.



10

Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.



Soft seating

Invite your guests to stay a while.



Allegro sofa

p. | 11



Conversate casually.

Create a welcoming environment with a soft seating collection that provides flexibility in style, color, and function.

Soft seating

Pair neutral colors for a cohesive look.



81037 Sterling Chair
(gray fabric)
33"L 33.5"D 32"H

8309 Sterling Sofa
(gray fabric)
82"L 33.5"D 32"H



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



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

Soft seating

Perfect for more in-depth conversations.



810180 Valencia Chair
(spice orange velvet)
28"L 30.5"D 31"H



83045 Valencia Sofa
(coffee brown velvet)
63"L 30.5"D 31"H



Soft seating

Mix and match chairs and sofas to create comfort in any sized space.



830951 Key Largo Sofa
(black fabric)
79"L 35"D 34"H



83019 Baja Sofa
(white vinyl)
86"L 30.5"D 28"H



810950 Key Largo Chair
(black fabric)
35"L 35"D 34"H



830950 Key Largo Loveseat
(black fabric)
57"L 35"D 34"H



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



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

Soft seating

Set a new standard in seating with soft curves.



83015 Allegro Sofa
(blue fabric)
73"L 34.5"D 30"H



81019 Allegro Chair
(blue fabric)
36"L 34.5"D 30"H




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



Soft seating

Modern and industrial details to satisfy your seating senses.




830119 Naples Sofa
(black vinyl) 87"L 30"D 33.25"H
830121 Available in power 



810119 Naples Chair
(black vinyl) 36"L 30"D 33.25"H
810120 Available in power 



830120 Naples Loveseat
(black vinyl) 62"L 30"D 33.25"H
830122 Available in power 



83013 Cordoba Loveseat
(taupe fabric, black)
60.5"L 32"D 33"H



81048 Cordoba Chair
(taupe fabric, black)
37"L 32"D 33"H

Accent chairs

Add a little pop of color.



Bowery swivel chair

p. | 15



Make a lasting impression.

Style, comfort, and seating that scales. Complement your brand identity with an assortment of accent chairs.

Accent chairs

Merge design, innovation, and purpose into each detail.



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



81034 Bowery Chair
(yellow fabric, chrome) 29.75"L 31" D27.25"H



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



810145 Wentworth Chair
(brown vinyl) 31"L 24"D 31.5"H



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

Accent chairs

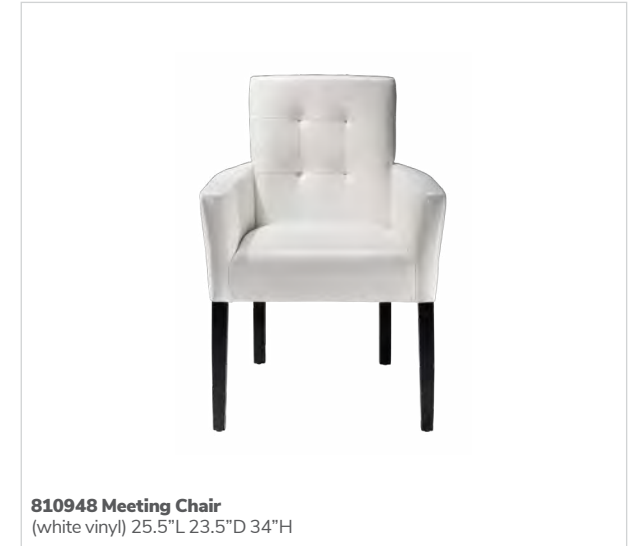
Let comfort and quality take the lead.



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



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



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



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



81037 Sterling Chair
(gray fabric) 33"L 33.5"D 32"H

Accent chairs

Versatile statement pieces that stand out on a stage or in your exhibit.



81048 Cordoba Chair
(taupe fabric, black)
37"L 32"D 33"H



81046 Brooklyn Meeting Chair
(white, oak)
24.5"L 25.5"D 31.75"H



81047 Brooklyn Swivel Chair
(white, black)
24.5"L 25.5"D 31.75"H

Accent chairs

Quality upholstery to stand the test of time.

81024 Atherton Chair
(distressed brown leather,
blackened steel)
27"L 31"D 30"H



81032 Pasadena Chair
(white molded plastic, chrome tower base)
27"L 25"D 26"H



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



810947 Pro Executive Guest Chair
(black vinyl)
24"L 26"D 36"H



81035 Century Chair
(gray velvet)
30"L 30"D 31"H

Side seating

Add a little something extra.



Laguna chair

p. | 22



Design intentionally

Create an atmosphere that brings your vision to life with a diverse selection of chairs.

Side chairs

Give your space a fresh look with clean lines.

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



810161 Marina Chair
(brown fabric, brushed metal)
17.5"L 19.5"D 35"H



810160 Marina Chair
(black vinyl, brushed metal)
17.5"L 19.5"D 35"H



810162 Marina Chair
(ocean blue fabric, brushed metal)
17.5"L 19.5"D 35"H



810163 Marina Chair
(red fabric , brushed metal)
17.5"L 19.5"D 35"H

Side chairs

Add seating to any area, from a café to a theater space.



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

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



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



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



71090 Black Diamond Arm Chair
(black) 20"L 21"D 33"H



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



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



71089 Black Diamond Side Chair
(black) 21"L 23"D 32"H

Side chairs

Bring out the personality of your event with stylish and colorful seating.

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



Barstools

Meet and greet, casually.



Zoey barstool
p. | 28



Versatility defined.

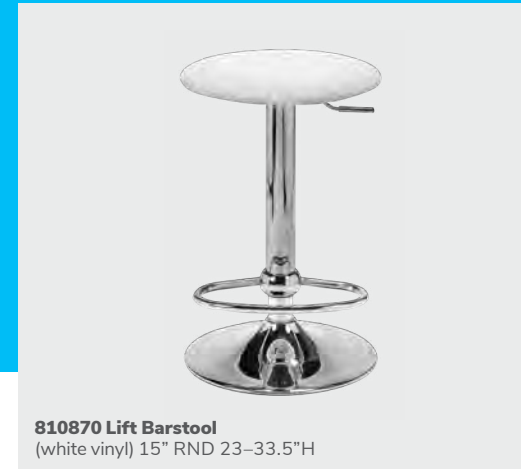
Whether it be at a kiosk, bar, demo station or table, bar stools set the foundation for connecting. Pair with side seating to maximize seating options for your attendees.

Barstools

For quick and casual conversations.



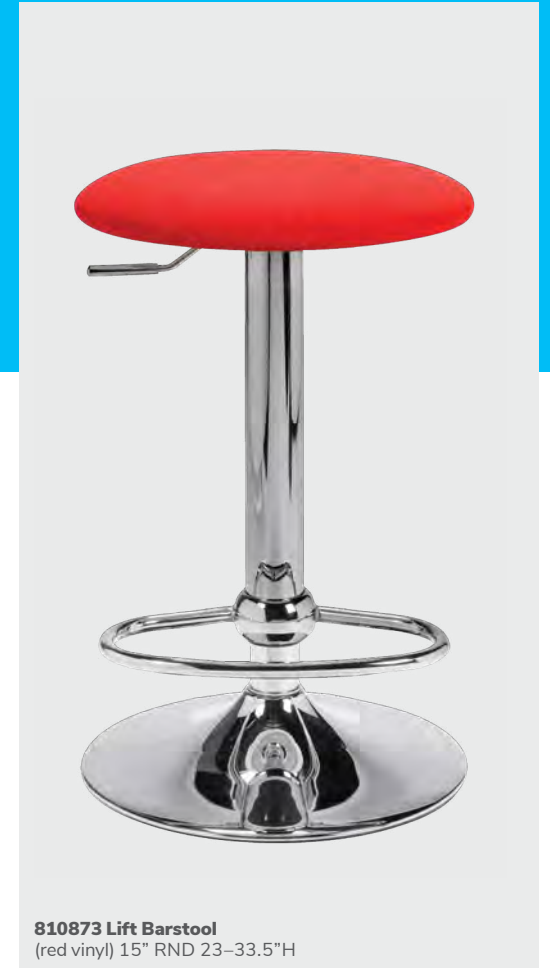
810871 Lift Barstool
(black vinyl)
15" RND 23-33.5"H



810870 Lift Barstool
(white vinyl) 15" RND 23-33.5"H



810872 Lift Barstool
(gray vinyl) 15" RND 23-33.5"H



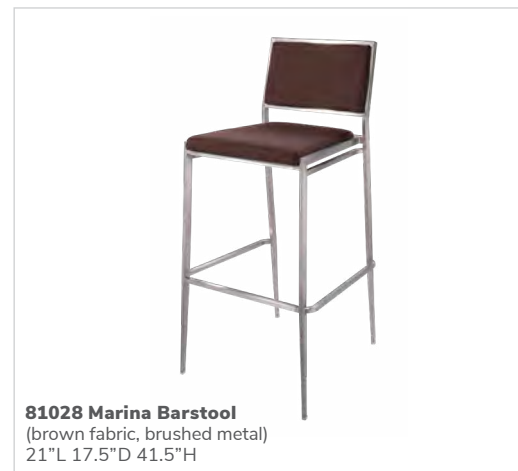
810873 Lift Barstool
(red vinyl) 15" RND 23-33.5"H

Barstools

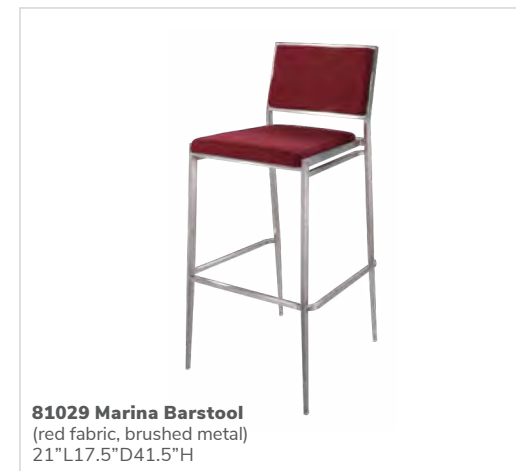
A timeless silhouette reliable for any setting.



81026 Marina Barstool
(ocean blue fabric, brushed metal)
21"L 17.5"D 41.5"H



81028 Marina Barstool
(brown fabric, brushed metal)
21"L 17.5"D 41.5"H



81029 Marina Barstool
(red fabric, brushed metal)
21"L 17.5"D 41.5"H



81030 Marina Barstool
(white vinyl, brushed metal)
21"L 17.5"D 41.5"H



81027 Marina Barstool
(black vinyl, brushed metal)
21"L 17.5"D 41.5"H

Barstools

Elevate your space with bold colors.



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



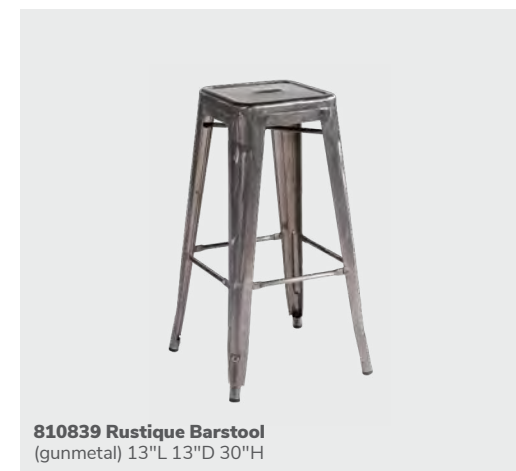
810840 Zoey Barstool
(white vinyl, chrome) 15"L 16"D 30-34.75"H



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



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



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

Barstools

Neutral options to complement your brand.



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



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



810104 Banana Barstool
(black, chrome)
21"L 22"D 41.75"H



810103 Banana Barstool
(white, chrome)
21"L 22"D 41.75"H



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



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



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



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



Bars & Counters

Meet and greet essentials.



Midtown bar

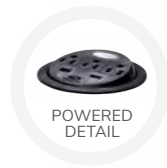
p. | 31

Bars & Counters

Connect and socialize with guests. Functional solutions for entertaining and hosting demos.



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



POWERED
DETAIL



(back)



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

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

85050 Clear Divider Bar Counter
(clear acrylic)
48-70"L 12"D 31.5"H



For personalization contact
exhibitorsolutions@freeman.com

850101 Midtown Bar
(pewter, unlighted)
60"L 18"D 42"H



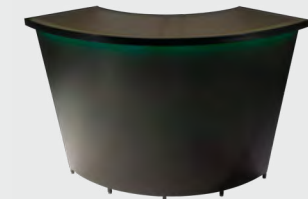
72056 Bar & Display Counter
(black) 24"L 24"D 42"H



(blue-lit)



(red-lit)



(green-lit)



(white-lit)

850100 Midtown Bar
(pewter, lighted with plug-in)
60"L 18"D 42"H

Ottomans

Perfectly positioned comfort
anywhere, anytime.



Beverly, Marche & Vibe ottomans

p. | 35, 36, 33

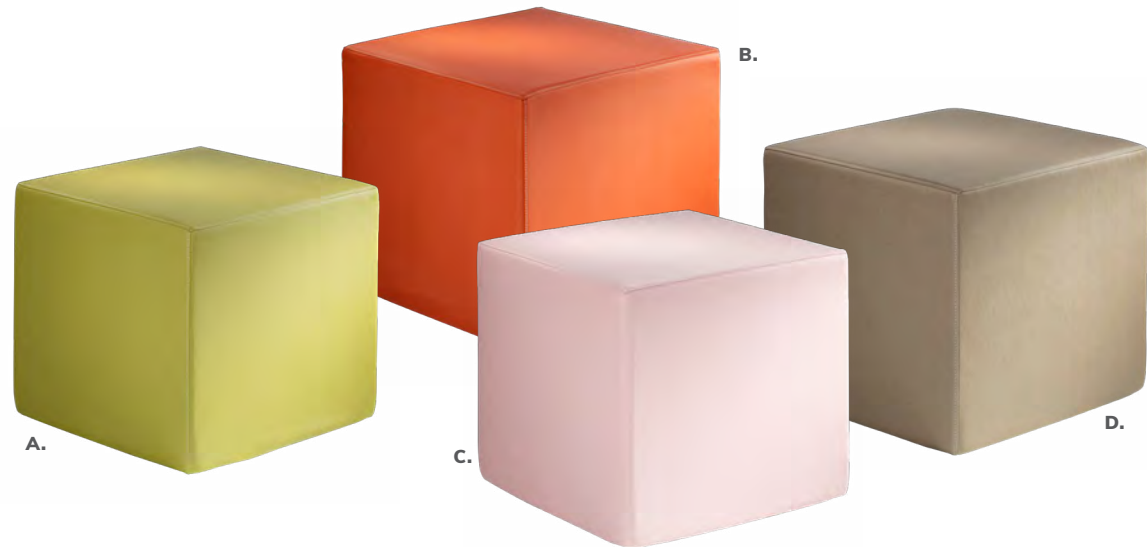
Vibe Cube Ottomans

Bright and cheerful designs liven up your space.

Vibe Cube Ottomans

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)



81531 (white vinyl)



81530 (black vinyl)



81532 (steel blue vinyl)



81534 (purple vinyl)



81533 (silver vinyl)



81519 (red vinyl)



81517 (yellow vinyl)



81518 (blue vinyl)



81525 (orange vinyl)

Beverly Small Bench Ottomans

Adaptable, versatile, and colorful for any show occasion.

Beverly Small Bench Ottomans

30"L 20"D 18"H

- A) 81567 (orange fabric)
- B) 81563 (green fabric)



81569 (white vinyl)



81560 (black vinyl)



81561 (blue fabric)



81562 (brown fabric)



81564 (gray fabric)



81565 (linen fabric)



81566 (lavender fabric)



81568 (red fabric)



81570 (yellow fabric)

Beverly Bench Ottomans

Add elegance and style to any environment with classic designs.

Beverly Bench Ottomans
60"L 20"D 18"H
81555 (red fabric)



81550 (black vinyl)



81551 (brown fabric)



81552 (gray fabric)



81553 (linen fabric)



81554 (ocean blue fabric)



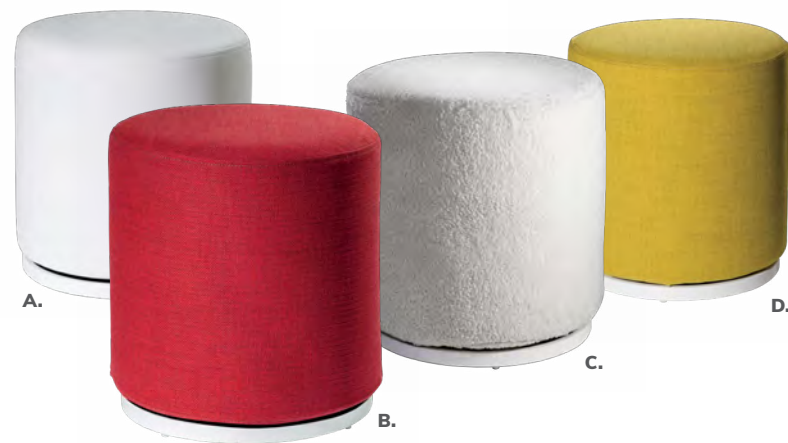
81556 (white vinyl)



Marche Swivel Ottomans

Your go-to accessory that works for small groups, large gatherings, or theater-style seating.

