



Sevierville Convention Center • November 7 – 9, 2023

# EXHIBITOR SERVICES MANUAL

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# Welcome

to the IGES at Sevierville 2023 Exhibitor Services Manual.

The information in this manual is designed to help guide you through the planning process of exhibiting at IGES at Sevierville Convention Center. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The Main Menu is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or to another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth, and ask questions for any areas you need further clarification on.

*\*Note: if you have a booth at LeConte Center at Pigeon Forge, please review the IGES Pigeon Forge Exhibitor Services Manual. The information in the following pages ONLY applies to IGES booths at the Sevierville Convention Center.*



# GENERAL INFORMATION

## DATES & TIMES

### Move-In

Saturday, November 4	Noon – 6:00 pm
Sunday, November 5	8:00 am – 6:00 pm
Monday, November 6	8:00 am – 6:00 pm

- Exhibitors arriving after the posted move-in hours will not be allowed into the exhibit hall and must return the next morning.
- All booths must be completely set by 8:30 am.

### Exhibit Hall Location

#### Sevierville Convention Center

202 Gists Creek Rd  
Sevierville, TN 37876

[SCC Website](#)

### Show Days

Tuesday, November 7	9:00 am – 5:00 pm
Wednesday, November 8	9:00 am – 5:00 pm
Thursday, November 9	9:00 am – 4:00 pm

- Exhibitors will be permitted access one hour before the start of the show and for 30 minutes after the close of the show each day.
- All booths must remain set until 4:00 pm Thursday 11/9.

### Move-Out

Thursday, November 9	4:00 pm – 11:59 pm
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- Outbound carriers must arrive and check-in with Freeman by 10:00 pm on Thursday 11/9.
- Bills of lading must be turned into Freeman by 10:00 pm on Thursday 11/9.
- All booths must be completely removed by 11:59 pm on Thursday 11/9. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight with another carrier.

### Registration

Saturday, November 4	Noon – 6:00 pm
Sunday, November 5	8:00 am – 6:00 pm
Monday, November 6	8:00 am – 6:00 pm
Tuesday, November 7	8:00 am – 5:00 pm
Wednesday, November 8	8:00 am – 5:00 pm
Thursday, November 9	8:00 am – 4:00 pm

[Click here](#) to register online.

# CONTACT INFORMATION

## Vendors

<b>Booth Cleaning</b> Freeman P: (888) 508-5054 E: <a href="mailto:exhibitorsupport@freeman.com">exhibitorsupport@freeman.com</a>  <a href="#">ORDER ONLINE</a>	<b>Insurance</b> Marsh Total Event  <a href="#">ORDER ONLINE</a>	<b>Registration</b> Maritz Global Events (MGE) P: (864) 699-0930  <a href="#">REGISTER ONLINE</a>
<b>Catering</b> Spectra Food Service P: (865) 686-1514 F: (865) 868-1519 E: <a href="mailto:scott.tallon@oakviewgroup.com">scott.tallon@oakviewgroup.com</a>  <a href="#">ORDER FORM</a>	<b>Internet and Telephone</b> Sevierville Convention Center P: (865) 453-0001 E: <a href="mailto:jshell@sevierville.org">jshell@sevierville.org</a>  <a href="#">ORDER FORM</a>	<b>Temporary Staffing</b> Luttrell Staffing Group P: (865) 397-5607 <a href="http://www.lstaff.com">www.lstaff.com</a>
<b>General Services Contractor</b> Freeman P: (888) 508-5054 E: <a href="mailto:exhibitorsupport@freeman.com">exhibitorsupport@freeman.com</a>  <a href="#">ORDER ONLINE</a>	<b>Lead Retrieval</b> Maritz Global Events (MGE) E: <a href="mailto:exhibitorservices@maritz.com">exhibitorservices@maritz.com</a>  <a href="#">ORDER FORM</a> <a href="#">ORDER ONLINE</a>	<b>Utilities – Electrical</b> Griffin Electric Company P: (865) 249-8295 E: <a href="mailto:griffinelectric@comcast.net">griffinelectric@comcast.net</a>  <a href="#">ORDER FORM</a>
<b>Hanging Signs &amp; Rigging</b> Freeman P: (888) 508-5054 E: <a href="mailto:exhibitorsupport@freeman.com">exhibitorsupport@freeman.com</a>  <a href="#">ORDER ONLINE</a>	<b>Material Handling / Freight / Shipping</b> Freeman P: (888) 508-5054 E: <a href="mailto:exhibitorsupport@freeman.com">exhibitorsupport@freeman.com</a>  <a href="#">ORDER ONLINE</a>	<b>Utilities – Plumbing</b> Sevierville Convention Center P: (865) 453-0001 E: <a href="mailto:jshell@sevierville.org">jshell@sevierville.org</a>  <a href="#">ORDER FORM</a>
<b>Housing/Hotel Reservations</b> Eventsphere P: (844) 868-1802 E: <a href="mailto:igeshousing@eventsphere.com">igeshousing@eventsphere.com</a>  <a href="#">BOOK ONLINE</a>		

## Show Management

<b>Sales</b> Tomel Lora Group Show Director P: (619) 920-1525 E: <a href="mailto:tomel.lora@emeraldx.com">tomel.lora@emeraldx.com</a>	<b>Sales</b> Ashleigh Levy Business Development Manager P: (914) 364-8822 E: <a href="mailto:ashleigh.levy@emeraldx.com">ashleigh.levy@emeraldx.com</a>	<b>Sales</b> Martin Shutzberg Account Executive P: (412) 427-1008 E: <a href="mailto:martin.shutzberg@emeraldx.com">martin.shutzberg@emeraldx.com</a>
<b>Billing</b> Renee Domaloan Order Coordinator P: (323) 817-2211 E: <a href="mailto:renee.domaloan@emeraldx.com">renee.domaloan@emeraldx.com</a>	<b>Operations</b> Anne McConahey Operations Director P: (949) 226-5709 E: <a href="mailto:anne.mcconahey@emeraldx.com">anne.mcconahey@emeraldx.com</a>	<b>Operations</b> Wendy Booth Operations Manager P: (770) 291-5578 E: <a href="mailto:wendy.booth@emeraldx.com">wendy.booth@emeraldx.com</a>



## VENDOR & SHOW MANAGEMENT DEADLINES

ASAP	Complete Your Online Directory Listing and Product Categories
ASAP	Register for Staff Badges
ASAP	Book Your Hotel Reservations
August 29/October 10	Buyer Lead Retrieval (tiered Discount Deadline)
October 6	Submit Exhibitor-Appointed Contractor Form + Insurance
September 30	Insurance <ul style="list-style-type: none"> <li>• Submit Exhibitor Certificate of Insurance</li> <li>• Purchase Insurance (if needed)</li> </ul>
October 5	Advance Warehouse Freight Receiving Begins
October 9	Custom Rentals (Discount Deadline)
October 15	Food & Beverage <ul style="list-style-type: none"> <li>• Booth Catering</li> <li>• Submit Request to Sample</li> </ul>
October 9	Furniture & Accessories (Discount Deadline)
October 9	Booth Cleaning Services
October 20	Order Internet/wireless Services
October 23	Electrical Outlets & Labor
October 30	Advance Warehouse Deadline

### ONCE YOU ARRIVE

PICK UP BADGE FROM  
REGISTRATION

☐

CONFIRM FREIGHT  
DELIVERY

☐

CONFIRM ADVANCED  
ORDERS

☐

PLACE ONSITE ORDERS

☐

## INSURANCE

IGES does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to IGES before the show.



Click here to log in to your IGES Exhibitor Dashboard (password required) to upload insurance documents. Once logged in, proceed to "Tasks." Deadline: September 30.

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

The following three types of insurance are required:

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

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), IGES (Show), Sevierville Convention Center (Facility), and Freeman (Official Service Provider). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald/IGES.

The following MUST be contained on the certificate: **DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE**

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – Emerald (Show Management), Freeman (Official Service Provider), Sevierville Convention Center (Facility), and IGES (Show) and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates November 4 - November 9, 2023.

### NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. [Click here to order online.](#)



*Certificate Holder Information should be listed as:*

Emerald/IGES  
31910 Del Obispo, Suite 200  
San Juan Capistrano, CA 92675

### REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

# BOOTH REGULATIONS

## CONSTRUCTION/DESIGN

### Linear / Inline Booth Guidelines

#### Definition and/or Dimension

Linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Linear & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.

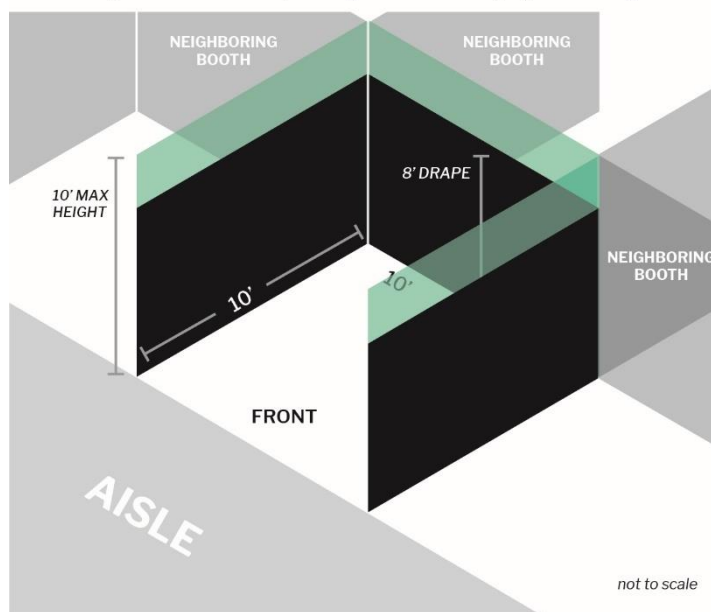
#### What's Provided / Included (per 10'x10' increment)

- 8' high pipe and white drape back wall
- 8' high pipe and white drape side rails
- Gray booth carpet
- One 4', 6' or 8' white skirted table *(Must be ordered from Freeman in advance. Use the “Package Items-Table Size Selection” form)*
- Two side chairs
- One wastebasket
- 11" x 17" booth identification sign with the company name and booth number.

All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this manual.

#### INLINE BOOTH SPACE

10 X 10, cubic content, with provided drape, max height 10'



#### Use of Space – All Booths

- Cubic Content Rule: Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of the linear booth type/variation.
- Linear and corner booths maximum height is 10 ft including any product, signage and/or booth component.
- Perimeter booths maximum height is 12 ft including any product, signage and/or booth component.
- All exhibit components, including sidewalls and backwalls extending above the pipe and drape, must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.
- Structures with double-sided signs, including signs that are backlit, are **NOT** permitted in a linear configuration. If an exhibitor has such a booth, the exhibitor is responsible for covering the back of the exhibit components. Backlit signage must be covered with a black-out material.
- No graphics, logos, or print facing into another booth is allowed.
- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- For above-booth banner options, please contact your sales representative.
- All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame-retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test.

# Island / Split Island / Peninsula Booth Guidelines

## Definition and/or Dimension

- **Island Booths** are any size booth exposed to aisles on all four sides.
- **Split Island Booths** are booths exposed to an aisle on three sides, and typically back up to another island split island booth behind
- **Peninsula Booths** are booths exposed to an aisle on three sides, and typically back up to linear booths behind

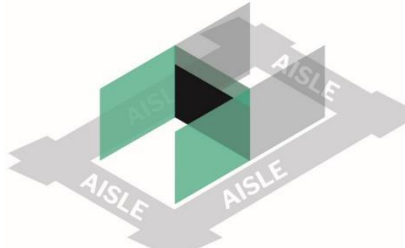
Island, Split Island and Peninsula booths are typically twenty feet (20') deep by twenty feet (20') wide or larger.

**ISLAND BOOTH SPACE**  
aisles on 4 sides



not to scale

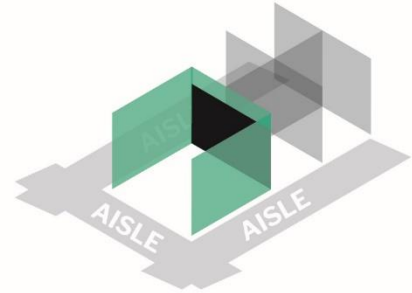
**SPLIT ISLAND BOOTH SPACE**  
w/ provided drape



not to scale

**PENINSULA BOOTH SPACE**

cubic content, aisles on 3 sides, with provided drape



not to scale

## What's Provided / Included (per 10'x10' increment)

- 8' high pipe and white drape back wall *Note: Pipe and drape, and ID signs, are not included with Island booths.*
- Gray booth carpet
- One 4', 6' or 8' white skirted table (*Must be ordered from Freeman in advance. Use the "Package Items-Table Size Selection" form*)
- Two side chairs
- One wastebasket
- 11" x 17" booth identification sign with the company name and booth number.

All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this manual

## Use of Space – Islands, Split Islands and Peninsulas

- The entire cubic content may be used up to a maximum allowable height of 16'. Double-sided signs, logos and graphics shall be set back 5' from adjacent booths. The back wall can be up to 16'; however, any picture of product, graphics and/or logos facing into neighboring booth(s) must be masked at the exhibitor's expense.
- All exposed walls or structures must be completely finished (no exposed wiring, framing, etc.). Show management reserves the right to determine whether a wall or structure is unfinished and may order the draping of exposed sides of a wall or structure at the exhibitor's expense.
- No graphics, logos, or print facing into another booth is allowed.
- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- For above-booth banner options, please contact your sales representative.
- All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame-retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test.

## Hanging Signs & Airborne Objects

### Hanging Signs & Banners

Hanging signs and banners that hang above your booth from the ceiling are subject to airspace fees. Please contact your sales representative for more information, or [click here for “Above Booth Banner” options in the IGES Sponsorship Gallery.](#)

### Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted.

### Banners

Ground-supported banners are permitted up to 10 ft. high and must be single-sided with no graphics showing through to neighboring booths. All banners over 8’ high MUST be installed by Freeman. This includes banners that are hung from telescopic rods. For additional information please contact Freeman. *Note: Hanging signs and banners that hang above your booth from the ceiling are subject to airspace fees. Please contact your sales representative for more information.*

Banner Flags (free-standing pole flags, feathered flags) can extend slightly above your booth height limit within reason (subject to show management approval). Banner flags cannot hang outside of your booth space and cannot hang into the aisle or into a neighbor’s booth.