Marche Swivel Ottomans
 17" RND 18"H
A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 81539 (ivory faux sheep fur)
D) 815158 (pear yellow fabric)



815156 (plum fabric)



815151 (gray fabric)



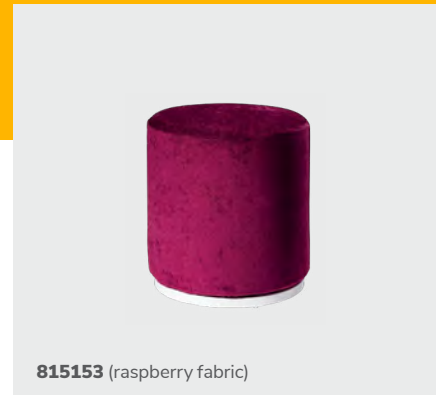
815159 (blue fabric)



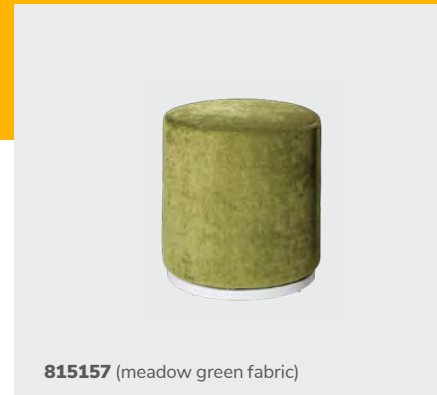
815155 (rose quartz fabric)



815152 (linen fabric)



815153 (raspberry fabric)



815157 (meadow green fabric)



815160 (orange fabric)



81543 (black vinyl)



81540 (forest green vinyl)



81541 (teal velvet)



81542 (distressed brown vinyl)

Ottoman styles

Creative configurations that let everyone know they're welcome.



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



815123 Endless Square
(black) 34"L 34"D 15"H



815122 Endless Square
(white) 34"L 34"D 15"H



815952 Endless Curved
(black) 60.5"L 37.5"D 15"H



815953 Endless Curved
(white) 60.5"L 37.5"D 15"H

Power seating and tables

Convenience that guests can plug into.



Tech Tablet chair

p. | 42

Power seating and tables

Never run out of battery.

 Denotes AC and USB charging outlets



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




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




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



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


Power seating and tables

Demos displayed powerfully.

 Denotes AC and USB charging outlets



POWERED
DETAIL


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



Ventura Powered Bar Table & Shark Barstools 10'x10' Booth

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




 **8207 30" Round Bar Table, Powered**
(white top, black)
30" RND 42"H



POWERED
DETAIL

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



 **8208 30" Round Cafe Table, Powered**
(white top, black)
30" RND 29"H




POWERED
DETAIL

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

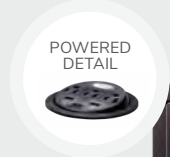
Power seating and tables


Invite attendees to recharge.

 Denotes AC and USB charging outlets



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




 **Powered Locking Pedestal**
White
85061 24"L 24"D 36"H
85063 24"L 24"D 42"H
Black
85060 24"L 24"D 36"H
85062 24"L 24"D 42"H



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



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




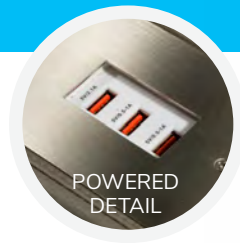
 **84084 Tech Desk, Powered**
(black metal, laminate)
60"L 30"D 30"H


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

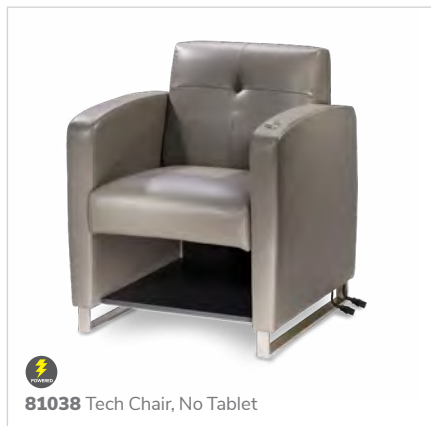
Power seating and tables


Convenience at your fingertips.

 Denotes AC and USB charging outlets




 **81039 Tech Tablet Chair**
(gray vinyl, white metal tablet, chrome base)
30.5"L 29"D 33.5"H



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



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



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

Accent tables

Work in style.



Mesa cocktail table

p. | 47




Table talks.


When you want to facilitate more in-depth conversations and provide handy work surfaces, accent tables are the perfect tool to provide your attendees with the flexibility they need.

Accent tables

Get more work done with more space.

 Denotes AC and USB charging outlets




 **Sydney Powered Cocktail Tables**
48"L 26"D 18"H (brushed steel)
82073 (white)
82076 (black)
Available in non-powered.



Accent tables

Add room and style to your work space.

 Denotes AC and USB charging outlets

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



Taos Side Tables
(bronze finish) 15.75"L 15.75"D 24"H
820322 (white top)
820320 (black top)
820321 (wood top)




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



Sedona Side Table
(bronze finish) 15.75"L 15.75"D 24"H
820312 (white top)
820310 (black top)
820311 (wood top)



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



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

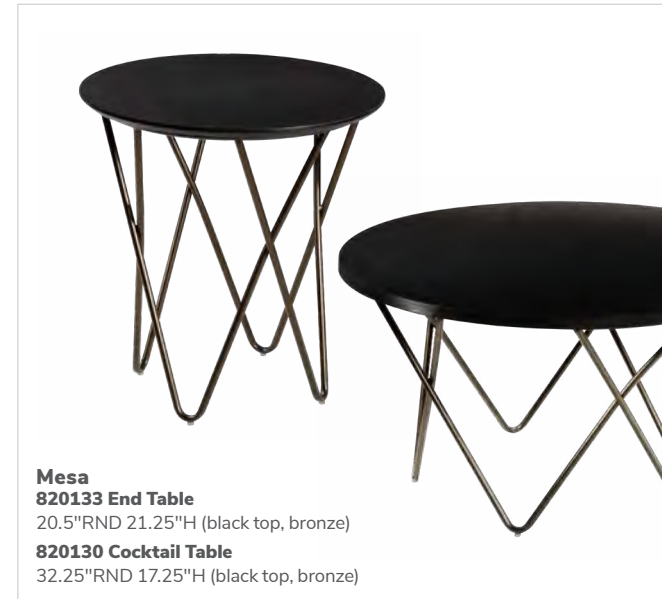


Accent tables

Relax and have a nice conversation.



Mesa
820135 End Table
20.5"RND 21.25"H (wood top, bronze)
820132 Cocktail Table
32.25"RND 17.25"H (wood top, bronze)



Mesa
820133 End Table
20.5"RND 21.25"H (black top, bronze)
820130 Cocktail Table
32.25"RND 17.25"H (black top, bronze)



Mesa
820134 End Table
24"RND 21.25"H (glass top, bronze)
820131 Cocktail Table
36"RND 17.25"H (glass top, bronze)

Accent tables

Sleek conversation pieces.



Geo
(glass, chrome)
82034 Cocktail Table 50"L 22"D 16"H
82035 End Table 24"L 24"D 20"H



Geo
(wood, black)
82027 Cocktail Table 50"L 22"D 16"H
82028 End Table 24"L 24"D 20"H



Alondra
(wood, chrome)
820253 End Table 20"L 20"D 20"H
820251 Cocktail Table 47"L 24"D 16"H



Alondra
(glass, chrome)
820250 Cocktail Table 47"L 24"D 16"H
820252 End Table 20"L 20"D 20"H

Café tables

The perfect place to connect.



Café tables

p. | 50

Café tables

Comfort plus connections make for lasting impressions.



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



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



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



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

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

Café tables

The right balance to elevate your brand.



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



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

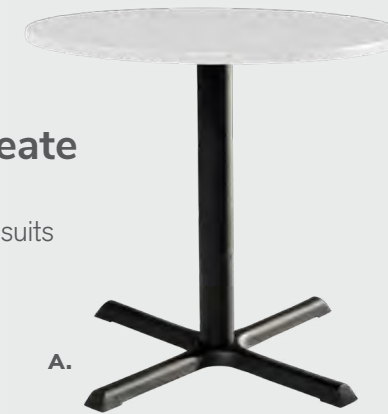
810164 Marina Chair
(white vinyl, brushed metal) 17.5"L 19.5"D 35"H



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

Customize and create

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



8201220 (white)



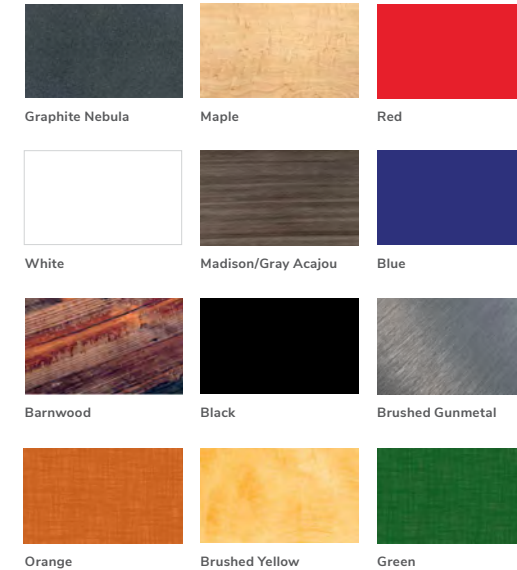
820923 (graphite nebula)

Café Tables

A) Standard Black Base 30" RND 29"H

- 820265 (madison/gray acajou)
- 820941 (blue)
- 820943 (wood)
- 8201236 (black)
- 8201235 (brushed gunmetal)
- 8201239 (brushed yellow)
- 8201237 (green)
- 8201238 (orange)
- 8201220 (white)

- 36" RND 29"H**
- 8201243 (black)



Café Tables

B) Hydraulic Chrome Base 30" RND 29"H

- 820241 (madison/gray acajou)
- 8201208 (maple)
- 820921 (red)
- 820940 (blue)
- 820942 (barnwood)
- 8201223 (white)
- 8201231 (black)
- 8201230 (brushed gunmetal)
- 8201234 (brushed yellow)
- 8201232 (green)
- 8201233 (orange)
- 820923 (graphite nebula)

36" RND 29"H

- 820126 (white)
- 8201209 (graphite nebula)
- 8201206 (maple)
- 8201242 (black)

Bar tables

Network, successfully.



Bar tables
p. | 53

Bar tables

Make that chat last a little longer.



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



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



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

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



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

Bar tables

Endless options to make the perfect combination.

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



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

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



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

Customize and create

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



A.

820919 (brushed yellow)



B.

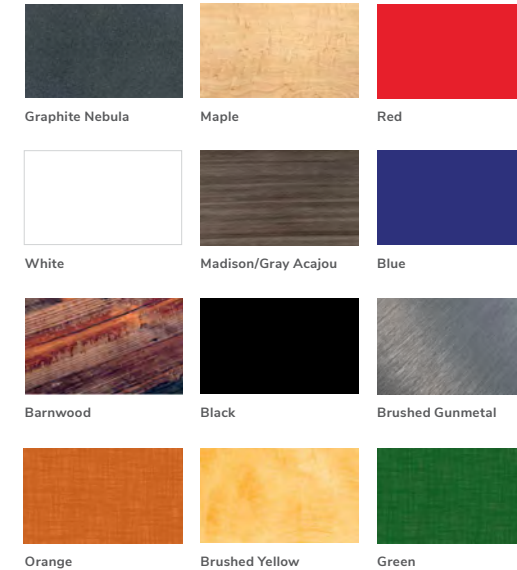
820920 (red)

Bar Tables

A) Standard Black Base
30" RND 42"H

- 8201221 (white)
- 820919 (brushed yellow)
- 820264 (madison/gray acajou)
- 820915 (brushed gunmetal)
- 820916 (black)
- 820917 (green)
- 820918 (orange)
- 820931 (blue)
- 820933 (barnwood)

36" RND 42"H
8201241 (black)



Bar Tables

B) Hydraulic Chrome Base
30" RND 45"H

- 820920 (red)
- 8201222 (white)
- 8201207 (maple)
- 820922 (graphite nebula)
- 820910 (brushed gunmetal)
- 820911 (black)
- 820912 (green)
- 820913 (orange)
- 820914 (brushed yellow)
- 820240 (madison/gray acajou)
- 820930 (blue)
- 820932 (wood)

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

Conference tables

Take care of business.



Conference tables

p. | 56

Conference tables

Made for connecting with new business opportunities.



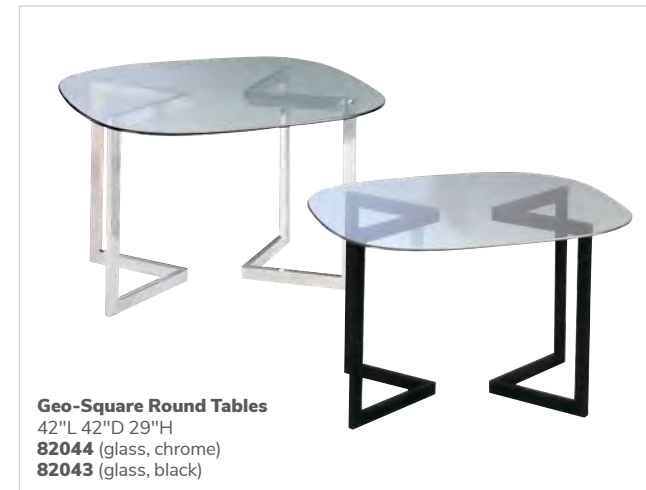
Round Conference Tables
42"RND 29"H
A) 820708 (white laminate)
B) 820260 (madison/gray acajou)
C) 8201244 (black top, black)



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



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



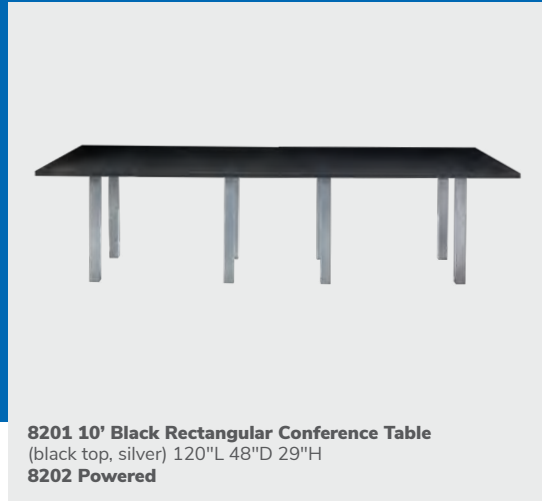
Geo-Square Round Tables
42"L 42"D 29"H
82044 (glass, chrome)
82043 (glass, black)



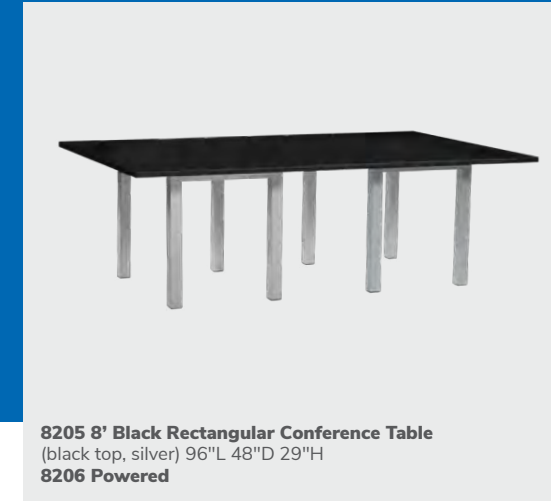
820706 Work Table
(white laminate, white)
48"L 24"D 30"H

Conference tables

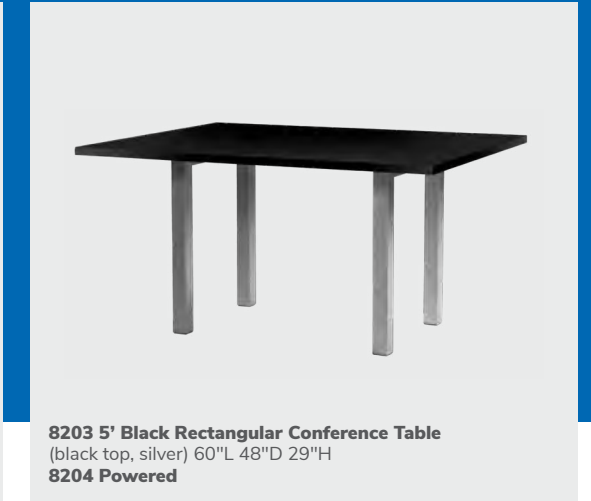
Make an impression.



8201 10' Black Rectangular Conference Table
(black top, silver) 120"L 48"D 29"H
8202 Powered



8205 8' Black Rectangular Conference Table
(black top, silver) 96"L 48"D 29"H
8206 Powered



8203 5' Black Rectangular Conference Table
(black top, silver) 60"L 48"D 29"H
8204 Powered



820263 Madison 10' Table
(gray acajou) 120"L 48"D 29"H

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




820262 Madison 8' Table
(gray acajou) 96"L 60"D 29"H




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

Communal and powered tables


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

 Denotes AC and USB charging outlets



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



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



Ventura Communal Café Tables
(silver frame)
72.25"L 26.25"D 30"H

Maple Top
820963 (solid)
820960 (grommets)

Black Top
820962 (solid)

White Top
820961 (grommets)
820966 (solid)



Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H

Maple Top
820954 (solid)
820951 (grommets)

White Top
820953 (grommets)
820956 (solid)

Black Top
820952 (solid)



Table top options



Colors not available in all table options. Please check options listed above.

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.

Executive seating

Make a statement.



Executive seating

p. | 60

Executive seating

VIPs welcome.



Pro Executive High Back Chair
25"L 24"D 45-48"H
810844 (white vinyl)
810946 (black vinyl)
Adjustable height

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



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



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



810944 Pro Executive Mid Back Chair
(black vinyl)
24"L 22"D 36.75-39.75"H
Adjustable height



810945 Pro Executive Mid Back Chair
(white vinyl)
24"L 22"D 36.75-39.75"H
Adjustable height



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



Office essentials

Be ready for success.



Madison Executive Desk

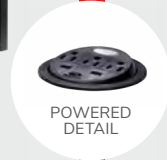
p. | 62

Office essentials

Stay organized. Stay ahead of the game.