### Balloons

Balloons may not be given away or sold.

The use of helium balloons may be permitted only with prior facility director approval, provided that:

- They are securely anchored or strung together (i.e. arched).
- They are removed at the end of the event.
- Exhibitor will be charged a fee for removal of balloons from the Sevierville Convention Center ceilings.
- Helium air tanks must be stored outside of the building and appropriately secured.

### Lighting/Truss

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management. Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition. Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.

Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.

Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

## FREIGHT & DELIVERIES

### Warehouse Shipping Address

Exhibiting Company Name & Booth #

IGES - Sevierville

c/o Tforce / Freeman

3718 East Governor John Sevier Highway

Knoxville, TN 37914

#### Download the IGES – Sevierville Advance Warehouse Shipping Label here

Freeman will accept crated, boxed, or skidded materials at their warehouse **beginning** Thursday, October 5, 2023 at the above address. Material arriving after Monday, October 30, 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, machines, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide x 92 inches long.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

Certified weight tickets must accompany all shipments. If required, please provide your carrier with this phone number: (888) 508-5054

### Direct to Show Site Address

Exhibiting Company Name & Booth #

IGES Sevierville

Sevierville Convention Center

C/O Freeman

202 Gists Creek Road

Sevierville, TN

#### Download the IGES – Sevierville Show Site Shipping Label here

Freeman will receive shipments at the exhibit facility **beginning Saturday, November 4, 2023**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments.

### Material Handling

**Any materials received by Freeman are subject to material handling fees and are the responsibility of the exhibitor.** This also applies to items not ordered through Official Show Vendors. [Review Material Handling Service rates here](#) or visit [FreemanOnline](#).

### Exhibitor Unloading

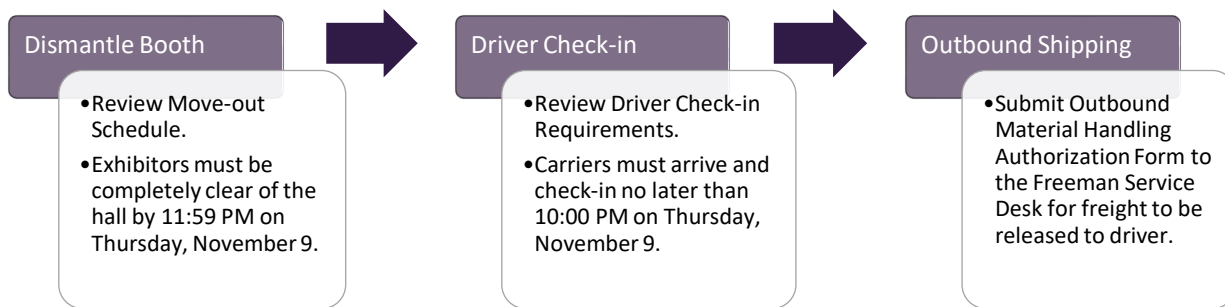
If you are unloading your own vehicle, proceed to the freight doors and/or loading docks. IGES and Freeman staff will be available onsite with unloading instructions. Please do not use the freight doors or loading docks without instructions from show staff. Limited carts and hand trucks will be available at no charge for exhibitor loading and unloading.

Exhibitors may not use any type of powered and/or mechanical equipment. If you need assistance unloading, you may hire labor through Freeman. If you need a forklift to unload and load, you must contract with Freeman.

[Click here for additional POV information](#), or please contact Freeman at [ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com) or (888) 508-5054.

## Outbound Shipping

Every outbound shipment will require a material handling agreement and shipping labels. Freeman offers complimentary pre-printing of these items.



## INSTALL/DISMANTLE & LABOR REGULATIONS

### Early Breakdown Warning – Enforcement & Penalties

Early booth breakdown is prohibited. An exhibitor is in violation of early breakdown if they start to break down their booth, remove product from their shelves, box up product and are unable to conduct business in their booth **PRIOR TO 4:00 PM** on Thursday, November 9.

Dollies, carts and other move-out equipment are not allowed on the show floor until after 4:00 PM on Thursday, November 9.

### Late Set-Up

Exhibitors arriving after the posted move-in hours WILL NOT be allowed into the exhibit hall and must return the next morning. Those in the exhibit hall at the end of the official posted time may remain to finish work in progress until it is time to clear the hall at 10:00 PM. No re-entry will be allowed after official posted times.

### Labor/Union Laws

Tennessee is a right-to-work state. Exhibitors may use full-time company personnel to set-up an exhibit, however they cannot operate heavy machinery or lift equipment. If full-time company personnel are utilized, they are required to carry photo ID as well as company identification, such as an insurance identification card or payroll stub.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor (Freeman) or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

**Freeman is the official service contractor for IGES. As the official service contractor, Freeman has the responsibility for material handling, all suspended rigging and booth cleaning services. Labor rules and regulations can be found [here](#).**

## Safety

### Fire Marshal Requirements & Permitting

Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous.

#### Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space



must have them visible with an unobstructed path from the aisle to the fire device location.

- Spray painting is prohibited.
- Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

#### **Flammable and Toxic Materials**

- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame-retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

#### OSHA Regulations

All exhibitors and hired third-party contractors must comply with environmental laws and OSHA regulations.

#### **Cleaning**

##### Booth Cleaning

Freeman is the exclusive booth cleaning contractor for this show. To order cleaning, please refer to the Freeman order forms. Please note: your booth will **not** be automatically vacuumed the night before the show open unless you order this service.

##### Clean Floor Policy

Empty crates, skids, cartons and cases must be removed from your booth by 5:00 pm Monday, November 6. Cartons may NOT be stored behind curtains or in your booth. The Freeman Service Center can provide “empty” stickers to affix to boxes, cases and crates. Freeman will store and return them to your booth at show closing. The policy will be strictly enforced by Show Management and the Sevierville Convention Center. Crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor’s expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Should exhibitors have cartons and cases they need to access throughout the event, Accessible Storage is a service provided by Freeman that allows an exhibitor to access their materials in a Fire Marshal approved designated area. Please reference [FreemanOnline](#) and use the “On-Site Storage” form for additional information and instructions to order.

##### Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3’ x 3’ x 3’. The exhibitor will be charged for the removal and disposal of these items.

##### Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for



cleaning labor and dumpster/disposal need to be made in advance through Freeman. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of “material abandonment” and will be charged for the removal of these items.

### Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers. Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas. All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent’s contractors or representatives.

## EXHIBITOR APPOINTED CONTRACTOR

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official of the show but provide a necessary service at show site for the Exhibitor.

IGES recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations and will be assessed a fee. An administrative fee of \$300 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information etc.)

To review the information on the [EAC Process](#) follow the link.

EACs will NOT be allowed on the show floor unless all the requirements are satisfied:

- EAC must complete all required documentation via the online [EAC portal](#)
- EAC must submit a valid [Certificate of Insurance \(COI\)](#) with the required coverage via the online EAC portal
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Kit along with the [EAC Rules & Regulations](#)
- EAC must pay an administrative fee required for each booth location; payment will be submitted via the online EAC portal. Payments are NON-REFUNDABLE.

Should you have any questions regarding the process, please email [IGESSevierville@EACMgmt.com](mailto:IGESSevierville@EACMgmt.com).

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC documentation by September 30.

Complete this form only if you are using the services of an outside contractor to install or dismantle your display. Please fill out the form completely.

## UTILITIES

### ELECTRICAL

All electrical must be ordered through Griffin Electric Company. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets without having placed an order, you will be charged for your power usage at a higher rate than if you had ordered it in advance. For your safety and the safety of other show participants, all electrical work including floor distribution must be performed by Griffin.

- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise.
- All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes.
- All service connections and overload protection to such equipment must be made by Griffin Electric Company only.
- All equipment must be properly tagged and wired with complete information as to type.
- All appropriate exhibitor's extension cords must be of the three-wire grounded type; residential-type extension cords and power strip cords are prohibited by local building and safety codes.
- All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
- Exhibitor is responsible for turning off all booth lights before leaving the facility each day.

### INTERNET SERVICES

Sevierville Convention Center is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors at the Sevierville Convention Center. [Download the order form here.](#)

IGES provides complimentary WiFi which is suitable for viewing basic Web pages and email.

### PLUMBING

Sevierville Convention Center is the exclusive provider of plumbing services to exhibitors at the Sevierville Convention Center. [Download the order form here.](#)

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### **Animals**

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

#### **Booth Appearance**

All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at the exhibitor's expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

#### **Canopies & Ceilings**

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for linear or perimeter booths should comply with your specific booth's Construction/Design guidelines (i.e.. line-of-sight or cubic content). The base of the canopy should not be lower than 7 feet

from the floor within 5 feet of any aisle. Canopy supports should be no wider than 3 inches. This applies to any booth configuration that has a sight line restriction, such as a linear booth.

### Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including an audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.

### Hanging Signs & Graphics

Hanging signs and banners that hang above your booth from the ceiling are subject to airspace fees. Please contact your sales representative for more information, or [click here for "Above Booth Banner" options in the IGES Sponsorship Gallery.](#)

### Storage

Storing of any crates, cartons, boxes or other show materials within or behind your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials. **Cartons may not be stored behind curtains or in your booth.**

Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by Freeman. Freeman will return all "empties" at the conclusion of the Show.

Exhibitors may obtain labels marked "EMPTY STORAGE" at the Freeman Services Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.

Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

### Vehicles on Display

Vehicles may be used as a display and require advance approval from Show Management. Please email Wendy Booth [wendy.booth@emeraldix.com](mailto:wendy.booth@emeraldix.com) for more information.

## DEMONSTRATIONS

### Aisle Space

Exhibitors shall not solicit business and distribute literature in aisles or engage in any activity that leads to congestion in the aisles. Aisle logos, such as gels, footprints, floor stickers, etc., are not allowed unless they are purchased as an official sponsorship. If your company is interested in sponsorship opportunities, please contact your sales representative.

### Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

## Food & Beverage Sampling

Spectra, the facility's exclusive food and beverage vendor, has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.

Any exhibitor that intends to sample products must apply at least 3 weeks in advance and follow all Spectra and Tennessee Department of Health guidelines. [Click here for information and instructions.](#)

Alcohol must be purchased and dispensed by Spectra. No outside alcohol may be brought into the facility, including owned and donated product.

No other food and beverage items may be brought into the facility.

## Noise / Music

Exhibitors may use sound equipment in their booths so long as the noise level does not exceed 85dB or disrupt the activities of the neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than the aisle or any adjacent booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

## Raffles, Drawings, and Contests

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

## ADDITIONAL INFORMATION

### Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

### Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of show management.

## Food & Beverage

All food and beverage must be purchased from Spectra, the exclusive food service provider for the Sevierville Convention Center. Information including menus can be found [here](#). No other food items or beverages may be brought into the facility.

## Photography

Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer, or approved members of the press.

Exhibitors may photograph or record their own exhibits ONLY.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions and Meeting Rooms) is prohibited.

Photo shoots scheduled outside of published show hours must be approved in advance and include a security escort ordered from the official security provider.

Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.

## Sale of Booth(s)

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

## Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from show management. Sponsorship fee will apply.

## Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties without the permission of show management are in violation of this clause.

## **SECURITY INFORMATION**

IGES Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service to include move-in hours, show days hours, and move-out hours. While Show Management will implement security measures to safeguard your property, neither Show Management, the Convention Center, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available. Contact [wendy.booth@emeraldix.com](mailto:wendy.booth@emeraldix.com) for more information on hiring a private booth guard.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

### ***Tips To Help Protect Your Product***

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

## REGISTRATION

### STAFF BADGES

Booth personnel may be registered online by [clicking here](#). Exhibitors are entitled to an allotment of 3 badges per 10x10. Additional staff badges may be obtained for a fee.

Badges will not be mailed. Register online and you will receive a confirmation email. Print and bring the confirmation to show site, or we will scan the confirmation from your Smartphone. Your badge will then be printed and handed to you onsite.

Badges must be worn at all times while at the show. No one will be allowed on the exhibit floor at any time without a badge.

Each employee must provide personal identification (driver's license with photo or passport) and personal business identification (personalized business card, W2 form, or cancelled payroll check) to confirm entrance into the exhibit floor and to pick up their badge.

The authorized contact(s) is/are the only staff member(s) who can make additions and changes to your original badge request, both in advance and on-site at the Show. Exhibitor badges are for exhibitor staff only.

Your badge(s) are the property of IGES and are non-transferable and may be revoked at any time. There is a fee of \$100 to replace a misplaced or lost badge. Your badge will only be reprinted once at the Show.

### ADMISSION POLICY

#### **Attendee Requirements**

IGES is open to the trade only. Qualified buyers may register online at [www.iges.us](http://www.iges.us) or onsite.

#### **Children**

Children are allowed inside the show floor **during show open days/hours only**. However, the adult guardian is always liable and responsible for the minor. Attendee understands that IGES is a place of business, and it is expected that the minor must be respectful and not disrupt business. If complaints are received, the adult/guardian and minor will be asked to leave. Children are not allowed during move-in and/or move out.

#### **Exhibitor Appointed Contractors (EAC)**

**It is the exhibitor's responsibility to make sure your independent contractors abide by all rules and regulations including:**

- All EACs must obtain an IGES badge or wristband prior to entry to the exhibit floor. All EAC personnel must check in at EAC Registration prior to entry to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.
- EACs must submit certificates of insurance and pay the \$300 administrative fee to the EAC portal prior to the show. For insurance requirements, please refer to the Required Insurance and Exhibitor Appointed Contractors pages within this manual or email [IGESSevierville@EACMgmt.com](mailto:IGESSevierville@EACMgmt.com)
- EACs must adhere to all rules and regulations of IGES, the Sevierville Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and always wearing an IGES badge or wristband.



## GETTING THERE

### HOTELS

Eventsphere is the official hotel agency for IGES and the best way to book hotel reservations. Hotel arrangements can be made online through the [Exhibitor Housing Reservations](#) page.

### PARKING

Sevierville Convention Center has 1,571 parking space adjacent to the facility including service lots and a parking deck. For detailed driving directions, please visit the Sevierville Convention Center [website](#).

### CITY TROLLEY SERVICE

Fun Time Trolley has provided a safe, affordable, and convenient form of transportation. The trolley stops all throughout Pigeon Forge as well as a portion of Sevierville. For more information visit [www.pigeonforge.com/trolley](http://www.pigeonforge.com/trolley)

### SHUTTLES

IGES provides convenient shuttle service throughout the show. Please review the schedule on the [IGES website](#).