84083 Tech Desk, Powered, with 3 Drawer File Cabinet
 (black metal, laminate)
Tech Desk 60"L 30"D 30"H
File Cabinet 16"L 20"D 28"H
 File cabinet also available separately 84080



POWERED
DETAIL



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



71045 Gray Gaslift Chair
 (gray, black) 20"L 26"D 38"H

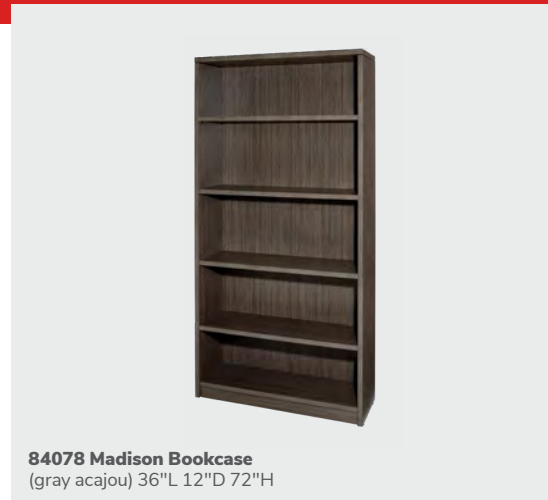


DESK BACK



DESK FRONT

84075 Madison Executive Desk
 (gray acajou) 60"L 30"D 29"H
810844 Pro Executive High Back Chair
 (white vinyl) 25"L 24"D 45-48"H
 Adjustable height



84078 Madison Bookcase
 (gray acajou) 36"L 12"D 72"H



85020 Posh Shelving
 (chrome, acrylic) 36"L 18"D 72"H



71047 Gray Gaslift Stool
 (gray, black) 20"L 24"D 46"H

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

Office essentials



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

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



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



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

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



220106 Corrugated Wastebasket
(black)

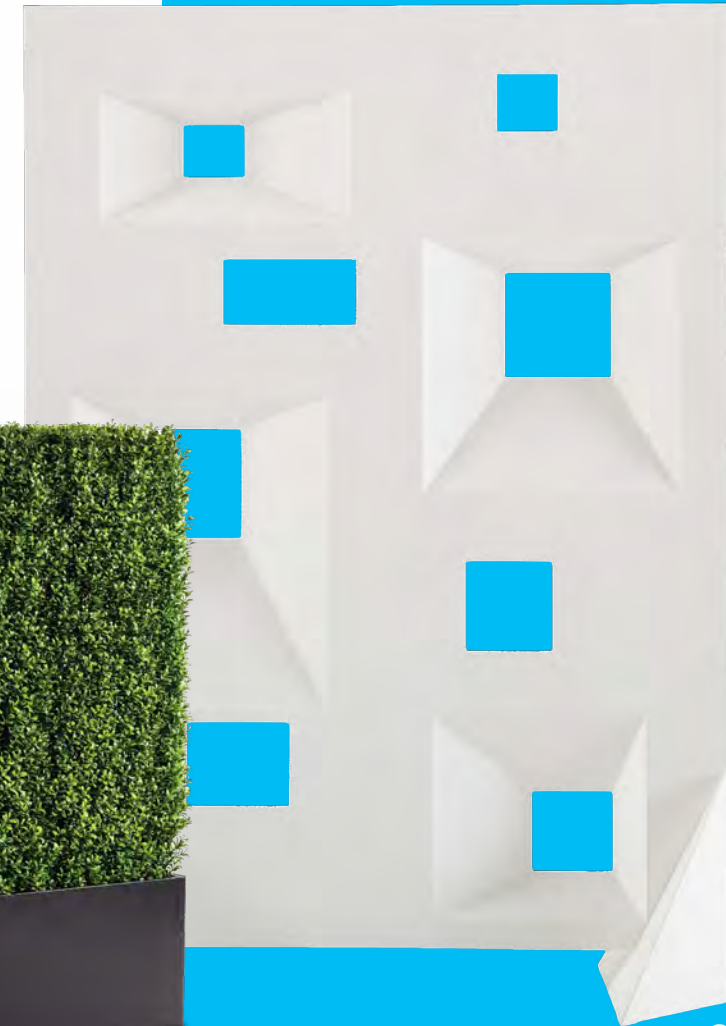


850708 Mason Floor Lamp
(brushed silver) 18" RND 55"H
850707 Mason Table Lamp
(brushed silver) 16" RND 26"H



Show essentials

Give your show that
something “extra.”

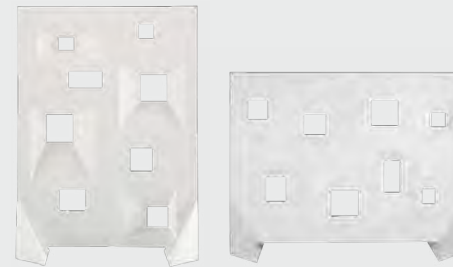


Greenery & Dividers

p. | 65

Show essentials

Create the space you need with greenery and dividers.



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



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



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

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

Show essentials

Add essential elements that showcase your brand during the show.



Product Kiosk & Display

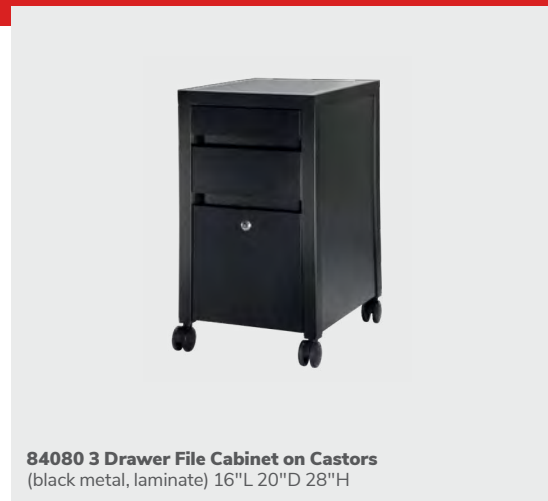
- 75032 Display Cube—Large**
(black) 24"W 24"L 42"H
- 75031 Display Cube—Medium**
(black) 18"W 18"L 36"H
- 75030 Display Cube—Small**
(black) 12"W 12"L 42"H



220121 Chrome Stanchion with 8' Retractable Belt
(black, belt) 42"H



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



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



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

8983000 Mini Refrigerator
(white) 4.0 cubic feet
20"W 22"L 33"H



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

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

Show essentials

Live event basics.



Draped or Undraped Tables & Counters



Corrugated Risers

4'L 7"H Corrugated Riser
1504100 (black) | 1504101 (white)
4'L 14"H Corrugated Riser
1504200 (black) | 1504201 (white)

6'L 7"H Corrugated Riser
1506100 (black) | 1506101 (white)
6'L 14"H Corrugated Riser
1506200 (black) | 1506201 (white)

8'L 7"H Corrugated Riser
1508100 (black) | 1508101 (white)
8'L 14"H Corrugated Riser
1508200 (black) | 1508201 (white)



Table Drape Colors



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

Sizing Chart

24"D X 30"H | Tables Draped

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

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

4th Side | Table Draped 30"

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

4th Side | Table Draped 42"

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

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furnishings

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						

Naples Group - Black Vinyl

_____	810119	Chair.....	565.00	621.50	791.00	_____
_____	830120	Loveseat.....	655.00	720.50	917.00	_____
_____	830119	Sofa.....	745.00	819.50	1,043.00	_____

Munich Group - Gray Fabric

_____	810151	Armless Chair.....	360.00	396.00	504.00	_____
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Baja Group - White Vinyl

_____	81050	Chair.....	565.00	621.50	791.00	_____
_____	83020	Loveseat.....	655.00	720.50	917.00	_____
_____	83019	Sofa.....	745.00	819.50	1,043.00	_____

Valencia - Velvet

_____	810180	Chair - Spice Orange.....	450.00	495.00	630.00	_____
_____	83045	Sofa - Coffee Brown.....	585.00	643.50	819.00	_____

Key Largo Group - Black Fabric

_____	830950	Loveseat.....	540.00	594.00	756.00	_____
_____	830951	Sofa.....	630.00	693.00	882.00	_____
_____	810950	Chair.....	450.00	495.00	630.00	_____

Allegro Group - Blue Fabric

_____	81019	Chair.....	450.00	495.00	630.00	_____
_____	83015	Sofa.....	630.00	693.00	882.00	_____

Fairfax Group - White Vinyl

_____	810949	Chair.....	360.00	396.00	504.00	_____
_____	830949	Sofa.....	540.00	594.00	756.00	_____

Palm Beach - White Vinyl

_____	83040	Sofa.....	655.00	720.50	917.00	_____
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Sterling Group - Gray Fabric

_____	81037	Chair.....	655.00	720.50	917.00	_____
_____	8309	Sofa.....	880.00	968.00	1,232.00	_____

Cordoba Group - Taupe/Black

_____	81048	Chair.....	540.00	594.00	756.00	_____
_____	83013	Loveseat.....	630.00	693.00	882.00	_____

CASUAL SEATING						
Ottomans						
_____	815122	Endless Square - White Vinyl.....	375.00	412.50	525.00	_____
_____	815123	Endless Square - Black Vinyl.....	375.00	412.50	525.00	_____
_____	815953	Endless Curve - White Vinyl.....	395.00	434.50	553.00	_____
_____	815952	Endless Curve - Black Vinyl.....	395.00	434.50	553.00	_____
_____	81518	Vibe Cube - Blue Vinyl.....	140.00	154.00	196.00	_____
_____	81519	Vibe Cube - Red Vinyl.....	140.00	154.00	196.00	_____
_____	81525	Vibe Cube - Orange Vinyl.....	140.00	154.00	196.00	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	140.00	154.00	196.00	_____
_____	81530	Vibe Cube - Black Vinyl.....	140.00	154.00	196.00	_____
_____	81531	Vibe Cube - White Vinyl.....	140.00	154.00	196.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
	81532	Vibe Cube - Steel Blue Vinyl.....	140.00	154.00	196.00	
	81533	Vibe Cube - Silver Vinyl.....	140.00	154.00	196.00	
	81534	Vibe Cube - Purple Vinyl.....	140.00	154.00	196.00	
	81535	Vibe Cube -Citrus Green Vinyl.....	140.00	154.00	196.00	
	81536	Vibe Cube - Taupe Vinyl.....	140.00	154.00	196.00	
	81537	Vibe Cube - Spice Orange Vinyl.....	140.00	154.00	196.00	
	81538	Vibe Cube - Desert Rose Vinyl.....	140.00	154.00	196.00	
	815151	Marche Swivel - Gray Fabric.....	195.00	214.50	273.00	
	815154	Marche Swivel - Red Fabric.....	195.00	214.50	273.00	
	815159	Marche Swivel - Blue Fabric.....	195.00	214.50	273.00	
	815152	Marche Swivel - Linen Fabric.....	195.00	214.50	273.00	
	815157	Marche Swivel - Meadow Green Fabric.....	195.00	214.50	273.00	
	815158	Marche Swivel - Pear Yellow Fabric.....	195.00	214.50	273.00	
	815156	Marche Swivel - Plum Fabric.....	195.00	214.50	273.00	
	815153	Marche Swivel - Raspberry Fabric.....	195.00	214.50	273.00	
	815155	Marche Swivel - Rose Quartz Fabric.....	195.00	214.50	273.00	
	815150	Marche Swivel - White Vinyl.....	195.00	214.50	273.00	
	815160	Marche Swivel - Orange Fabric.....	195.00	214.50	273.00	
	81540	Marche Swivel - Forest Green Vinyl.....	195.00	214.50	273.00	
	81541	Marche Swivel - Teal Velvet.....	195.00	214.50	273.00	
	81542	Marche Swivel - Distressed Brown Vinyl.....	195.00	214.50	273.00	
	81543	Marche Swivel - Black Vinyl.....	195.00	214.50	273.00	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	195.00	214.50	273.00	
Beverly Bench Ottomans						
	81550	Black Vinyl.....	375.00	412.50	525.00	
	81551	Brown Fabric.....	375.00	412.50	525.00	
	81552	Gray Fabric.....	375.00	412.50	525.00	
	81553	Linen Fabric.....	375.00	412.50	525.00	
	81554	Ocean Blue Fabric.....	375.00	412.50	525.00	
	81555	Red Fabric.....	375.00	412.50	525.00	
	81556	White Vinyl.....	375.00	412.50	525.00	
Beverly Small Bench Ottomans						
	81560	Black Vinyl.....	285.00	313.50	399.00	
	81561	Blue Fabric.....	285.00	313.50	399.00	
	81562	Brown Fabric.....	285.00	313.50	399.00	
	81563	Green Fabric.....	285.00	313.50	399.00	
	81565	Linen Fabric.....	285.00	313.50	399.00	
	81568	Red Fabric.....	285.00	313.50	399.00	
	81569	White Vinyl.....	285.00	313.50	399.00	
	81566	Lavender Fabric.....	285.00	313.50	399.00	
	81567	Orange Fabric.....	285.00	313.50	399.00	
	81564	Gray Fabric.....	285.00	313.50	399.00	
	81570	Yellow Fabric.....	285.00	313.50	399.00	
Accent Chairs						
	71089	Black Diamond Side Chair.....	120.00	132.00	168.00	
	71090	Black Diamond Arm Chair.....	135.00	148.50	189.00	
	810861	Laguna Chair - Maple/Chrome.....	145.00	159.50	203.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Chairs (continued)						
_____	210108	Limerick® Chair by Herman Miller.....	80.00	88.00	112.00	_____
_____	810816	Madrid Chair - White Vinyl/Chrome.....	565.00	621.50	791.00	_____
_____	810948	Meeting Chair - White Vinyl.....	295.00	324.50	413.00	_____
_____	810164	Marina Chair - White Vinyl.....	160.00	176.00	224.00	_____
_____	810160	Marina Chair - Black Vinyl.....	160.00	176.00	224.00	_____
_____	810161	Marina Chair - Brown Fabric.....	160.00	176.00	224.00	_____
_____	810162	Marina Chair - Ocean Blue Fabric.....	160.00	176.00	224.00	_____
_____	810163	Marina Chair - Red Fabric.....	160.00	176.00	224.00	_____
_____	810131	Malba Chair - Gray Molded Plastic.....	105.00	115.50	147.00	_____
_____	810130	Malba Chair - Green Molded Plastic.....	105.00	115.50	147.00	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	135.00	148.50	189.00	_____
_____	810851	Zenith Chair - White/Chrome.....	145.00	159.50	203.00	_____
_____	810841	Rustique Chair - Gunmetal.....	135.00	148.50	189.00	_____
_____	810837	Razor Armless Chair - White High Density Plastic.....	100.00	110.00	140.00	_____
_____	810875	Swanson Swivel Chair - White Vinyl.....	295.00	324.50	413.00	_____
_____	81083	Blade Chair - Sky Blue.....	100.00	110.00	140.00	_____
_____	81082	Blade Chair - Red.....	100.00	110.00	140.00	_____
_____	81093	Lucent Chair - Frosted Acrylic.....	180.00	198.00	252.00	_____
_____	810145	Wentworth Chair - Brown Vinyl.....	295.00	324.50	413.00	_____
_____	81024	Atherton Chair - Brown Leather.....	655.00	720.50	917.00	_____
_____	81034	Bowery Chair - Yellow Fabric.....	450.00	495.00	630.00	_____
_____	81035	Century Chair - Gray Velvet.....	450.00	495.00	630.00	_____
_____	81036	Lena Chair - Green Leather.....	450.00	495.00	630.00	_____
_____	81031	Montreal Chair - Blue Fabric.....	565.00	621.50	791.00	_____
_____	81032	Pasadena Chair - White Plastic.....	285.00	313.50	399.00	_____
_____	81038	Tech Chair - Gray Vinyl.....	565.00	621.50	791.00	_____
_____	81039	Tech Tablet Chair - Gray Vinyl.....	565.00	621.50	791.00	_____
_____	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	360.00	396.00	504.00	_____
_____	81047	Brooklyn Swivel Meeting Chair - White/Black.....	360.00	396.00	504.00	_____
Executive Seating						
_____	71045	Gray Gaslift Chair Without Arms.....	215.00	236.50	301.00	_____
_____	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	360.00	396.00	504.00	_____
_____	810175	Genesis Chair - Black.....	225.00	247.50	315.00	_____
_____	810844	Pro Executive High Back Chair - White Vinyl.....	315.00	346.50	441.00	_____
_____	810946	Pro Executive High Back Chair - Black Vinyl.....	315.00	346.50	441.00	_____
_____	810945	Pro Executive Mid Back Chair - White Vinyl.....	315.00	346.50	441.00	_____
_____	810944	Pro Executive Mid Back Chair - Black Vinyl.....	315.00	346.50	441.00	_____
_____	810947	Pro Executive Guest Chair - Black Vinyl.....	315.00	346.50	441.00	_____
_____	810170	Cupertino Mid Back Chair - Black Vinyl.....	405.00	445.50	567.00	_____
Barstools						
_____	71088	Black Diamond Stool.....	175.00	192.50	245.00	_____
_____	71047	Gray Gaslift Stool without Arms.....	265.00	291.50	371.00	_____
_____	810860	Laguna Barstool - Maple/Chrome.....	190.00	209.00	266.00	_____
_____	210109	Limerick® Stool by Herman Miller.....	125.00	137.50	175.00	_____
_____	810872	Lift Barstool - Gray Vinyl/Chrome.....	175.00	192.50	245.00	_____
_____	810873	Lift Barstool - Red Vinyl/Chrome.....	175.00	192.50	245.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Barstools (continued)						
_____	810871	Lift Barstool - Black Vinyl/Chrome.....	175.00	192.50	245.00	_____
_____	810870	Lift Barstool - White Vinyl/Chrome.....	175.00	192.50	245.00	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	200.00	220.00	280.00	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	200.00	220.00	280.00	_____
_____	810850	Zenith Barstool - White/Chrome.....	190.00	209.00	266.00	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	305.00	335.50	427.00	_____
_____	810848	Christopher Barstool - White Vinyl/Chrome.....	190.00	209.00	266.00	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	315.00	346.50	441.00	_____
_____	810839	Rustique Barstool - Gunmetal.....	135.00	148.50	189.00	_____
_____	81080	Blade Barstool - Red.....	145.00	159.50	203.00	_____
_____	81081	Blade Barstool - Sky Blue.....	145.00	159.50	203.00	_____
_____	81092	Lucent Barstool - Frosted Acrylic.....	235.00	258.50	329.00	_____
_____	810135	Task Stool - Black Fabric.....	275.00	302.50	385.00	_____
_____	81026	Marina Barstool - Ocean Blue.....	215.00	236.50	301.00	_____
_____	81027	Marina Barstool - Black Vinyl.....	215.00	236.50	301.00	_____
_____	81028	Marina Barstool - Brown Fabric.....	215.00	236.50	301.00	_____
_____	81029	Marina Barstool - Red Fabric.....	215.00	236.50	301.00	_____
_____	81030	Marina Barstool - White Vinyl.....	215.00	236.50	301.00	_____