### RIDESHARE / TAXI

Taxis, Uber, and Lyft are available; however the supply in this area is very limited. Please plan well in advance, and allow for longer wait times.

### BUSINESS CENTER

There is no business center at the Sevierville Convention Center. IGES Show Management may be able to print small requests (up to 20 pages, black and white only) at the Booth Renewal Desk located in the lobby by the fireplace. The closest full-service copying center is located approximately 1.5 miles away at Staples, 713 Winfield Dunn Pkwy, Suite 2, Sevierville TN 37876, Phone (865) 774-3986.

## SPONSORSHIP AND PROMOTIONAL OPPORTUNITIES

Log in to your [IGES Exhibitor Dashboard](#) to enter your company profile and product categories as soon as possible.

Find opportunities to maximize your exposure and brand presence to the entire IGES audience by visiting the IGES website:

- [Sponsorship & Advertising](#)
- [Free customer promo tools](#)

## EASY IS NICE, ON ANY DEVICE

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

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

## BOOTH EQUIPMENT

### Standard Booths:

Each 10' x 10' booth will be set with 8' high white back drape, 8' high white side drape, gray booth carpet, one 4'L, 6'L or 8"L x 24"W x 30"H white draped table, two Limerick<sup>®</sup> chairs by Herman Miller, and one wastebasket.

### Made in USA Booths:

Each 10' x 10' booth will be set with 8' high white back drape, 8' high white side drape, red booth carpet, one 4'L, 6'L or 8"L x 24"W x 30"H white draped table, two Limerick<sup>®</sup> chairs by Herman Miller, and one wastebasket.

### Cash & Carry Booths:

Each 10' x 10' booth will be set with 8' high white back drape, 3' high white side drape (including corner booths), existing lobby carpet, one 4'L, 6'L or 8"L x 24"W x 30"H white draped table, two Limerick<sup>®</sup> chairs by Herman Miller, and one wastebasket.

Please complete the Package Table Order Form to select your table size.

Island booths will not be provided with back and side drape.

Booths 300 sqft or less will receive an 11" x 17" identification sign. Booths larger than 300 sqft may receive an 11" x 17" identification sign upon request.

## EXHIBIT HALL CARPET

The exhibit hall is not carpeted. The booths will be carpeted. The aisles will not be carpeted.

## DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [Monday, October 9, 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's FAQ page](#).

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

Saturday	November 4, 2023	12:00 p.m. - 6:00 p.m.
Sunday	November 5, 2023	8:00 a.m. - 6:00 p.m.
Monday	November 6, 2023	8:00 a.m. - 6:00 p.m.

**EXHIBIT HOURS**

Tuesday	November 7, 2023	9:00 a.m. - 5:00 p.m.
Wednesday	November 8, 2023	9:00 a.m. - 5:00 p.m.
Thursday	November 9, 2023	9:00 a.m. - 4:00 p.m.

**EXHIBITOR MOVE-OUT**

Thursday	November 9, 2023	4:00 p.m. - 11:59 p.m.
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Freeman will begin returning empty containers at the close of the show.

**DISMANTLE AND MOVE-OUT INFORMATION**

- All exhibitor materials must be removed from the exhibit facility by Thursday, November 9, 2023 at 11:59 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, November 9, 2023 at 10:00 p.m. 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**

Exhibitor Support 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.

**SHIPPING INFORMATION****Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
**IGES - Sevierville**  
 C/O TForce Freight / Freeman  
 3718 E Gov John Sevier Hwy  
 Knoxville, TN 37914

Freeman will accept crated, boxed or skidded material beginning **Thursday, October 5, 2023** at the above address. Material arriving after **Monday, October 30, 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 x 92"L. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. - 4:00 p.m. 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 #  
**IGES - Sevierville**  
 Sevierville Convention Center  
 C/O Freeman  
 202 Gists Creek Rd  
 Sevierville, TN 37876

Freeman will receive shipments at the exhibit facility beginning **Saturday, November 4, 2023**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Monday, October 9, 2023. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

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

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

**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 Terms & Conditions, [click here](#).

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

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

**LABOR INFORMATION**

If utilizing Freeman labor, please refer to the Installation & Dismantle Labor Order Form to place your order for display labor. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Labor Services for Straight Time and Overtime hours.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

[Contact Us](#)

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183  
International Shipping Services or fax (469) 621-5810 or  
[Exhibit.Transportation@freeman.com](mailto:Exhibit.Transportation@freeman.com)

**EXHIBITOR SERVICE HOURS**

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. 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.

**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 SERVICE**

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

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Monday, October 9, 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, and machinery and equipment that are in use.

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

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

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

Children under the age of 16 are not allowed on the show floor at any time during installation and/or dismantle.

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

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (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 *booth structure*

#### Option 1 Multiple Use

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

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

#### Option 2 One-time Use

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

### 2 *carpet*

#### Option 1 Rent

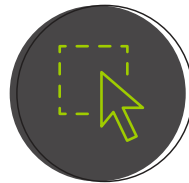
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

#### Option 2 Color

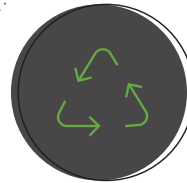
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



### 3 *shipping*



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



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



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

### 4 *graphics*

#### Option 1 Multiple Use

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

#### Option 2 One-time Use

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

### 5 *printing*



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



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



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

6

## ON SITE

### save energy



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



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



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



## MOVE OUT

### train your team

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



8

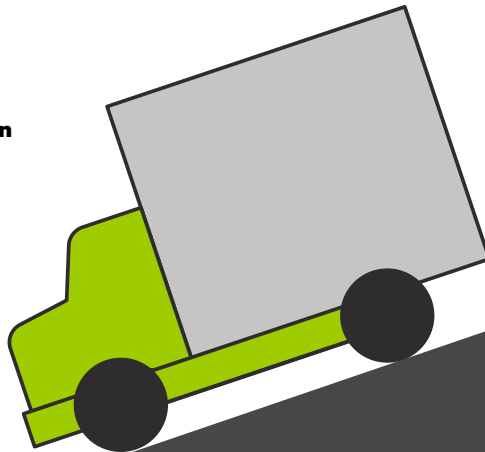
### shipping out

#### **Pack in, pack out.**

Leave no traces on show site.

#### **Join a caravan.**

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



### leftover materials

#### **Remember to label.**

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

#### **Donate the rest.**

Ask the Freeman Exhibitors Services  
desk about local donation programs.