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
--

_____	124430	Draped Table 4'L x 30"H.....	165.00	181.50	231.00	_____
_____	124630	Draped Table 6'L x 30"H.....	195.00	214.50	273.00	_____
_____	124830	Draped Table 8'L x 30"H.....	210.00	231.00	294.00	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	46.00	50.60	64.40	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	46.00	50.60	64.40	_____
_____	124442	Draped Counter 4'L x 42"H.....	195.00	214.50	273.00	_____
_____	124642	Draped Counter 6'L x 42"H.....	210.00	231.00	294.00	_____
_____	124842	Draped Counter 8'L x 42"H.....	240.00	264.00	336.00	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	56.00	61.60	78.40	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	56.00	61.60	78.40	_____

Undraped Tables & Counters

_____	125430	Undraped Table 4'L x 30"H.....	119.00	130.90	166.60	_____
_____	125630	Undraped Table 6'L x 30"H.....	149.00	163.90	208.60	_____
_____	125830	Undraped Table 8'L x 30"H.....	164.00	180.40	229.60	_____
_____	125442	Undraped Counter 4'L x 42"H.....	139.00	152.90	194.60	_____
_____	125642	Undraped Counter 6'L x 42"H.....	154.00	169.40	215.60	_____
_____	125842	Undraped Counter 8'L x 42"H.....	184.00	202.40	257.60	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____

NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers - Risers are 8" wide (continued)						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	230.00	253.00	322.00	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	245.00	269.50	343.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	245.00	269.50	343.00	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	230.00	253.00	322.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	245.00	269.50	343.00	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	230.00	253.00	322.00	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	245.00	269.50	343.00	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	230.00	253.00	322.00	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	245.00	269.50	343.00	_____
Pedestal Tables						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	360.00	396.00	504.00	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	360.00	396.00	504.00	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	375.00	412.50	525.00	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	375.00	412.50	525.00	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	375.00	412.50	525.00	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	375.00	412.50	525.00	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	375.00	412.50	525.00	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	375.00	412.50	525.00	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.	360.00	396.00	504.00	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou...	360.00	396.00	504.00	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	270.00	297.00	378.00	_____
_____	820264	Madison Bar Table - Gray Acajou.....	270.00	297.00	378.00	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	270.00	297.00	378.00	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	270.00	297.00	378.00	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	360.00	396.00	504.00	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	360.00	396.00	504.00	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	360.00	396.00	504.00	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	360.00	396.00	504.00	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite....	360.00	396.00	504.00	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite....	360.00	396.00	504.00	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	360.00	396.00	504.00	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	270.00	297.00	378.00	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	360.00	396.00	504.00	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	270.00	297.00	378.00	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	360.00	396.00	504.00	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	270.00	297.00	378.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables (continued)						
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	360.00	396.00	504.00	_____
_____	820943	30" Cafe Table w/ Black Base - Wood.....	270.00	297.00	378.00	_____
_____	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	_____
_____	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.....	270.00	297.00	378.00	_____
_____	820916	30" Bar Table w/ Black Base - Black.....	270.00	297.00	378.00	_____
_____	820917	30" Bar Table w/ Black Base - Green.....	270.00	297.00	378.00	_____
_____	820918	30" Bar Table w/ Black Base - Orange.....	270.00	297.00	378.00	_____
_____	820919	30" Bar Table w/ Black Base - Yellow.....	270.00	297.00	378.00	_____
_____	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.....	270.00	297.00	378.00	_____
_____	8201236	30" Cafe Table w/ Black Base - Black.....	270.00	297.00	378.00	_____
_____	8201237	30" Cafe Table w/ Back Base - Green.....	270.00	297.00	378.00	_____
_____	8201238	30" Cafe Table w/ Black Base - Orange.....	270.00	297.00	378.00	_____
_____	8201239	30" Cafe Table w/ Black Base - Yellow.....	270.00	297.00	378.00	_____
_____	8201240	36" Bar Table w/ Hydraulic Base - Black.....	375.00	412.50	525.00	_____
_____	8201241	36" Bar Table w// Black Base - Black.....	300.00	330.00	420.00	_____
_____	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	375.00	412.50	525.00	_____
_____	8201243	36" Cafe Table w/ Black Base - Black.....	300.00	330.00	420.00	_____
Accent Tables						
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	270.00	297.00	378.00	_____
_____	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	350.00	385.00	490.00	_____
_____	820252	Alondra End Table - Glass/Chrome.....	270.00	297.00	378.00	_____
_____	820250	Alondra Cocktail Table - Glass/Chrome.....	350.00	385.00	490.00	_____
_____	820253	Alondra End Table - Wood/Chrome.....	270.00	297.00	378.00	_____
_____	820251	Alondra Cocktail Table - Wood/Chrome.....	350.00	385.00	490.00	_____
_____	8201224	Atomic 36" Round Table - Glass/Chrome.....	350.00	385.00	490.00	_____
_____	8201225	Atomic 42" Round Table - Glass/Chrome.....	365.00	401.50	511.00	_____
_____	82028	Geo End Table - Wood/Black Steel.....	230.00	253.00	322.00	_____
_____	82027	Geo Cocktail Table - Wood/Black Steel.....	305.00	335.50	427.00	_____
_____	82035	Geo End Table - Glass/Chrome.....	230.00	253.00	322.00	_____
_____	82034	Geo Cocktail Table - Glass/Chrome.....	305.00	335.50	427.00	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	230.00	253.00	322.00	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	230.00	253.00	322.00	_____
_____	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	305.00	335.50	427.00	_____
_____	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	305.00	335.50	427.00	_____
_____	82079	Sydney End Table - Blue Laminate/Brushed Steel.....	230.00	253.00	322.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Tables (continued)						
_____	82080	Sydney End Table - Wood Laminate/Brushed Steel..	230.00	253.00	322.00	_____
_____	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	305.00	335.50	427.00	_____
_____	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	305.00	335.50	427.00	_____
_____	82075	Regis End Table - Brushed Metal.....	270.00	297.00	378.00	_____
_____	82074	Regis Bench Table - Brushed Metal.....	350.00	385.00	490.00	_____
_____	820844	Aura Round Table - White Metal.....	165.00	181.50	231.00	_____
_____	82043	Geo Square-Round Table - Glass/Black Steel.....	365.00	401.50	511.00	_____
_____	82044	Geo Square-Round Table - Glass/Chrome.....	365.00	401.50	511.00	_____
_____	8201226	Rustique Square Metal Bar Table - Gray.....	320.00	352.00	448.00	_____
_____	820130	Mesa Cocktail Table - Black/Bronze.....	305.00	335.50	427.00	_____
_____	820131	Mesa Cocktail Table - Glass/Bronze.....	305.00	335.50	427.00	_____
_____	820132	Mesa Cocktail Table - Wood/Bronze.....	305.00	335.50	427.00	_____
_____	820133	Mesa End Table - Black/Bronze.....	230.00	253.00	322.00	_____
_____	820134	Mesa End Table - Glass/Bronze.....	230.00	253.00	322.00	_____
_____	820135	Mesa End Table - Wood/Bronze.....	230.00	253.00	322.00	_____
_____	820310	Sedona Side Table - Black/Bronze.....	165.00	181.50	231.00	_____
_____	820311	Sedona Side Table - Wood/Bronze.....	165.00	181.50	231.00	_____
_____	820312	Sedona Side Table - White/Bronze.....	165.00	181.50	231.00	_____
_____	820320	Taos Side Table - Black/Bronze.....	165.00	181.50	231.00	_____
_____	820321	Taos Side Table Wood/Bronze.....	165.00	181.50	231.00	_____
_____	820322	Taos Side Table - White/Bronze.....	165.00	181.50	231.00	_____
Conference Tables						
_____	82041	Geo Conference Table - Glass/Black Steel.....	455.00	500.50	637.00	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	455.00	500.50	637.00	_____
_____	820260	Madison Conference Table - Gray Acajou.....	415.00	456.50	581.00	_____
_____	820708	42" Round Conference Table - White Laminate.....	415.00	456.50	581.00	_____
_____	820261	Madison 5' Conference Table - Gray Acajou.....	545.00	599.50	763.00	_____
_____	820262	Madison 8' Conference Table - Gray Acajou.....	955.00	1,050.50	1,337.00	_____
_____	820263	Madison 10' Conference Table - Gray Acajou.....	955.00	1,050.50	1,337.00	_____
_____	820951	Ventura Bar Table - Maple w/ Grommets.....	635.00	698.50	889.00	_____
_____	820952	Ventura Communal Bar Table - Black.....	635.00	698.50	889.00	_____
_____	820953	Ventura Bar Table - White w/ Grommets.....	635.00	698.50	889.00	_____
_____	820954	Ventura Communal Bar Table - Maple.....	635.00	698.50	889.00	_____
_____	820956	Ventura Communal Bar Table - White.....	635.00	698.50	889.00	_____
_____	820963	Ventura Communal Cafe Table - Maple.....	545.00	599.50	763.00	_____
_____	820960	Ventura Cafe Table - Maple w/ Grommets.....	545.00	599.50	763.00	_____
_____	820961	Ventura Cafe Table - White w/ Grommets.....	545.00	599.50	763.00	_____
_____	820966	Ventura Communal Cafe Table - White.....	545.00	599.50	763.00	_____
_____	820962	Ventura Communal Cafe Table - Black.....	545.00	599.50	763.00	_____
_____	8201244	42" Round Conference Table - Black Laminate.....	415.00	456.50	581.00	_____
_____	8201	10' Table - Black Laminate.....	955.00	1,050.50	1,337.00	_____
_____	8203	5' Table - Black Laminate.....	545.00	599.50	763.00	_____
_____	8205	8' Table - Black Laminate.....	955.00	1,050.50	1,337.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Office						
_____	84075	Madison Desk - Gray Acajou.....	615.00	676.50	861.00	_____
_____	84078	Madison Bookcase - Gray Acajou.....	455.00	500.50	637.00	_____
Computer Desks/Tables						
_____	820706	Work Desk - White Laminate.....	365.00	401.50	511.00	_____
POWERED						
Powered Seating						
_____	810120	Naples Chair, Powered - Black Vinyl.....	655.00	720.50	917.00	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	745.00	819.50	1,043.00	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	835.00	918.50	1,169.00	_____
Powered Tables						
_____	820950	Ventura Communal Bar Table, Powered - Black.....	725.00	797.50	1,015.00	_____
_____	820955	Ventura Communal Bar Table, Powered - White.....	725.00	797.50	1,015.00	_____
_____	820964	Ventura Communal Cafe Table, Powered - Black.....	635.00	698.50	889.00	_____
_____	820965	Ventura Communal Cafe Table, Powered - White.....	635.00	698.50	889.00	_____
_____	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	615.00	676.50	861.00	_____
_____	84084	Tech Desk, Powered - Black Metal.....	490.00	539.00	686.00	_____
_____	82076	Sydney Cocktail Table, Powered - Black.....	395.00	434.50	553.00	_____
_____	82073	Sydney Cocktail Table, Powered - White.....	395.00	434.50	553.00	_____
_____	8202	10' Table, Powered - Black Laminate.....	1,045.00	1,149.50	1,463.00	_____
_____	8204	5' Table, Powered - Black Laminate.....	635.00	698.50	889.00	_____
_____	8206	8' Table, Powered - Black Laminate.....	1,045.00	1,149.50	1,463.00	_____
Powered Pedestals						
_____	85060	Powered Locking Pedestal 36" H, Black.....	535.00	588.50	749.00	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	535.00	588.50	749.00	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	630.00	693.00	882.00	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	630.00	693.00	882.00	_____
_____	820710	Wireless Charging Table, Powered.....	360.00	396.00	504.00	_____
Midtown Counters & Bars						
_____	850103	Midtown Powered Counter Unlighted - Pewter.....	1,400.00	1,540.00	1,960.00	_____
_____	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,485.00	1,633.50	2,079.00	_____
_____	850101	Midtown Bar Unlighted - Pewter.....	1,245.00	1,369.50	1,743.00	_____
_____	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,485.00	1,633.50	2,079.00	_____
DISPLAY & ACCESSORIES						
Product Storage						
_____	84080	3 Door File Cabinet on Castors - Black	175.00	192.50	245.00	_____
_____	85020	Posh Shelving w/ Chrome Frame - White.....	520.00	572.00	728.00	_____
Refrigerator						
_____	8503001	Refrigerator - White.....	1,665.00	1,831.50	2,331.00	_____
_____	8983000	Small Refrigerator.....	685.00	753.50	959.00	_____
Lighting						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	130.00	143.00	182.00	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	235.00	258.50	329.00	_____

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Display						
_____	75030	Display Cube - Black - 12" Small.....	260.00	286.00	364.00	_____
_____	75031	Display Cube - Black - 18" Medium.....	275.00	302.50	385.00	_____
_____	75032	Display Cube - Black - 24" Large.....	295.00	324.50	413.00	_____
_____	72056	Display Counter - Black.....	405.00	445.50	567.00	_____
Boxwood Hedges						
_____	85030	7' Boxwood Hedge.....	675.00	742.50	945.00	_____
_____	85035	4' Boxwood Hedge.....	445.00	489.50	623.00	_____
Accessories						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	115.00	126.50	161.00	_____
_____	220118	Chrome Sign Holder.....	115.00	126.50	161.00	_____
_____	750135	Round Literature Rack.....	265.00	291.50	371.00	_____
_____	750136	Flat Literature Rack.....	225.00	247.50	315.00	_____
_____	220109	Chrome Coat Tree.....	70.00	77.00	98.00	_____
_____	220134	Aluminum Easel.....	65.00	71.50	91.00	_____
_____	220110	Chrome Bag Rack.....	135.00	148.50	189.00	_____
_____	10201484	Floor Standing Bulletin Board.....	230.00	253.00	322.00	_____
_____	220106	Corrugated Wastebasket.....	23.00	25.30	32.20	_____
_____	8502	Village Charging Hub.....	355.00	390.50	497.00	_____
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
_____	12103	Special Drape 3'H (per ft.).....	23.75	26.15	33.25	_____
_____	12108	Special Drape 8'H (per ft.).....	29.50	32.45	41.30	_____

TOTAL COST	
Total Cost = \$ _____	
Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.	

furnishings

Freeman¹

Flooring solutions

Stand out in style.

Visit us at freeman.com



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Your exhibit's flooring should complement your brand

- The largest selection of exhibit flooring in the industry with a wide choice of colors and sizes
- New vinyl and turf solutions added to broaden your options and freshen your space
- Colorfast carpeting boasts a consistent shade every time
- All carpet and padding is manufactured with 100% recycled material
- Rental prices include delivery, installation, carpet removal and material handling fees

Most popular flooring options

Freeman offers the widest selection of flooring options, ensuring you can take your booth to the next level.

Choose from varying carpet weights to fit your level of comfort and durability or stand out with vinyl and turf.

Continue reading for more detail on each flooring option.

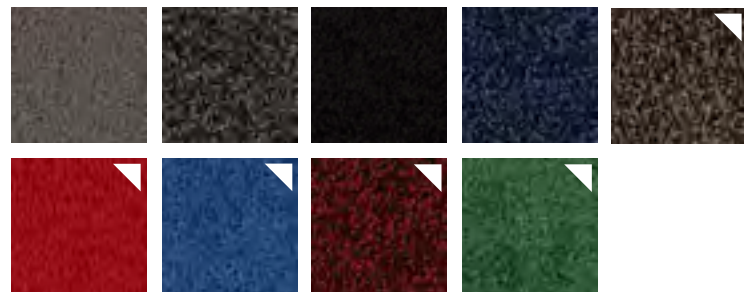
Be sure to order before the discount deadline!

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

▼ = Available only before the discount deadline

Classic Collection

16oz carpet



NEW

Designer Plus Collection

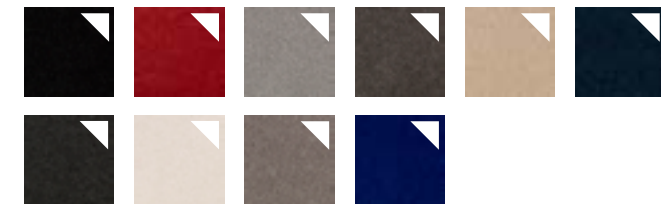
30oz carpet



NEW

Supreme Collection

45oz carpet



Expo Flex Collection

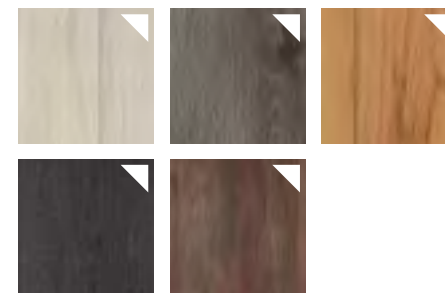
10ft vinyl



NEW

Event Flex Collection

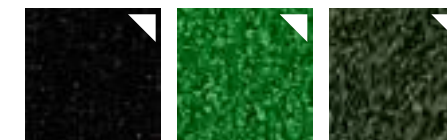
12ft vinyl



NEW

Riviera + Parkside Collections

Turf



NEW

Classic Collection

16oz

- Best value and best seller
- Available in 10ft width and in the most common exhibit spaces including 10x10, 10x20, and 10x30
- 100% recyclable
- For extra comfort, add padding for an additional fee

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



Gray



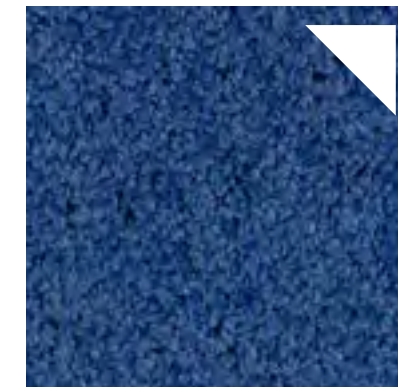
Tuxedo



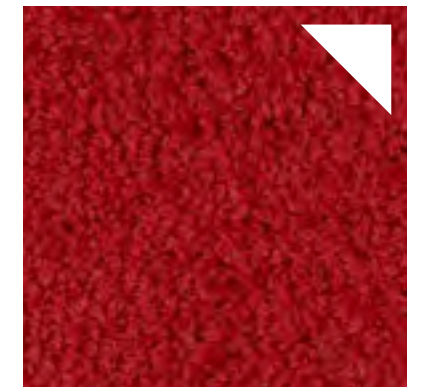
Black



Midnight



Blue



Red

◀ = Available only before the discount deadline

Custom Cut Classic Collection

16oz

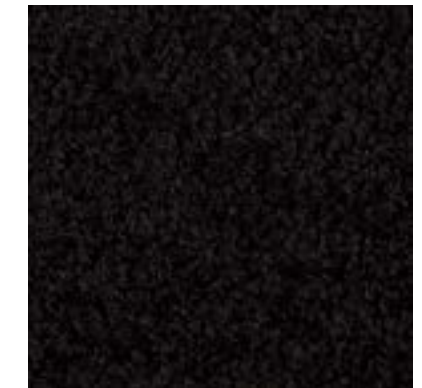
- 10ft width and custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- Exhibit spaces are protected with Visqueen plastic floor covering
- For extra comfort, add padding for an additional fee



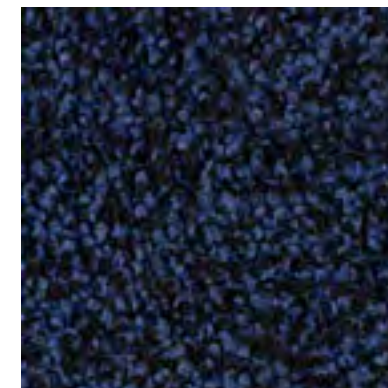
Gray



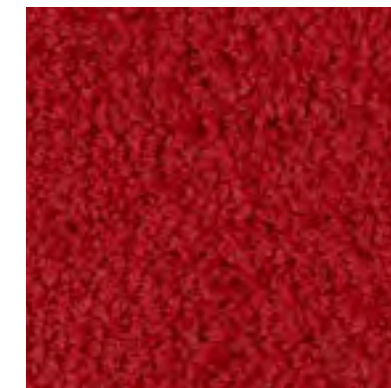
Tuxedo



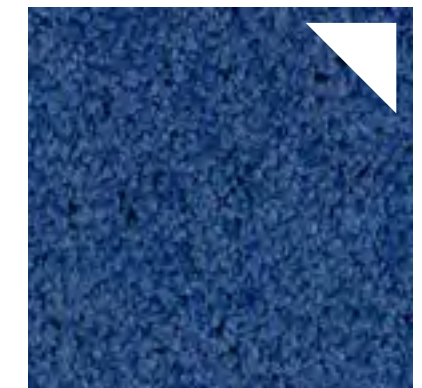
Black



Midnight



Red



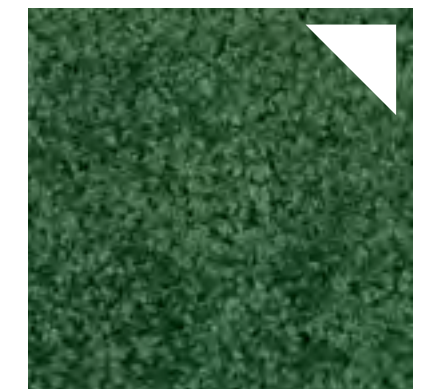
Blue



Latte



Red Pepper



Green

▼ = Available only before the discount deadline

NEW

Designer Plus Collection

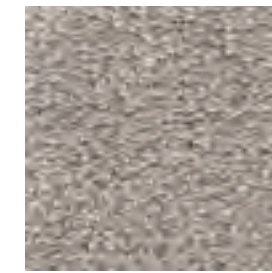
30oz

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

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



Black



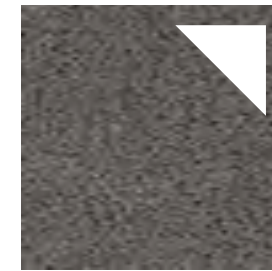
Grey Pearl



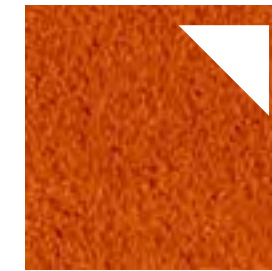
Red



Navy



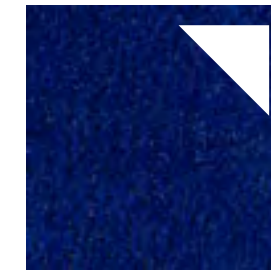
Lava Rock



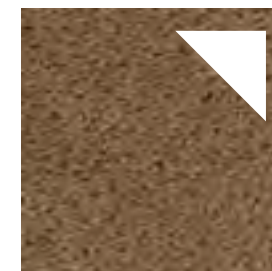
Paprika



Graphite



Royal Blue



Silky Beige



Ivory



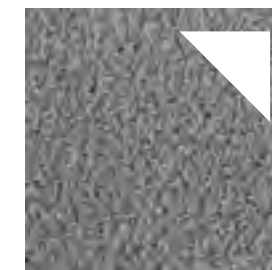
Smoke



Sword



White



Silver Cloud

▼ = Available only before the discount deadline

NEW

Supreme Collection

45oz

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



Black



Red



Silver Cloud



Navy



Charcoal



Reflex Blue



Cream



Silver Mist



Smoke



White

▼ = Available only before the discount deadline

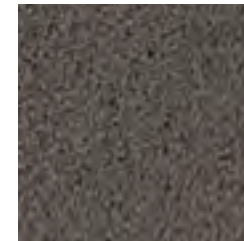
Ordering after the discount deadline? Don't fret.

You can select from these options.

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

Classic Collection

16oz



Gray



Tuxedo



Black



Midnight

Custom Cut Classic Collection

16oz



Gray



Tuxedo



Black



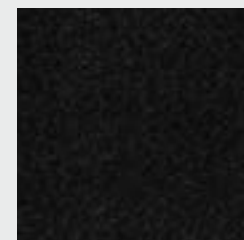
Midnight



Red

Designer Plus Collection

30oz



Black



Gray Pearl



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

Now offering vinyl and turf flooring solutions.

NEW

Expo Vinyl Collection

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



Birch



Light Maple



Dark Maple



Ash



Smoke

▼ = Available only before the discount deadline

NEW

Event Flex Collection

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

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



Whitewood



Silverwood



Dark Maple



Blackwood



Barnwood

▼ = Available only before the discount deadline

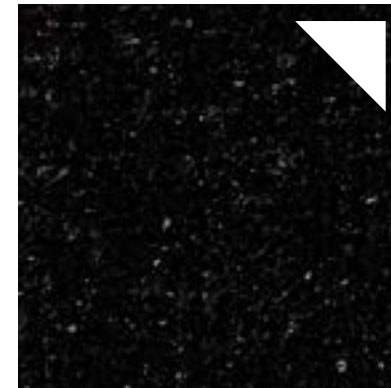
NEW

Turf

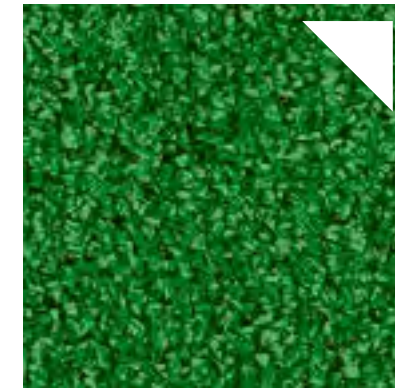
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

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

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

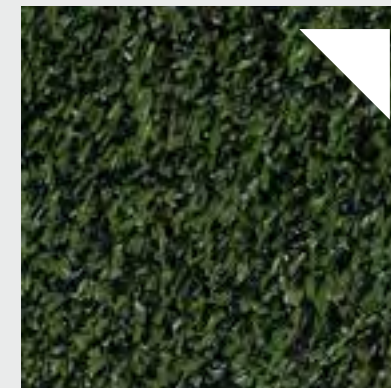


Riviera Black



Riviera Green

Parkside Parkside high-quality synthetic grass provides the real look and feel of your backyard. Colorfast and UV technology makes this the most durable turf solution for both indoor and outdoor use.



Parkside Green

▼ = Available only before the discount deadline

Want to take your flooring to the next level?

Custom flooring options can be ordered for borders, patterns, logos and specific sizes. Contact your Freeman Sales Team member for more information about specialty and custom flooring selections.

Contact solutions@freeman.com



Freeman¹

Order before the discount deadline.

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

freeman.com/find-show

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



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NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online Price by ordering at www.freeman.com/store by APRIL 10, 2023.

FLOORING

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

10' Classic Carpet, Padding & Plastic Covering

CHOOSE YOUR CARPET COLOR:

- Black Blue* Gray Midnight Blue Red* Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 240.00	\$ 264.00	\$ 336.00	_____
_____	10' x 20' Classic Carpet	\$ 480.00	\$ 528.00	\$ 672.00	_____
_____	10' x 30' Classic Carpet	\$ 720.00	\$ 792.00	\$ 1,008.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 150.00	\$ 165.00	\$ 210.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 300.00	\$ 330.00	\$ 420.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 450.00	\$ 495.00	\$ 630.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 300.00	\$ 330.00	\$ 420.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 600.00	\$ 660.00	\$ 840.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 900.00	\$ 990.00	\$ 1,260.00	_____
_____	Plastic Covering (price per sqft).....	\$.60	\$.65	\$.85	_____

Custom Cut Classic Carpet

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

CHOOSE YOUR CARPET COLOR:

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

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 4.80	\$ 5.30	\$ 6.70	_____

Vinyl*

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

10 ft Expo Event Vinyl, choose your flooring color:

- Ash Birch Dark Maple Light Maple Smoke

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 7.25	\$ 8.00	\$ 10.15	_____

12 ft Event Flex Vinyl, choose your flooring color:

- Barnwood Blackwood Dark Maple Silverwood Whitewood

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 9.05	\$ 9.95	\$ 12.65	_____

NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____



Upgraded Carpet*

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

30 oz Designer Plus Carpet, choose your carpet color:

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

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	5.75	6.35	8.05	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	5.20	5.70	7.30	_____

45 oz Supreme Carpet, choose your carpet color:

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

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	6.60	7.25	9.25	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	5.95	6.55	8.35	_____



Carpet Padding

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

• Order padding by the sqft if your size is not listed on the standard size order form.

Carpet Padding- Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	1.50	1.65	2.10	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	1.35	1.50	1.90	_____

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

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	3.00	3.30	4.20	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	2.70	2.95	3.80	_____

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

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____	sqft	\$	4.35	4.80	6.10	_____

Turf*

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

Riviera Turf, choose your color:

- Black
 Ivy Green

Riviera Turf - Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____	sqft	\$	5.30	5.85	7.40	_____

Parkside Turf, choose your color:

- Green

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

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____	sqft	\$	10.85	11.95	15.20	_____

TOTAL COST

Total Cost = \$ _____

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



(888) 508-5054
 Fax: (469) 621-5605



Place your order online at www.freeman.com/store
 Submit order forms [here](#).

cleaning

NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

CLEANING SERVICES

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

VACUUMING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.					
_____	610100	Booth Vacuuming - One Time59	.85	_____
_____	610200	Booth Vacuuming - 2 Days	1.18	1.65	_____

SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.24	1.75	_____

FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time65	.90	_____
_____	690200	Floor Surface Cleaning - 2 Days	1.30	1.80	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.					
_____	620500	Exhibit Area / Under 500 sqft.	155.75	218.05	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	169.65	237.50	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	223.30	312.60	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	264.50	370.30	_____

TOTAL COST	
Total Cost = \$	_____
Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.	

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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





NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Discount Price by ordering at www.freeman.com/store by APRIL 10, 2023.

GRAPHICS

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft

_____ sqft \$ 24.95 per sqft discount price
 _____ x or _____ = \$ _____
 \$ 37.45 per sqft standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:
 Electronic File Name _____
 Application _____
 PMS Colors _____

Backing Material:

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

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

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____	71.50	107.25 =	_____
7" x 22" _____	73.25	109.90 =	_____
7" x 44" _____	78.85	118.30 =	_____
9" x 44" _____	88.00	132.00 =	_____
11" x 14" _____	93.45	140.20 =	_____
14" x 22" _____	102.65	154.00 =	_____
14" x 44" _____	133.55	200.35 =	_____
22" x 28" _____	145.60	218.40 =	_____
28" x 44" _____	206.25	309.40 =	_____
20" x 60" _____	295.15	442.75 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST
Total Cost = \$ _____
Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

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

Union Jurisdictions for Orlando, Florida

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 the various unions have, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

TIPPING

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

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 labor on the Display Labor order form and the necessary ladders and tools will be provided.

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.



01/17 | 55774



NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

Straight Time: 8:00 AM to 4:30 PM Monday through Friday
Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday, 6:00 AM to 12:00 Midnight Saturday and Sunday
Double Time: 12:00 Midnight to 6:00 AM and recognized holidays

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

Part #	Description	Advance Price	Show Site Price
INSTALLATION & DISMANTLE LABOR			
3515100	Installation & Dismantle Labor - ST.....	\$121.25	\$169.75
3515101	Installation & Dismantle Labor - OT.....	\$182.00	\$255.00
3515102	Installation & Dismantle Labor - DT.....	\$242.50	\$339.50
SCISSORLIFT WITH CREW			
3590600	Scissorlift w/Crew - ST.....	\$322.75	\$452.00
3590601	Scissorlift w/Crew - OT.....	\$383.50	\$537.00
3590602	Scissorlift w/Crew - DT.....	\$444.00	\$621.75

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.

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center to pick up labor)

Supervisor will be: _____ Phone Number: _____

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

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.

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center to pick up labor)

Supervisor will be: _____ Phone Number: _____

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

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

NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

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

Other Carrier:
 Carrier Name: _____
 Carrier Phone: _____
 Arrangements for pick-up by other carriers is the responsibility of the
 exhibitor.

Select Level of Service:

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

Freight Charges:

Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

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

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

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

installation & dismantle labor



(888) 508-5054
Fax: (469) 621-5605



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

Submit order forms [here](#).

NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

FORKLIFT & RIGGING LABOR

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

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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$245.50	\$343.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$307.25	\$430.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$325.25	\$455.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$387.00	\$542.00
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$357.75	\$501.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$419.50	\$587.50
304040	Forklift w/operator - 4-Stage - ST.....	\$260.50	\$364.75
304041	Forklift w/operator - 4-Stage - OT.....	\$322.25	\$451.25
RIGGING LABOR			
3020100	Rigger - ST.....	\$123.25	\$172.75
3020101	Rigger - OT.....	\$185.00	\$259.00
EQUIPMENT			
3090600	Forklift Cage.....	\$65.50	
3090700	Forklift Boom.....	\$65.50	
3090800	Pallet Jack.....	\$93.25	

INSTALLATION

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____ **Total Installation** \$ _____

DISMANTLE

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____ **Total Dismantle** \$ _____

forklift & rigging labor



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

_____, the contracted exhibitor at the **NPTC Annual Conference / May 7 - 8, 2023** 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, ORANGE COUNTY 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



NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Discount Price by ordering at www.freeman.com/store by **APRIL 10, 2023**.