#### **TYPICALLY\* DONATE-ABLE**

**Furniture:** Purchased items  
Home furnishing: Décor  
staging materials

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

**Flooring:** 100 square feet of  
flooring. Excludes carpet.

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

#### **TYPICALLY\* RECYCLABLE**

**Cardboard:** Used for signs or  
shipping boxes

**Glass:** Green, brown, clear

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

**Metal:** Aluminum cans/  
steel banding

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

**Wood:** Non-laminate wood

FREEMAN

FREEMAN.COM

## 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/519581>

### 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.



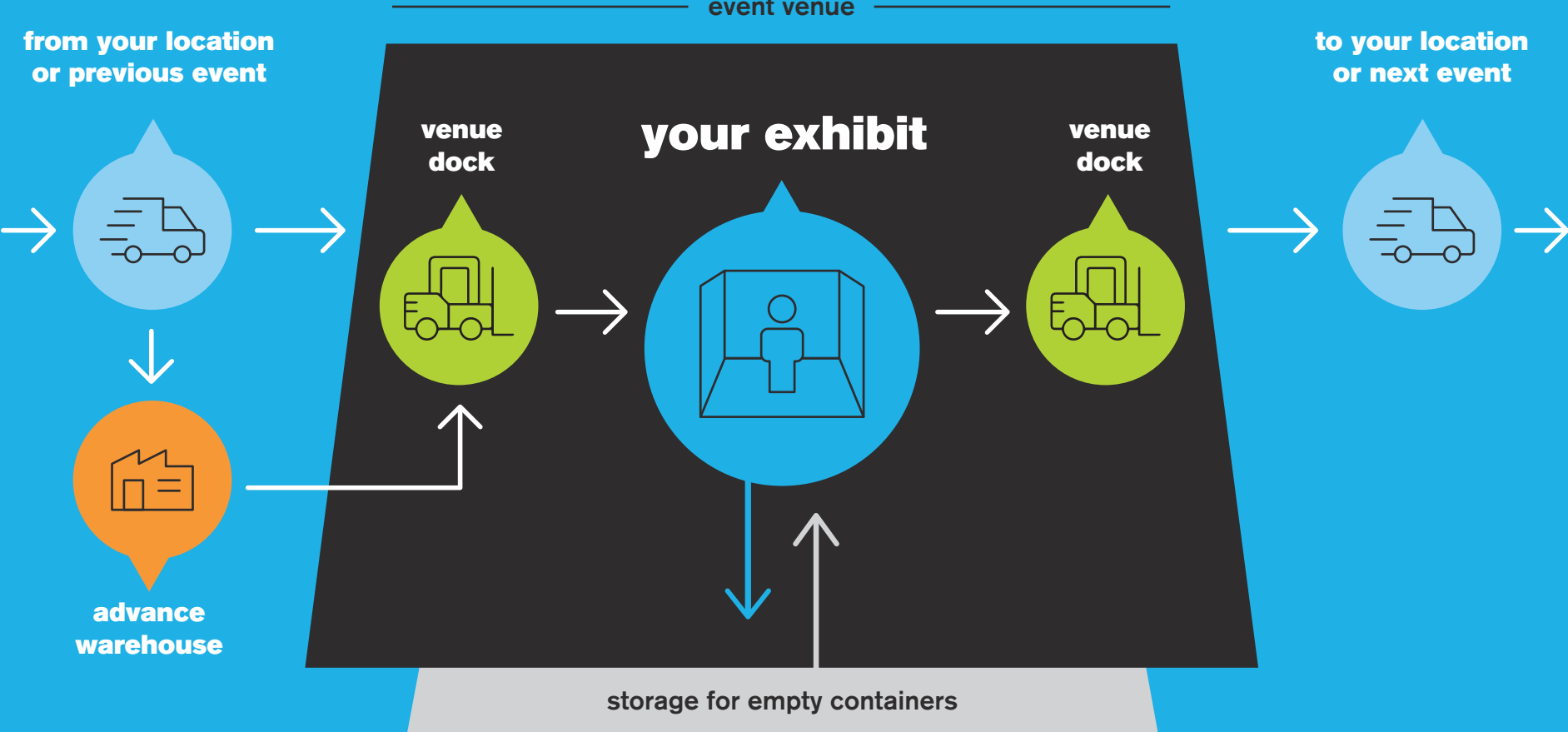
*before event*

*during the event*

*after event*

from your location  
or previous event

to your location  
or next event



*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.



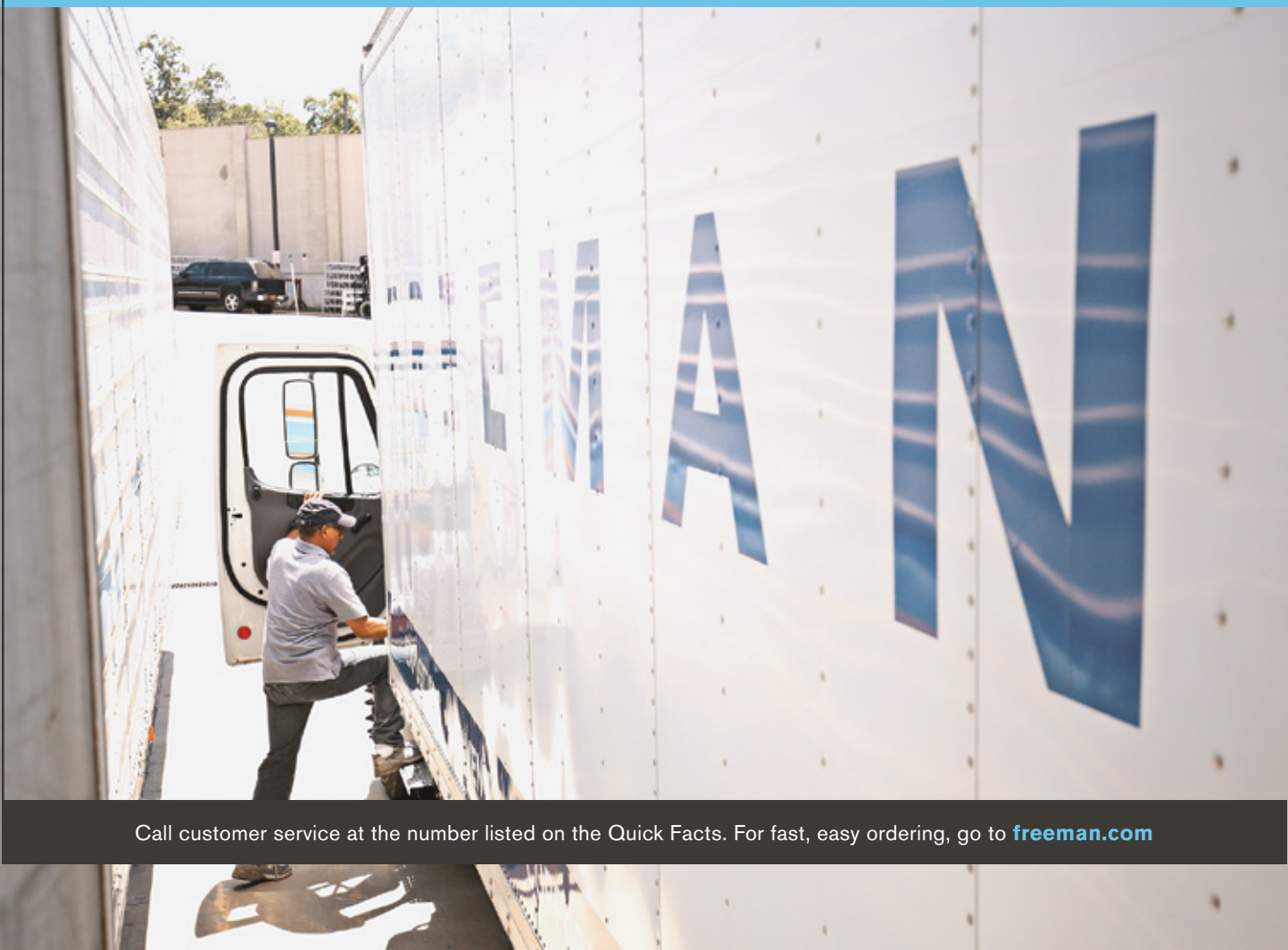
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# 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](http://freeman.com)