TRUSS & THEATRICAL LABOR & EQUIPMENT

Straight Time: 8:00 AM to 5:00 PM Monday through Friday
Overtime: 6:00 AM to 8:00 AM and 5:00 PM to 12:00 Midnight Monday through Friday, 6:00 AM to 12:00 Midnight Saturday and Sunday
Double Time: 12:00 Midnight to 6:00 AM and recognized holidays

- **Standard Prices will apply to all labor orders placed after the Discount Price Deadline Date: APRIL 10, 2023.**
- All rigging must comply with Orange County Convention Center and Show Management rules and regulations and facility limitations.
- Freeman requires an engineered print of all overhead components with weights. Failure to provide a DWG file of the rigging plot and all hanging material weights by the Discount Price Deadline Date will incur an additional Design Fee and may prohibit your rig from being hung during the requested time window.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.
- All truss brought in by an outside vendor must adhere to ANSI E1.2 - 2012 or will not be assembled by Freeman.
- Time will commence per exhibitor's request. Failure to start at the requested time will result in a four (4) hour minimum charge per labor person requested, unless 24-hour advance notice is provided in writing.
- For Pre Rigging, please contact Orange County Convention Center and Freeman for availability.
- **Hanging sign rigging & hoist attachments to the ceiling are provided by Orange County Convention Center. Labor to perform these services must be directly ordered from Orange County Convention Center.**

Part #	Description	Advance Price	Show Site Price
HANGING SIGN ASSEMBLY LABOR			
<ul style="list-style-type: none"> • Used for assembly of signs that will be hung from the building. • Labor and equipment to hang sign must be directly ordered from Orange County Convention Center. 			
3863200	Hanging Sign Assembly Labor - ST	\$121.25	\$169.75
3863201	Hanging Sign Assembly Labor - OT	\$182.00	\$255.00
3863202	Hanging Sign Assembly Labor - DT	\$242.50	\$339.50
THEATRICAL LABOR			
<ul style="list-style-type: none"> • Used for all truss assembly, all assembly of signs attached to truss, attaching sign to truss, audio visual installation, and attachments to motors. 			
3870100	Truss Assembly Labor - ST	\$142.50	\$199.50
3870101	Truss Assembly Labor - OT	\$213.75	\$299.25
3870102	Truss Assembly Labor - DT	\$285.00	\$399.00
BOOM LIFT WITH CREW			
<ul style="list-style-type: none"> • Used for focus or other aerial work. • Attachments to the building must be arranged with the Orange County Convention Center. 			
3863300	Boom Lift w/Crew - ST	\$614.25	\$860.00
3863301	Boom Lift w/Crew - OT	\$756.75	\$1,059.50
3863304	Boom Lift w/Crew - DT	\$899.25	\$1,259.00
SCISSORLIFT WITH CREW			
<ul style="list-style-type: none"> • Used for focus or other aerial work. • Do not order for booth work. 			
3860100	Scissorlift w/Crew - ST	\$444.00	\$621.75
3860101	Scissorlift w/Crew - OT	\$565.50	\$791.75
3860102	Scissorlift w/Crew - DT	\$686.50	\$961.25
RIGGING SUPERVISOR			
3864300	Rigger Supervisor - ST	\$180.25	\$252.50
3864301	Rigger Supervisor - OT	\$270.50	\$378.75
3864302	Rigger Supervisor - DT	\$360.50	\$504.75
DESIGN FEE			
<ul style="list-style-type: none"> • Required for every truss or motor order. • Second design fee will apply for orders over 20 motors. • Additional fees may apply if design changes after the Discount Price Deadline Date. 			
3870400	Design Fee	\$360.50	

truss & theatrical labor & equipment

NAME OF SHOW: **NPTC Annual Conference / May 7 - 8, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

TRUSS & THEATRICAL LABOR & EQUIPMENT

Qty	Part #	Description	Advance Price	Show Site Price	Total
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EQUIPMENT RENTAL

- All Freeman rental equipment, overhead rigging, and flown objects must be assembled and disassembled by Freeman.
- Motor power must be ordered through Orange County Convention Center. One (1) 30A, 3 Phase, 208V outlet will need to be ordered for every eight (8) motors ordered.

_____	15293	Chain Hoist - 1 Ton.....	\$772.50	\$1,081.50	\$ _____
_____	15294	Chain Hoist - 1/2 Ton.....	\$721.00	\$1,009.40	\$ _____
_____	152912	Rotating Sign Motor - Small.....	\$618.00	\$865.20	\$ _____
_____	1523120	12" Box Truss - Silver.....	\$28.35	\$39.70	\$ _____
_____	1523120	12" Box Truss - Black.....	\$33.50	\$46.90	\$ _____
_____	1523121	12" Corner Block.....	\$154.50	\$216.30	\$ _____
_____	1523200	20.5" Box Truss - Silver.....	\$31.95	\$44.75	\$ _____
_____	1523200	20.5" Box Truss - Black.....	\$37.10	\$51.95	\$ _____
_____	1523124	20.5" Corner Block.....	\$180.25	\$252.35	\$ _____

Total Equipment \$ _____

INSTALLATION

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Total Installation \$ _____

Describe work to be done: _____

DISMANTLE

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Total Dismantle \$ _____

Describe work to be done: _____

Should you have any questions or require assistance, please contact UnifiedRigging@Freeman.com.

STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

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

Show Name: Annual NPTC Education Management Conference 2023
Incentive Deadline Date: April 14th, 2023
Base Rates Start On/After: April 15th, 2023
OCCC Exhibitor Services Coordinator: Martin Caparros
Direct Phone: (407) 685-5897
Contact Email: Martin.Caparros@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

****A METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

How To Order OCCC Services:

Order Online:	Order via Email:	Fax:	Mail:
www.occc.net/exhibitor	Exhibitor.Services@occc.net	(407) 685-9884	OCCC Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199

If not ordering OCCC services online, please complete all applicable order forms and the required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

OCCC Exhibitor Ordering Conditions & Guidelines

1. Full payment and an accurate diagram **MUST** be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers for orientation. Orders without full payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment **AND** finalized diagram is received by OCCC. Revised diagrams will affect rates.
3. Orders received during move-in and/or on-site are subject up to a 50% price increase over base rates.
4. Modifications to incentive rate orders received after the incentive deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Notification of cancellation must be received in writing prior to the first scheduled show management move-in date to receive a refund. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee and if a refund is required. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.
9. Once the OCCC has received a payment from an exhibitor, that payment is the payment that will be applied to the exhibitor's invoice. The OCCC will not accept an initial credit card payment from an exhibitor, and then refund the exhibitor's credit card if the exhibitor wants to pay with another credit card, a check, or an ETF (Wire/ACH) payment later.
10. Any unpaid balance will be subject to a finance charge of one and one half percent (1 ½%) per month from the date of the last contracted show day of the event."

OCCC Payment Options:

Credit / Debit Cards: OCCC will charge your credit/debit card in full for your advance order and any additional charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

Company Checks: Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

Electronic Funds Transfers (Wire & ACH): OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

Third Party Billings: Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any third party billing, in which case the exhibitor will be responsible for all charges.

EVENT: **Annual NPTC Education Management Conference 2023**

EXHIBITOR	EXHIBITING COMPANY: _____	BOOTH #: _____
	PHONE: _____ FAX: _____	BOOTH SIZE: _____ X _____
	ADDRESS: _____	BOOTH TYPE:
	CITY: _____ STATE: _____	<input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND
ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	<input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER	
BILLING	BILL-TO COMPANY (IF DIFFERENT): _____	I AM:
	ORDER CONTACT NAME: _____	<input type="checkbox"/> THE EXHIBITOR
	ADDRESS: _____	<input type="checkbox"/> A 3RD PARTY (EAC/I&D):
	CITY: _____ STATE: _____	
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	
	PHONE: _____ FAX: _____	
ORDER CONTACT EMAIL: _____	EMAIL FOR INVOICES: _____	

****THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

<p>Annual NPTC Education Management Conference 2023 Incentive Deadline Date: April 14th, 2023 To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: April 14th, 2023</p>	<p>Place Your Order Online or Via Email or Fax: Order Online: www.occc.net/exhibitor Email Forms: exhibitor.services@occc.net Send Via Fax: (407) 685-9884 Call: (800) 345-9898</p>	<p>OCCC Mailing Address: Orange County Convention Center ATTN: Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199</p>
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- COMPANY CHECK**
 Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.
- ELECTRONIC FUNDS TRANSFER**
 OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

***ACH Payments now available Online**

- CREDIT / DEBIT CARD**
 OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:
- CARD TYPE:** VISA MASTERCARD AMERICAN EXPRESS

CARD NUMBER: _____ **EXPIRATION DATE:** _____ **SECURITY CODE:** _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, by submitting an order to the OCCC, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electricity, rigging labor and equipment, lighting, plumbing, compressed air, propane & natural gas, cable TV and/or firewatches.

SIGNATURE: _____ **DATE:** _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

EVENT: **Annual NPTC Education Management Conference 2023**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
		April 14th, 2023				April 15th, 2023				May 5th, 2023
Quantity	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
Floor	Ceiling									
		120V 5 Amp (500w) Single Outlet*	\$125.86	\$12.59	\$8.18	\$146.63	\$202.51	\$20.26	\$13.17	\$235.94
		120V 10 Amp (1000w) Single Outlet*	\$151.03	\$15.10	\$9.82	\$175.95	\$242.46	\$24.25	\$15.76	\$282.47
		120V 15 Amp (1500w) Single Outlet*	\$169.92	\$16.99	\$11.04	\$197.96	\$273.25	\$27.33	\$17.76	\$318.34
		120V 20 Amp (2000w) Single Outlet*	\$189.80	\$18.98	\$12.34	\$221.12	\$298.11	\$29.81	\$19.38	\$347.30
208V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below										
		208V 20 Amp Single Phase*	\$231.86	\$23.19	\$15.07	\$270.12	\$372.87	\$37.29	\$24.24	\$434.39
		208V 30 Amp Single Phase*	\$306.62	\$30.66	\$19.93	\$357.21	\$490.21	\$49.02	\$31.86	\$571.09
		208V 40 Amp Single Phase*	\$377.59	\$37.76	\$24.54	\$439.89	\$600.94	\$60.09	\$39.06	\$700.10
		208V 50 Amp Single Phase*	\$469.39	\$46.94	\$30.51	\$546.84	\$751.41	\$75.14	\$48.84	\$875.39
		208V 60 Amp Single Phase*	\$564.97	\$56.50	\$36.72	\$658.19	\$890.53	\$89.05	\$57.88	\$1,037.47
		208V 80 Amp Single Phase*	\$700.30	\$70.03	\$45.52	\$815.85	\$1,120.30	\$112.03	\$72.82	\$1,037.15
		208V 100 Amp Single Phase*	\$898.88	\$89.89	\$58.43	\$1,047.20	\$1,432.15	\$143.22	\$93.09	\$1,668.45
N/A		208V 150 Amp Single Phase*	\$1,138.32	\$113.83	\$73.99	\$1,326.14	\$1,820.60	\$182.06	\$118.34	\$2,121.00
		208V 200 Amp Single Phase*	\$1,518.66	\$151.87	\$98.71	\$1,769.24	\$2,430.76	\$243.08	\$158.00	\$2,831.84
		208V 400 Amp Single Phase*	\$3,036.43	\$303.64	\$197.37	\$3,537.44	\$4,858.83	\$485.88	\$315.82	\$5,660.54
208V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below										
		208V 20 Amp Three Phase*	\$355.83	\$35.58	\$23.13	\$414.54	\$571.60	\$57.16	\$37.15	\$665.91
		208V 30 Amp Three Phase*	\$510.08	\$51.01	\$33.16	\$594.24	\$818.59	\$81.86	\$53.21	\$953.66
		208V 40 Amp Three Phase*	\$649.19	\$64.92	\$42.20	\$756.31	\$1,040.05	\$104.01	\$67.60	\$1,211.66
		208V 50 Amp Three Phase*	\$771.28	\$77.13	\$50.13	\$898.54	\$1,236.88	\$123.69	\$80.40	\$1,440.97
		208V 60 Amp Three Phase*	\$971.91	\$97.19	\$63.17	\$1,132.28	\$1,558.64	\$155.86	\$101.31	\$1,815.82
		208V 80 Amp Three Phase*	\$1,236.56	\$123.66	\$80.38	\$1,440.59	\$1,978.33	\$197.83	\$128.59	\$2,304.75
		208V 100 Amp Three Phase*	\$1,545.71	\$154.57	\$100.47	\$1,800.75	\$2,474.03	\$247.40	\$160.81	\$2,882.24
N/A		208V 150 Amp Three Phase*	\$1,965.71	\$196.57	\$127.77	\$2,290.05	\$3,143.69	\$314.37	\$204.34	\$3,662.40
		208V 200 Amp Three Phase*	\$2,620.03	\$262.00	\$170.30	\$3,052.33	\$4,192.78	\$419.28	\$272.53	\$4,884.59
		208V 400 Amp Three Phase*	\$6,071.96	\$607.20	\$394.68	\$7,073.83	\$9,716.77	\$971.68	\$631.59	\$11,320.04
Select Any Related and/or Required Services										
		Ceiling Drop Charge†				\$288.86				\$427.77
		25' Extension Cord	\$23.66		\$1.54	\$25.20	\$35.49		\$2.31	\$37.80
		Six Outlet Power Strip	\$23.66		\$1.54	\$25.20	\$35.49		\$2.31	\$37.80
		GFI Rental Plug	\$26.26		\$1.71	\$27.97	\$30.00		\$1.95	\$31.95
		20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00
		40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00
		80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00
		150 - 200 Amp Connection‡	\$165.26		\$10.74	\$176.00	\$165.26		\$10.74	\$176.00
		400 Amp Connection‡	\$183.10		\$11.90	\$195.00	\$183.10		\$11.90	\$195.00
		<input type="checkbox"/> CHECK HERE IF NO PLUG RENTAL NEEDED								
		TOTAL:								

*Labor, Placement & 24-Hour Power Included

† Required For All Ceiling Drops

‡ Required For Each 208V Connection

OCCC TERMS & CONDITIONS

- On-site orders are subject up to a 50% price increase over base rates.
 - Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
 - OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
 - Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
 - Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
 - Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

FOR OFFICE USE ONLY

EVENT: **Annual NPTC Education Management Conference 2023**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
Quantity	Item Description	April 14th, 2023				April 15th, 2023				May 5th, 2023
		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
P L U M B I N G	Water Service Connection* 1/2 FPT Service Outlet	\$200.08	\$20.01	\$13.01	\$233.09	\$322.65	\$32.27	\$20.97	\$375.89	
	Drain Service Connection* 1/2 FPT Service Outlet	\$179.43		\$11.66	\$191.09	\$285.92		\$18.58	\$304.50	
	Water Fill & Drain* 1-500 Gallons	\$244.24	\$24.42	\$15.88	\$284.54	\$393.86	\$39.39	\$25.60	\$458.85	
	Water Fill & Drain* Each Additional 100 Gallons	\$35.14	\$3.51	\$2.28	\$40.94	\$61.28	\$6.13	\$3.98	\$71.39	
	30 Gallon Hot Water Heater*	\$333.24		\$21.66	\$354.90	\$499.85		\$32.49	\$532.34	
	80 Gallon Hot Water Heater* Quick Recovery Type	\$887.25		\$57.67	\$944.92	\$1,064.70		\$69.21	\$1,133.91	
	120 Gallon Hot Water Heater* Quick Recovery Type	\$1,264.00		\$82.16	\$1,346.16	\$1,516.80		\$98.59	\$1,615.39	
	Single Utility Sink* with Hot Water Heater	\$346.05		\$22.49	\$368.54	\$517.60		\$33.64	\$551.24	
	Single Utility Sink* without Hot Water Heater	\$244.50		\$15.89	\$260.39	\$369.72		\$24.03	\$393.75	
	Triple Kitchen Sink* with Hot Water Heater & Disposal	\$758.16		\$49.28	\$807.44	\$1,106.20		\$71.90	\$1,178.10	
G A S S	Air Service Connection* 1/2 FPT Service Outlet, 90 PSI max. (if greater PSI is needed, please contact us)	\$292.96		\$19.04	\$312.00	\$399.59		\$25.97	\$425.56	
	LP (Liquid Propane) Gas* 5lb Tank	\$65.29	\$6.53	\$4.24	\$76.06	\$79.50	\$7.95	\$5.17	\$92.62	
	Natural Gas Connection† 1 - 50,000 BTUs Hook-Up	\$269.47	\$26.95	\$17.52	\$313.93	<i>Only Available in West Hall B and the N/S Building. To Ensure Proper Permitting And Installation, All Natural Gas Orders Must Be Placed (21) Days Prior To The First Move-In Date</i>				
	Natural Gas - additional BTUs† Additional 50,000 BTUs Hook-Up	\$129.34	\$12.93	\$8.41	\$150.68					
Ceiling Drop For Natural Gas Order Required For All Natural Gas Orders	<i>Must Be Included In Total For All Natural Gas Orders</i>			\$288.86				\$427.77		
									TOTAL:	

* Labor & Placement *Included*, Only Available From Floor

† *Requires* A Ceiling Drop Charge

‡ *Installation, Removal, Electricity, & (1) Focus Included*

OCCC TERMS & CONDITIONS

Water/Drain Connection includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split water or drain. OCCC is not responsible for plumbing distribution installed by others.

- Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.
- Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact OCCC Exhibitor Services.
- On-site orders are subject up to a 50% price increase over base rates.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

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EVENT: Annual NPTC Education Management Conference 2023

EXHIBITOR	EXHIBITING COMPANY: _____
	PHONE: _____ FAX: _____
	ADDRESS: _____
	CITY: _____ STATE: _____
ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	
BILLING	BILL-TO COMPANY (IF DIFFERENT): _____
	RIGGING CONTACT NAME: _____
	ADDRESS: _____
	CITY: _____ STATE: _____
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____
	PHONE: _____ FAX: _____
RIGGING CONTACT EMAIL: _____ EMAIL FOR INVOICES: _____	

BOOTH #: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE:

INLINE ISLAND

PENINSULA OTHER

I AM:

THE EXHIBITOR

A 3RD PARTY (EAC/I&D):

N O T I C E

- A CREDIT CARD ON FILE with an OCCC Method of Payment form is REQUIRED for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge and any additional charges for labor or hardware needed to suspend items will be charged separately to the credit card.
- After your sign is assembled and ready to be hung, an AUTHORIZED SIGNER from your OCCC Method of Payment form must visit the OCCC Exhibitor Services service desk to sign rigging paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the OCCC Exhibitor Services service desk and/or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a Dedicated Rigging Team.

Rigging Labor	Incentive Rate If Ordered & Paid By:	Base Rate If Ordered Or Paid On/After:
	April 14th, 2023	April 15th, 2023
Initial Rigging Charge, Three-Rigger Team, First Hour In & Out	\$608.58 <input type="checkbox"/> Select	\$884.44 <input type="checkbox"/> Select
Additional Rigging Labor, Per Rigger, Per Hour	\$101.43	\$147.74
Holiday or Overtime (After 8 Hours), Per Rigger, Per Hour	\$152.15	\$221.60

REQUESTED RIGGING INSTALL DATE: _____ REQUESTED RIGGING STRIKE DATE: _____

DESCRIPTION OF ITEM(S): _____ DOES THIS ITEM REQUIRE:

SIZE: _____ WEIGHT: _____ QUANTITY: _____ POWER

REQUESTED HEIGHT FROM FLOOR TO TOP OF SUSPENDED ITEM: _____ OCCC TRUSS OR MOTORS

TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.): _____

DOES THE SUSPENDED ITEM HAVE A BOTTOM? YES NO IF YES, PROVIDE THE BOTTOM DIMENSIONS: _____

ADDITIONAL COMMENTS: _____

OCCC RIGGING TERMS & CONDITIONS

- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- OCCC does not assemble item(s). Assembly must be completed by the exhibitor.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Orders received on site are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC does not accept purchase orders (POs). All prices are subject to change without notice.

FOR OFFICE USE ONLY



EVENT: **Annual NPTC Education Management Conference 2023**

Contact us for quantity discounts!

Save on transportation/freight charges and costly downtime!

Item Description	Incentive Rate If Ordered & Paid By:			Base Rate If Ordered Or Paid On/After:		
	April 14th, 2023			April 15th, 2023		
	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price
CM Lodestar Chain Hoist, Electric, 1/4 Ton*	\$315.00	\$20.48	\$335.48	\$472.50	\$30.71	\$503.21
CM Lodestar Chain Hoist, Electric, 1/2 Ton*	\$315.00	\$20.48	\$335.48	\$472.50	\$30.71	\$503.21
CM Lodestar Chain Hoist, Electric, 1 Ton*	\$315.00	\$20.48	\$335.48	\$472.50	\$30.71	\$503.21
CM Lodestar Chain Hoist, Electric, 2 Ton*	\$315.00	\$20.48	\$335.48	\$472.50	\$30.71	\$503.21
Rotating Motor, 100lb Capacity*	\$180.28	\$11.72	\$192.00	\$270.42	\$17.58	\$288.00
Rotating Motor, 200lb Capacity*	\$210.32	\$13.67	\$223.99	\$271.42	\$17.64	\$289.06
Rotating Motor, 500lb Capacity*	\$399.58	\$25.97	\$425.55	\$539.43	\$35.06	\$574.49
Truss Is Available In Silver or Black						
Thomas Aluminium Truss, 12" x 12" x 2'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" x 12" x 2.5'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" x 12" x 3'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" x 12" x 4'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" x 12" x 5'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" x 12" x 6'	\$67.33	\$4.38	\$71.71	\$100.99	\$6.56	\$107.55
Thomas Aluminium Truss, 12" x 12" x 8'	\$72.93	\$4.74	\$77.67	\$109.41	\$7.11	\$116.52
Thomas Aluminium Truss, 12" x 12" x 10'	\$78.55	\$5.11	\$83.66	\$117.82	\$7.66	\$125.48
Thomas Aluminium Truss, 12" Corner Block	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" Grapple	\$42.35	\$2.75	\$45.10	\$63.51	\$4.13	\$67.64
Thomas Aluminium Truss, 12" Hingle Plate	\$72.93	\$4.74	\$77.67	\$109.41	\$7.11	\$116.52
Thomas Aluminium Truss, 20.5" x 20.5" x 2'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 20.5" x 20.5" x 3'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 20.5" x 20.5" x 4'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 20.5" x 20.5" x 5'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 20.5" x 20.5" x 6'	\$67.33	\$4.38	\$71.71	\$100.99	\$6.56	\$107.55
Thomas Aluminium Truss, 20.5" x 20.5" x 8'	\$78.55	\$5.11	\$83.66	\$117.82	\$7.66	\$125.48
Thomas Aluminium Truss, 20.5" x 20.5" x 10'	\$95.38	\$6.20	\$101.58	\$143.07	\$9.30	\$152.37
Thomas Aluminium Truss, 20.5" Corner Block	\$89.78	\$5.84	\$95.62	\$134.65	\$8.75	\$143.40
Thomas Aluminium Truss, 20.5" Grapple	\$42.35	\$2.75	\$45.10	\$63.51	\$4.13	\$67.64
Thomas Aluminium Truss, 20.5" Hingle Plate	\$89.78	\$5.84	\$95.62	\$134.65	\$8.75	\$143.40
Hardware						
Airwall Hanger	\$21.00	\$1.37	\$22.37 / Week	\$31.50	\$2.05	\$33.55 / Week
All Thread	\$3.00	\$0.20	\$3.20 / Week	\$4.50	\$0.30	\$4.80 / Week
Barn Door	\$30.00	\$1.95	\$31.95 / Week	\$45.00	\$2.93	\$47.93 / Week
Batten or Water Pipe - Per Foot	\$3.00	\$0.20	\$3.20 / Week	\$4.50	\$0.30	\$4.80 / Week
Clamp - Beam	\$45.00	\$2.93	\$47.93 / Week	\$67.50	\$4.39	\$71.89 / Week
Clamp - Misc.	\$6.00	\$0.39	\$6.39 / Week	\$9.00	\$0.59	\$9.59 / Week
Deck Chain	\$10.00	\$0.65	\$10.65 / Week	\$15.00	\$0.98	\$15.98 / Week
Black Strap/Eye Bolt /Link Sub-Assembly/Turnbuckle/Rings	\$6.00	\$0.39	\$6.39 / Week	\$9.00	\$0.59	\$9.59 / Week
Nylon Sling or GAC Flex	\$15.00	\$0.98	\$15.98 / Week	\$20.00	\$1.30	\$21.30 / Week
Raw Wire - Per Foot	\$0.95	\$0.07	\$1.02 / Week	\$1.35	\$0.09	\$1.44 / Week
Rope	\$12.00	\$0.78	\$12.78 / Week	\$18.00	\$1.17	\$19.17 / Week
Sheave	\$21.00	\$1.37	\$22.37 / Week	\$31.50	\$2.05	\$33.55 / Week
Steel Point	\$10.00	\$0.65	\$10.65 / Week	\$15.00	\$0.98	\$15.98 / Week
Strand Vice	\$21.00	\$1.37	\$22.37 / Week	\$31.50	\$2.05	\$33.55 / Week
Truss Protector	\$1.00	\$0.07	\$1.07 / Week	\$1.00	\$0.07	\$1.07 / Week

*Electricity Included

***Please note this page is not an order form. If you would like to rent any OCCC Rigging equipment (motor, truss, hardware) please contact our Rigging department at (407) 685-5555**

OCCC TERMS & CONDITIONS

- The OCCC requires a 25% deposit on all rigging equipment orders to secure equipment in our inventory.
- OCCC Rigging is responsible for assembling and installing all truss and motors.
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (aircraft cable, ropes, etc.).
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject up to a 50% price increase over base rates.
- All prices are subject to change without notice.

EVENT: **Annual NPTC Education Management Conference 2023** BOOTH #: _____
 EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

Quantity	Item Description	Incentive Rate If Ordered & Paid By: April 14th, 2023			Base Rate If Ordered Or Paid On/After: April 15th, 2023			On-Site Rates Start: May 5th, 2023
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	Aerial Par Can Light†	\$266.66	\$17.34	\$284.00	\$450.00	\$29.25	\$479.25	
	Overhead Lights Out, Per Pod	<i>Per Show Management Approval</i>		\$55.00	<i>Per Show Management Approval</i>		\$75.00	
							TOTAL:	

†Installation, Removal, Electricity, & (1) Focus Included

TO EXPEDITE THE INSTALLATION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH OR AISLE #:

ADJACENT BOOTH OR AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

OCCC TERMS & CONDITIONS

- Par can refocusing is subject to labor charges.
- On-site orders are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

EVENT: **Annual NPTC Education Management Conference 2023** BOOTH #: _____

EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____

AGREEMENT CONTACT NAME: _____

PHONE: _____ FAX: _____

EMAIL: _____

****To Complete This Agreement You Must Include an OCCC Method Of Payment Form With Your Submission****

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, inside the Orange County Convention Center:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.
2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.
3. All lighter-than-air objects must be properly tethered.
4. All items must be removed from the Convention Center property at the close of the event.
5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of \$100.00 per item. An open credit card invoice will be held at the Exhibitor Services Desk to cover any retrieval costs.

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

SIGNATURE: _____ DATE: _____

EVENT: **Annual NPTC Education Management Conference 2023** BOOTH #: _____

EXHIBITING COMPANY: _____ I AM: _____

ORDER CONTACT NAME: _____ THE EXHIBITOR

PHONE: _____ FAX: _____ AN EAC/I&D: _____

ORDER CONTACT EMAIL: _____ OTHER: _____

Complete and sign this form if you intend to conduct ANY of the following activities within your exhibit space. Cooking, open flame and gas appliances require Fire Marshal approval in advance. Introduction of a hazard deemed unsafe or out of the ordinary (i.e. grease-laden vapors, flammable liquids or gases), by the Orange County Fire Rescue Department may require a firewatch. Please consult your exhibitor kit for all OCCC and Orange County Fire Rescue's terms and conditions.

Additional Information:

- A 2A40 B.C. fire extinguisher (5 lb. ABC) with a current tag from a licensed fire extinguisher contractor, must be in the exhibit booth for any gas appliances, cooking or open flame. The fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
- If a fire extinguisher is necessary for your booth, you may rent one from OCCC Exhibitor Services for \$35.00.
- Provide a four-foot (4') space or barrier to separate the attendees or general public from a cooking, open flame or heat producing appliance.
- LP Gas (i.e. propane, butane) and Natural Gas may be ordered via Exhibitor Services only after approval from the Orange County Fire Marshal. The amount of LP Gas permitted in the building is limited to a nominal 5 lb. container.
- Please indicate, which appliance(s), if any, need to be left operating overnight.
- Please contact the Orange County Fire Marshal at (407) 685-9811 with any questions.

Please Check All That Apply To Your Booth/Exhibit:

- "Sterno" or other jellied fuels (must be used in a device designed to prevent fuel from tipping over)
- Candle (only votive or hurricane-enclosed, self-extinguishing candles are permitted)
- Deep Fryer: Electric Gas Specify Well Dimensions: _____
- Range or Cook Top: Electric Gas Specify Range Cooking Area Dimensions: _____
- Grill or Griddle: Electric Gas Specify Grill or Griddle Cooking Area Dimensions: _____
- Chain Broiler: Electric Gas Specify Chain Broiler Cooking Area Dimensions: _____
- Fireplace: Electric Gas Wood Specify Vent Type: Vented Ventless
- Fog/Haze
- Other Heat Producing or Gas Operated Device. Please describe and/or attached appliance literature, including UL listing information:

I, the undersigned, acknowledge and agree to all OCCC and Orange County Fire Rescue Terms & Conditions:

SIGNATURE: _____ DATE: _____



EVENT: Annual NPTC Education Management Conference 2023

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

NAME OF EAC / DESIGN FIRM: _____

BOOTH TYPE:

CONTACT NAME: _____

MULTI-LEVEL COVERED

PHONE: _____ **FAX:** _____

I AM:

CONTACT EMAIL: _____

THE EXHIBITOR

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____

AN EAC/I&D: _____

SQUARE FOOTAGE OF COVER: _____

OTHER: _____

STAIR RISE & TREAD: _____

GUARD RAIL MEASUREMENTS: _____

COMMENTS:

Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit for complete information regarding multi-level and covered booths. All booths must be constructed as required by all applicable codes and standards.

Orange County Fire Rescue Department requires firewatch personnel for:

- All multi-level booths and exhibits regardless of square footage, unless a sprinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED: To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupiable.

- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch REQUIRED

MULTI-LEVEL BOOTH DEFINED: To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair REQUIRED
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs REQUIRED

Please send the completed form back to:

Orange County Convention Center Attn: Event Management
 Regular Mail: PO Box 691509, Orlando, FL 32869
 Overnight: 9860 Universal Boulevard, Orlando, FL 32819

TO BE COMPLETED BY OCC AND ORANGE COUNTY FIRE MARSHALL

EVENT MANAGER: _____

APPROVED:

OCCC RECEIVED: _____ **NUMBER OF COPIES:** _____

YES NO

DATE TO FIRE MARSHALL: _____ **DATE RETURNED:** _____

FIREWATCH REQUIRED:

PLANS REVIEWER: _____

YES NO

COMMENTS:

Electrical Conditions

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors.
4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All 120V cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.
11. Orders received during the incentive period will receive priority over base or on-site orders.
12. The exhibitor releases, waives and holds harmless the OCCC, its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
13. Obstructions blocking utility floor boxes are subject to relocation as necessary.
14. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
15. All electrical services are to be billed to the next greatest wattage or amperage (i.e. 15amp 208v single phase = 20amp 208v single phase).
16. The OCCC does not provide distribution panels. If an exhibitor orders "bulk power", the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

Plumbing & Gases Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
4. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.
5. Labor charges will apply for service calls.
6. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
8. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.

Additional Exhibitor Conditions

1. Claims will not be considered unless filed by the exhibitor at the OCCC Service Desk prior to the close of the show.
2. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
3. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
4. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
5. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
6. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
7. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
8. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
9. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
10. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
15. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted on any parts of the OCCC campus.
16. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
17. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
18. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.

Exhibitors need to provide their own UL-Certified plug(s) for connecting equipment to the OCCC's electrical receptacle. If an exhibitor's electrical plug does not match the OCCC's electrical receptacle, the exhibitor will need a UL-Certified Connection Plug to connect to the OCCC's receptacle. If an exhibitor does not provide their own UL-Certified Connection Plug, the exhibitor must rent a UL-Certified Connection Plug from the OCCC for an additional charge. Exhibitors are responsible for leaving all rented UL-Certified Connection Plugs in their booth at the close of the event. **All missing plugs will result in a \$150 charge.** Below is a description of the type of electrical receptacles the OCCC's supplies based on amperage.

20 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**



20 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**

30 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**



30 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**

60 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**

60 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**



100 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

100 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

Rental Price: \$98.00 (\$92.02 + \$5.98 tax)

150 - 200 Amp Single Phase - two hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

150 - 200 Amp Three Phase - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

Rental Price: \$176.00 (\$165.26 + \$10.74 tax)

200 - 400 Amp Single Phase - two hots, neutral and a ground.

OCCC Receptacles for 280/480V: **Camlock (4/0)**

200 - 400 Amp Three Phase - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (4/0)**

Rental Price: \$195.00 (\$183.10 + \$11.90 tax)



The OCCC is the exclusive aerial rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following aerial rigging guidelines are applicable to all exhibitors and/or exhibitor appointed contractors (EACs). The OCCC's Rigging department can be reached by phone (407) 685-5555 to assist with any questions in regards to aerial rigging.

1. The OCCC is the exclusive provider of aerial rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely and in an appropriate condition to be suspended. A structural engineer's certification or seal of approval may be required under certain conditions.
5. All hardware is required to have a working load limit (WLL). Use only rated rigging hardware when constructing your sign. All hardware and equipment must be approved by the manufacturer for overhead suspension.
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging department a MINIMUM of THREE WEEKS in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed. All signage is subject to on-site inspection for final approval.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

Seams:

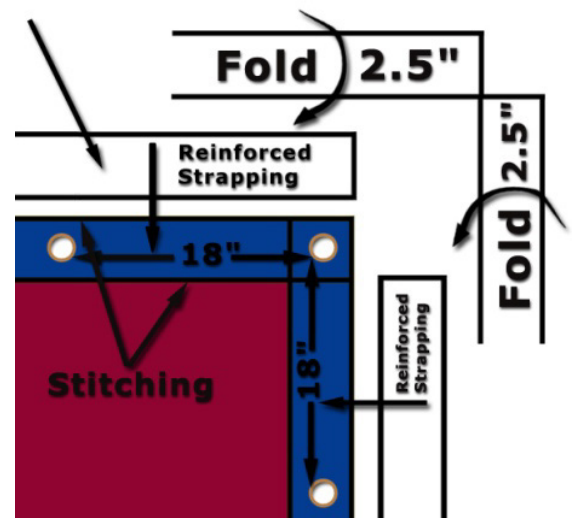
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

Hardware:

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.



Cooking Information

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking/Open Flame Agreement form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations.

Permitted Cooking Appliances Must Meet The Following Conditions:

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Orange County Fire Marshal) are taken. Prior approval from the Orange County Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers. **Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Orange County Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Orange County Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
 - Fryers
 - Grills, Ranges, Griddles, Broilers, Chain-broilers
 - Ovens

Please Note: A firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County Fire Marshal.

Covered Booth Guidelines (Less than 300 Square Feet)

Please See Multi Level Guidelines Information Sheet

Facility Emergency Equipment

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

Flame Resistance Information

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

Gas Information

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

Gas - Compressed/Inert

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

Inert Gas Cylinders

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during “move-in” or “move-out”.
- Compressed inert gas cylinders may be located in an exhibit space after “move-in” is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

Gas – Natural

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Exhibitor Services division or via our website @ www.occc.net/exhibitor. **Please Note:** Exhibitors placing natural gas orders are to provide a “Service Placement Plot” drawing depicting exact placement of the requested line drop.

Gas – Liquid Petroleum (LP)

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

Gas – Storage

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

Hazardous Chemicals

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

Multi-Level Exhibits & Covered Booths Over 300 Square Feet

Please See Multi Level Guidelines Information Sheet

Open Flame, Pyrotechnics and Special Effects

Open Flame

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. Consult the OCCC Exhibitor Services department for further information and approval by the Orange County Fire Rescue Department.
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

Candles

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

Pyrotechnics

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

Special Effects – Fog & Hazers

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1) The Exhibitor Services Coordinator be notified, and 2) The fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited. A firewatch is required with all fog and haze.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

Special Effects - Lasers

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

Permit Overview/Including Cooking Information

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks or special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths**.
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

Vehicles

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-quarter (1/4) capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

Welding

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.

Covered Booth Definition – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

Multi-Level Booth Definition – To construct a level or tier atop an exhibitor or portion of an exhibit, to be occupied by one (1) or more persons.

A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the OCCC Event Management department and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor’s name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Exhibitor’s Manual for applicable guidelines.
 - f. They must include the rise and tread of the stairs.
 - g. They must include the guard rail measurements.
- 2) Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to:

Orange County Convention Center
Attn: Event Management
Regular Mail: PO Box 691509, Orlando, FL 32869
Overnight: 9860 Universal Boulevard, Orlando, FL 32819

- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
 - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
 - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).