## EXHIBIT TRANSPORTATION SERVICES

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

### Freeman Exhibit Transportation promise:

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

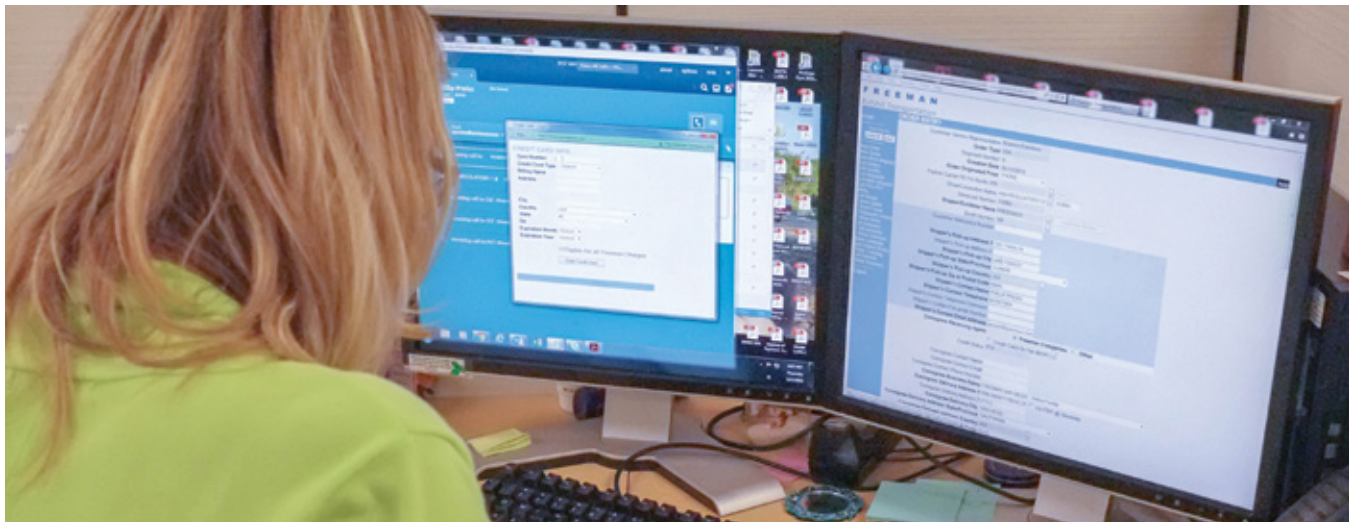
### Questions?

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

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**



NAME OF SHOW: **IGES - Sevierville / November 7-9, 2023**

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

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

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

For fast, easy ordering, go to [www.freeman.com/store](http://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 #**

**IGES - Sevierville**

C/O: TForce Freight / Freeman

3718 E Gov John Sevier Hwy

Knoxville, TN 37914

**MUST BE DELIVERED BY OCTOBER 30, 2023**

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

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

**IGES - Sevierville**

C/O: Freeman

Sevierville Convention Center

202 Gists Creek Rd

Sevierville, TN 37876

**CANNOT BE DELIVERED BEFORE NOVEMBER 4, 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](mailto:exhibit.transportation@freeman.com)**

**or**

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

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

**SHOW #** (519581) \_\_\_\_\_



# WHAT ARE FREIGHT SERVICES?

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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 either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

# 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!





## 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**..... \$ **0.84 per pound**

Rate applies to shipments sent to either the warehouse or directly to show site.

**Material Handling - After Deadline** ..... \$ **1.05 per pound**

Rate applies to shipments arriving at the warehouse after **Monday, October 30, 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 **Thursday, October 5, 2023**.
- Warehouse address: Exhibiting Company Name / Booth #  
**IGES - Sevierville**  
C/O TForce Freight / Freeman  
3718 E Gov John Sevier Hwy  
Knoxville, TN 37914
- 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 **Saturday, November 4, 2023**.
- Show Site address: Exhibiting Company Name / Booth #  
**IGES - Sevierville**  
Sevierville Convention Center  
C/O Freeman  
202 Gists Creek Rd  
Sevierville, TN 37876

### 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.

**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 *	\$216.00 per unit (round trip)
Vehicles.....	\$216.00 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.

### 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 one way trip rate of \$126.50 per trip on Straight Time and \$189.75 per trip on Overtime (from the dock to the booth or from 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	November 4	12:00 p.m. - 6:00 p.m.	Thursday	November 9	4:00 p.m. - 10:00 p.m. *
Sunday	November 5	8:00 a.m. - 6:00 p.m.			
Monday	November 6	8:00 a.m. - 6:00 p.m.			

\* 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



Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

(888) 508-5054

Submit order forms [here](#)

Fax: (469) 621-5610

NAME OF SHOW: **IGES - Sevierville / November 7-9, 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.  
Charges will appear on your Freeman invoice.

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

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

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

**Select a Level of Service:**

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

**Select Shipment Options (if applicable)**

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

**Select Desired Number of Labels:** \_\_\_\_\_

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. 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.

Freeman<sup>1</sup>

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: OCTOBER 5, 2023**

**DEADLINE DATE IS: OCTOBER 30, 2023**

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

*EXHIBITOR NAME*

**C/O: TForce Freight / Freeman**  
**3718 E Gov John Sevier Hwy**  
**Knoxville, TN 37914**

**WAREHOUSE**

(519581)

EVENT: \_\_\_\_\_ **IGES - Sevierville**

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

Freeman<sup>1</sup>

**R U S H**

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**RECEIVING DATE BEGINS: OCTOBER 5, 2023**

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

*EXHIBITOR NAME*

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**3718 E Gov John Sevier Hwy**  
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**WAREHOUSE**

(519581)

EVENT: \_\_\_\_\_ **IGES - Sevierville**

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<sup>7</sup>

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE NOVEMBER 4, 2023***

TO:

\_\_\_\_\_  
*EXHIBITOR NAME*

C/O: Freeman

Sevierville Convention Center

202 Gists Creek Rd

Sevierville, TN 37876

**SHOW SITE**

(519581)

EVENT: IGES - Sevierville

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

Freeman<sup>7</sup>

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NAME OF SHOW: **IGES - Sevierville / November 7-9, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Make your selection online at [www.freeman.com/store](http://www.freeman.com/store) by OCTOBER 9, 2023.**

## PACKAGE TABLE SELECTION

**Each 10' x 10' Standard Booth package will include:**

- 8'H white back drape
- 8'H white side drape
- Gray booth carpet
- One - 4'L, 6'L or 8'L x 30"H white draped table
- Two - Limerick® chairs by Herman Miller
- One - Corrugated wastebasket

**Each 10' x 10' Made in USA Booth package will include:**

- 8'H white back drape
- 8'H white side drape
- Red booth carpet
- One - 4'L, 6'L or 8'L x 30"H white draped table
- Two - Limerick® chairs by Herman Miller
- One - Corrugated wastebasket

**Each 10' x 10' Cash & Carry Booth package will include:**

- 8'H white back drape
- 3'H white side drape
- Lobby carpet
- One - 4'L, 6'L or 8'L x 30"H white draped table
- Two - Limerick® chairs by Herman Miller
- One - Corrugated wastebasket

**Please indicate your table size and quantity below and return this form by the deadline date. You may also place your order online at [www.freeman.com/store](http://www.freeman.com/store).**

Each 10' x 10' space is allotted one table.