- c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a "straight run" or be "squared off." Spiral stairs or winders are not permitted.
- d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
- e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
- f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
- g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
- h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

C. Required Fire Watch Personnel

Orange County Fire Rescue Services Department requires firewatch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and
- All other covered exhibits exceeding three hundred (300) square feet.

The exhibitor is required to order firewatch personnel through the OCCC Event Management department no less than two (2) weeks before the show moves in. Firewatch is required:

- a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- b. On all show days
- c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- d. To place order, contact: the OCCC Event Management department. Phone: (407) 685-9882 Fax: (407) 685-9866

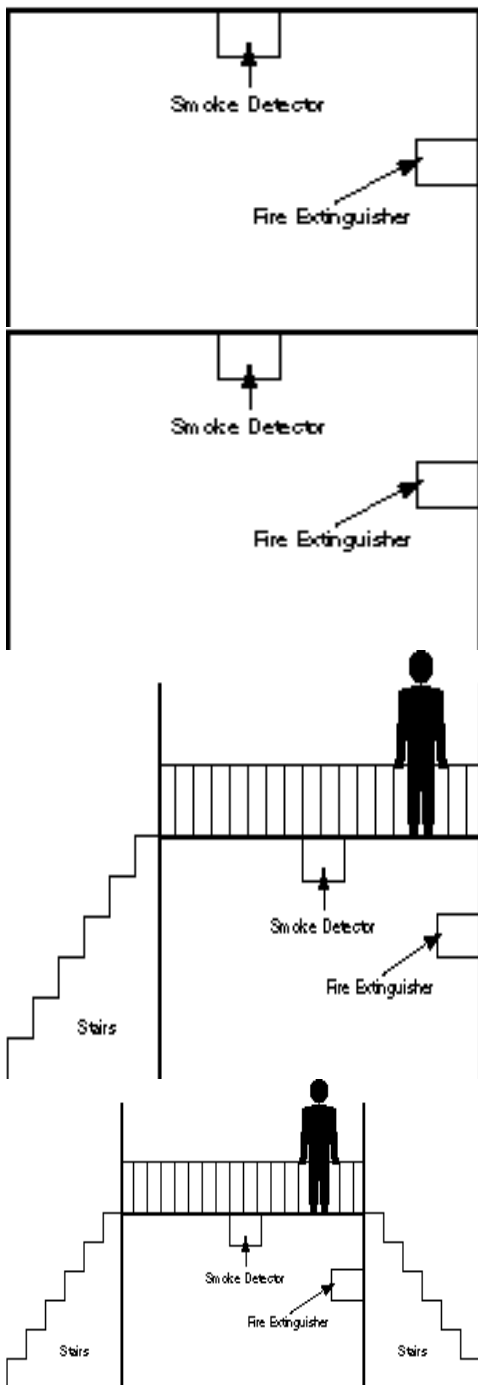
D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless the size and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

- 1) Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
- 2) These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- 3) Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
- 4) Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.
- 5) Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- 6) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit/structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

If you have questions regarding these [guidelines](#), contact:
Event Management
Orange County Convention Center
Phone: (407) 685-9882
Fax: (407) 685-9866

If you have questions regarding [Fire Code](#), contact:
Orange County Fire Rescue Services Department
Phone: (407) 685-9811
Fax : (407) 685-9866



Covered Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Not Required
- **All Booths to be Constructed as Required by Applicable Codes and Standards**

Covered Booth, Tent and Theatre

300 sq. ft. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits

300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

ORANGE COUNTY FIRE RESCUE DEPARTMENT (OCFRD) TENT STANDARD 6000

This Standard operates under the authority of Orange County, Florida Ordinance and State Statutes.

1.1 Scope

This standard covers all tents and membrane structures having an area in excess of 200 square feet or canopies having an area in excess of 400 square feet. Temporary membrane structures, tents, or canopy structures used exclusively for camping and structures located on the private property of one or two family detached dwellings are exempt from the requirements of this standard.

1.1.1 When the term tent is used, it also applies to membrane structures.

1.2 Appeal

If a party is not satisfied with a decision of the Fire Marshal, an appeal may be made to the Orange County Fire and Life Safety Board of Appeals, as provided by State Law.

2. Plans and Specifications

2.1 A scaled or dimensioned floor plan identifying furnishings, exhibits, pipe and drape, exiting, exit widths, aisles, seating, tables, fire alarm or public address systems, emergency and exit lighting, HVAC units, emergency power sources, and panic hardware shall be provided to the Orange County Fire Marshal's Office at the time of permit submittal.

2.2 All applications for tent permits shall include a scaled or dimensioned site plan indicating the location of the tent(s), distances from other buildings, and vehicular access.

2.3 Stages and platforms must not exceed their allowable load limits. The minimum load limit design of stages or platforms shall be a minimum of 100 pounds per square foot (PSF).

2.4 Seating for assembly use accommodating more than 200 persons shall be fastened together in groups of not less than three (3) and not exceeding seven (7).

2.5 Documentation shall be provided that all tent fabric meets the requirements of NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*.

2.6 Covered booths and/or multi-level booths are not permitted without prior review and approval by the Fire Marshal.

2.7 A scaled layout shall be provided for all tents used for the sale of pyrotechnics.

2.8 Main Aisles in assembly occupancies in large tents, as defined in this section, aisle widths shall at no time be less than outlined in Table 2.9.1 under **Alternate requirements:**

Large Tents

- A single tents or combination of tents with only one multi-purpose room of 12,000 square feet or more;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads exceeding 300;
- Tents more than 4,500 square feet used for exhibit or display;
- All other tents that do not meet the definition of Small Tents;

2.9 Main aisles in assembly occupancies in small tents, as defined in this section, aisle widths shall at no time be less than aisle dimensions outlined in Table 2.9.1 under **NFPA 101 requirements.**

Small Tents

- A single tent or combination of tents with only one multi-purpose room of less than 12,000 square feet that is not being used for exhibition/display or part of a mixed occupancy;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads less than 300;
- Tents less than 4,500 square feet used for exhibit or display.

2.9.1

Aisles	NFPA 101	*Alternate
Classroom	63" (44+19)	85" (66+19)
Banquet	82" (44+19+19)	104" (66+19+19)
General Session	44"	66"
Exhibits	44"	66"

Banquet Seating Aisles - Provide aisles such that the maximum travel distance from any point to the closest aisle or egress door does not exceed 36 feet.

2.10 Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row. The 12" minimum clear width of aisle access way between such rows shall be increased by 0.3 inches for every seat over a total of 14 as outlined in Table 2.10.3, but shall not be required to exceed 22 inches.

2.10.1 Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft. in length from any seat to an aisle. The clear width of aisle access way between such rows shall be in accordance with Table 2.10.3.

2.10.2 Aisle access ways serving seating for Classroom, Banquet or General Session floor plans shall comply with Table 2.10.3.

2.10.3

Aisle Access ways	NFPA 101
Classroom	36" (average)
Banquet	56" (average)
General session 14 seats per row	12"
General session >14 seats per row	12" + 0.3" each chair (max 22")
General Session Dead-end 7 per row	12"
General Session Dead-end > 7 per row	12" + 0.6" each chair

(Note: dead-end rows may not exceed 30 feet)

2.11 If approval of the set-up of the tent/membrane structure is not received by the Orange County Fire Marshal's Office, the structure cannot be occupied.

2.11.1 The tent company who permits the tent/membrane structure must contact the Orange County Fire Marshal's Office for a fire safety inspection of the structure at least one business day prior to the show or event beginning.

2.11.2 Tent/membrane structure permit applications must be submitted to the Orange County Building Division, Zoning Department, and Fire Marshal's Office in a timely manner, with all the pertinent information outlined in this Standard, for the county departments to successfully provide approval prior to the date of the tent set-up. It is strongly recommended that for larger tent/membrane structures that a pre-construction meeting be requested through the Orange County Fire Rescue Departments' Office of the Fire Marshal.

3. Location and Spacing

3.1 All tents and membrane structures must have a minimum of 20 ft. clearance from exterior obstructions to provide an area to be used as a means of emergency egress by the occupants and access by emergency personnel. Tents may be attached together as long as the perimeter around the structures complies with this section.

3.2 Tops of tent stakes shall be blunt. If the stakes are not blunt, they shall be covered so as to prevent injury.

3.2.1 All stake lines adjacent to exits shall be visible.

4. Exits

4.1 There shall be a minimum of two (2) separate exits from any point in the structure where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons there shall be a minimum of three (3) separate exit doors from any point in the structure. Where occupant loads are 1,000 persons or greater there shall be a minimum of four (4) separate exit doors from any point in the structure.

4.2 The number of required exits and their exit widths for assembly occupancies in large tents, as defined in section 2.8 of this standard, **will be based on the alternate method of protection and must be increased based on 1.5 times the calculated occupant load.** Egress widths and number of exits is based on calculated occupant load for the size of the tent or the documented maximum occupant load identified by the property management.

4.3 The number of required exits and their exit widths for assembly occupancies in small tents, as defined in section 2.9 of this standard, **will not be based on the alternate method of protection and will be as specified in NFPA 101 on the calculated occupant load.**

4.4 There shall not be changes of elevations in excess of one-half (1/2) inch at exits. Any changes of elevations at exits must be in compliance with NFPA 101 and provided with the appropriate stairs or ramps.

4.5 Panic hardware or an approved equivalent must be provided on all exit doors that are lockable.

4.6 Exit doors are required to be placed at a distance from one another not less than one-half (1/2) the length of the maximum overall diagonal dimension of the structure or area served, measured in a straight line between the nearest edge of the exit doors.

4.6.1 Exits shall remain accessible and unobstructed while the tent is occupied.

4.6.2 If exits are covered while the tent is occupied; tent flaps or canvas curtains shall be arranged so that when opened they can readily be moved to the sides so that they create an unobstructed opening in the tent wall of the minimum width and height required for door openings.

4.6.3 Exits shall be designed and arranged to be clearly recognizable and distinctly marked as a means of egress.

4.7 If fencing, barricade, or similar material is installed around the perimeter of a tent, that portion that would cover the exits when the tent is not occupied shall be a separate piece and removed when the tent is occupied as defined in NFPA 101, 7.2.1.1.3.

4.8 For assembly occupancies in large tents as defined in section 2.8 of this standard, exits shall be so arranged that no point within the tent is more than 100' from an exit.

Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.8.1 For assembly occupancies in small tents as defined in section 2.9 of this standard; exits shall be so arranged that no point within the tent is more than 150' from an exit. Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.9 Exits shall be clearly marked with externally illuminated exit signs. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

4.9.1 Directional exit signs if required shall be provided in accordance with NFPA 101, 7.10.

4.9.2 Exits, exit access, and exit discharge shall be illuminated at all times. Emergency lighting shall be provided as required by NFPA 101. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

5. Occupant Load

5.1.1 The occupant load shall be posted in all tents used for assembly purposes, regardless of occupant load.

5.1.2 Occupant loads shall be calculated by the square footage of the structure multiplied by 7 sq. ft per person for concentrated use (general session, classroom, reception) or 15 sq. ft. per person for less concentrated use (exhibits or banquet). Maximum occupant loads may be proposed to the Fire Marshal based on written documentation.

6. Cooking and Heating Equipment

6.1 Cooking is not permitted without prior review and approval by the Orange County Fire Marshal. Temporary and limited heating of food products by sterno is acceptable when contained in a noncombustible container and constantly attended and supervised.

6.2 HVAC equipment if installed, shall comply with the Florida Mechanical Code and the appropriate NFPA Standard.

7. Fire Hazards

7.1 No storage or handling of flammable or combustible liquids or gases shall be permitted at any location where it could jeopardize egress from the tent.

7.2 Refueling of equipment shall not be permitted inside a tent.

7.3 The ground enclosed by any tent and a minimum of 10'-0" outside of such tent shall be cleared of all flammable or combustible material or vegetation and the premises shall be kept free of such during the use of the tent. Live landscaping is exempt from the requirements of this section.

7.4 Decorative or acoustical materials as outlined in NFPA 1, 13.7.4.3.6 such as hay, paper, straw, wood chips, shavings, foams, and plastics are strictly prohibited unless flame retardant and approved by the Orange County Fire Marshal's Office.

7.5 Open flames are not permitted without prior review and approval by the Orange County Fire Marshal.

7.6 Pyrotechnics are not permitted without prior review and approval by the Orange County Fire Marshal.

7.7 Vehicle parking or display in the structures is not permitted without prior review and approval by the Orange County Fire Marshal.

7.8 Smoking is prohibited unless previously approved by the Orange County Fire Marshal's Office.

7.8.1 "No Smoking" signs shall be posted throughout the tent and outside of each entrance/exit.

8. Fire Extinguishers

8.1.1 A minimum 2A10BC dry chemical fire extinguisher shall be provided within 75'-0" of any point in the structure. Exception: Where a functioning garden hose that can reach all portions of the private tent, that does not exceed 1,200 square feet, is provided

9. Fire Alarm and Emergency Communications

9.1 Tents used for assembly use with an occupant load of 300 or more people shall provide a fire alarm system, public address system with constantly attended location, or an alternate method of protection approved by the Orange County Fire Marshal's Office. An acceptable method of emergency forces notification shall be provided satisfactory to the Fire Marshal. Tents without sides that are open, accessible, and unobstructed on all sides at all times shall be exempt from the requirements of section 9.1 unless specifically mandated by the Fire Marshal.

10. Electrical Installations

10.1 Electrical installations shall comply with NFPA 70, *National Electrical Code*.

11. Crowd Managers and Orange County Fire Department Fire Watch

11.1.1 Trained Crowd Managers, with a means of emergency forces notification, shall be provided for all events at a ratio of 1 to 250 people. When occupant loads exceed 250 individuals, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 for every 250 occupants..

11.1.2 The Fire Marshal shall have the authority to require Orange County Fire Department Standby Fire Personnel, emergency response equipment, or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or the number of persons present.

11.1.3 One (1) Orange County Fire Department Fire Watch Personnel with a means of emergency forces notification shall be provided when actual occupant loads exceed 1,000 individuals in addition to the crowd manager requirements of 11.1.1.

12. Special Requirements

12.1 An Orange County Fire Rescue Department's Special Event Permit is required for all events inside of tents that are being used for exhibition or display purposes. The tent company shall provide general floor plans and the OCFRD tent checklists. The hotels or event coordinator shall submit specific floor plans.

12.2 An Orange County Fire Rescue Department's Special Event Permit is not required for events inside of tents such as banquet, reception, classroom or general session settings. The tent company shall provide general floor plans and the Orange County Fire Rescue Department's tent checklist.

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INTERNET SERVICE CONTRACT ORANGE COUNTY CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: Annual NPTC Education Management Conference	
Billing Company Name:		Show Start Date: May 5, 2023	Show End Date: May 8, 2023	
Billing Company Address:		INCENTIVE ORDER DEADLINE: April 14, 2023		
City, State, Zip:		Country:	On-site Contact Name:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Additional Devices for Premium Service		\$150	\$185	\$222	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
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Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
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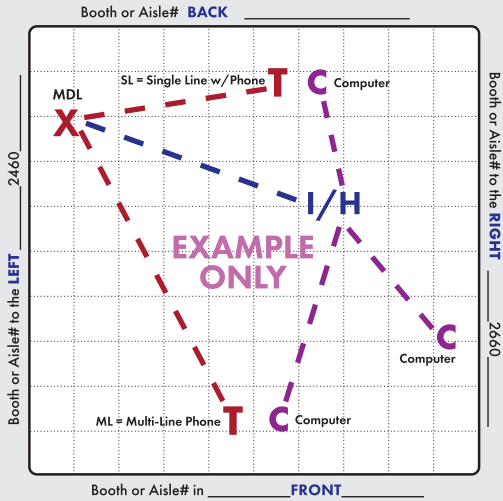
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Center: Orange County Convention Center	Customer / Ref #:	<u>2023-075-735</u>



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

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BOOTH TYPE Island Inline

Booth or Aisle# **BACK** _____

Booth or Aisle# to the **LEFT**

Booth or Aisle# to the **RIGHT**

Booth or Aisle# in **FRONT** _____



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 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: Annual NPTC Education Management Conference	Booth/Room #:
Center: Orange County Convention Center	Customer / Ref #:	2023-075-735

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



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*** INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



TELEPHONE SERVICE CONTRACT

ORANGE COUNTY CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: Annual NPTC Education Management Conference	
Billing Company Name:		Show Start Date: May 7, 2023	Show End Date: May 8, 2023	
Billing Company Address:		INCENTIVE ORDER DEADLINE: April 14, 2023		
City, State, Zip:		Country:	On-site Authorized Contact	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

Effective June 17, 2022 – December 31, 2023 - V061722A

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 10% TAX/FEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



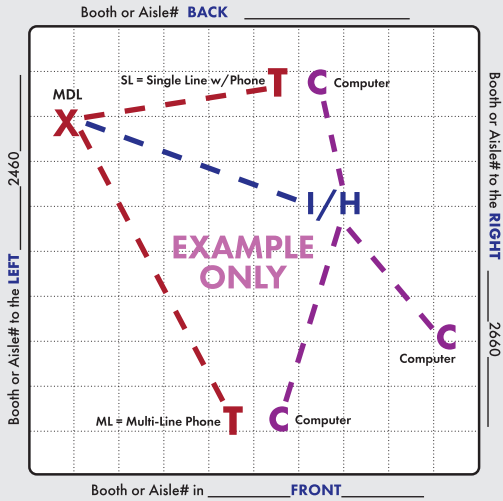
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ORDER NOW ➔

Customer Number:
2023-075-735

"COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show: <u>Annual NPTC Education Management Conference</u>	Booth/Room #:
Center: Orange County Convention Center	Customer / Ref #:	<u>2023-075-735</u>



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

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