☐ 4'L x 24"W x 30"H      Quantity: \_\_\_\_\_

☐ 6'L x 24"W x 30"H      Quantity: \_\_\_\_\_

☐ 8'L x 24"W x 30"H      Quantity: \_\_\_\_\_

**Additional tables or counter height tables may be ordered at the exhibitor's expense.**



# Freeman<sup>7</sup>

Summer 2022 – Spring 2023

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Side seating



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Accent tables



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Ottomans







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NAME OF SHOW: **IGES - Sevierville / November 7-9, 2023**

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

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

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

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by OCTOBER 9, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
	810119	Chair.....	915.05	1,006.55	1,281.05	_____
	830120	Loveseat.....	1,101.35	1,211.50	1,541.90	_____
	830119	Sofa.....	1,310.95	1,442.05	1,835.35	_____
<b>Munich Group - Gray Fabric</b>						
	810151	Armless Chair.....	680.95	749.05	953.35	_____
<b>Baja Group - White Vinyl</b>						
	81050	Chair.....	794.90	874.40	1,112.85	_____
	83020	Loveseat.....	1,164.65	1,281.10	1,630.50	_____
	83019	Sofa.....	1,190.55	1,309.60	1,666.75	_____
<b>Valencia - Velvet</b>						
	810180	Chair - Spice Orange.....	455.40	500.95	637.55	_____
	83045	Sofa - Coffee Brown.....	676.90	744.60	947.65	_____
<b>Key Largo Group - Black Fabric</b>						
	830950	Loveseat.....	573.15	630.45	802.40	_____
	830951	Sofa.....	739.85	813.85	1,035.80	_____
	810950	Chair.....	489.80	538.80	685.70	_____
<b>Allegro Group - Blue Fabric</b>						
	81019	Chair.....	769.05	845.95	1,076.65	_____
	83015	Sofa.....	1,094.20	1,203.60	1,531.90	_____
<b>Fairfax Group - White Vinyl</b>						
	810949	Chair.....	539.95	593.95	755.95	_____
	830949	Sofa.....	748.30	823.15	1,047.60	_____
<b>Palm Beach - White Vinyl</b>						
	83040	Sofa.....	1,010.30	1,111.35	1,414.40	_____
<b>Sterling Group - Gray Fabric</b>						
	81037	Chair.....	792.20	871.40	1,109.10	_____
	8309	Sofa.....	1,153.20	1,268.50	1,614.50	_____
<b>Cordoba Group - Taupe/Black</b>						
	81048	Chair.....	540.00	594.00	756.00	_____
	83013	Loveseat.....	630.00	693.00	882.00	_____

## CASUAL SEATING

### Ottomans

	815122	Endless Square - White Vinyl.....	560.65	616.70	784.90	_____
	815123	Endless Square - Black Vinyl.....	560.65	616.70	784.90	_____
	815953	Endless Curve - White Vinyl.....	654.45	719.90	916.25	_____
	815952	Endless Curve - Black Vinyl.....	654.45	719.90	916.25	_____
	81518	Vibe Cube - Blue Vinyl.....	218.85	240.75	306.40	_____
	81519	Vibe Cube - Red Vinyl.....	218.85	240.75	306.40	_____
	81525	Vibe Cube - Orange Vinyl.....	218.85	240.75	306.40	_____
	81517	Vibe Cube - Yellow Vinyl.....	218.85	240.75	306.40	_____
	81530	Vibe Cube - Black Vinyl.....	213.85	235.25	299.40	_____
	81531	Vibe Cube - White Vinyl.....	213.85	235.25	299.40	_____

NAME OF SHOW: **IGES - Sevierville / November 7-9, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Ottomans (continued)</b>						
	81532	Vibe Cube - Steel Blue Vinyl.....	205.65	226.20	287.90	
	81533	Vibe Cube - Silver Vinyl.....	205.65	226.20	287.90	
	81534	Vibe Cube - Purple Vinyl.....	205.65	226.20	287.90	
	81535	Vibe Cube -Citrus Green Vinyl.....	213.95	235.35	299.55	
	81536	Vibe Cube - Taupe Vinyl.....	213.95	235.35	299.55	
	81537	Vibe Cube - Spice Orange Vinyl.....	213.95	235.35	299.55	
	81538	Vibe Cube - Desert Rose Vinyl.....	213.95	235.35	299.55	
	815151	Marche Swivel - Gray Fabric.....	283.30	311.65	396.60	
	815154	Marche Swivel - Red Fabric.....	283.30	311.65	396.60	
	815159	Marche Swivel - Blue Fabric.....	283.30	311.65	396.60	
	815152	Marche Swivel - Linen Fabric.....	283.30	311.65	396.60	
	815157	Marche Swivel - Meadow Green Fabric.....	283.30	311.65	396.60	
	815158	Marche Swivel - Pear Yellow Fabric.....	283.30	311.65	396.60	
	815156	Marche Swivel - Plum Fabric.....	283.30	311.65	396.60	
	815153	Marche Swivel - Raspberry Fabric.....	283.30	311.65	396.60	
	815155	Marche Swivel - Rose Quartz Fabric.....	283.30	311.65	396.60	
	815150	Marche Swivel - White Vinyl.....	283.30	311.65	396.60	
	815160	Marche Swivel - Orange Fabric.....	283.30	311.65	396.60	
	81540	Marche Swivel - Forest Green Vinyl.....	283.30	311.65	396.60	
	81541	Marche Swivel - Teal Velvet.....	283.30	311.65	396.60	
	81542	Marche Swivel - Distressed Brown Vinyl.....	283.30	311.65	396.60	
	81543	Marche Swivel - Black Vinyl.....	283.30	311.65	396.60	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	283.30	311.65	396.60	
<b>Beverly Bench Ottomans</b>						
	81550	Black Vinyl.....	589.30	648.25	825.00	
	81551	Brown Fabric.....	589.30	648.25	825.00	
	81552	Gray Fabric.....	589.30	648.25	825.00	
	81553	Linen Fabric.....	589.30	648.25	825.00	
	81554	Ocean Blue Fabric.....	589.30	648.25	825.00	
	81555	Red Fabric.....	589.30	648.25	825.00	
	81556	White Vinyl.....	589.30	648.25	825.00	
<b>Beverly Small Bench Ottomans</b>						
	81560	Black Vinyl.....	307.95	338.75	431.15	
	81561	Blue Fabric.....	307.95	338.75	431.15	
	81562	Brown Fabric.....	307.95	338.75	431.15	
	81563	Green Fabric.....	307.95	338.75	431.15	
	81565	Linen Fabric.....	307.95	338.75	431.15	
	81568	Red Fabric.....	307.95	338.75	431.15	
	81569	White Vinyl.....	307.95	338.75	431.15	
	81566	Lavender Fabric.....	307.95	338.75	431.15	
	81567	Orange Fabric.....	307.95	338.75	431.15	
	81564	Gray Fabric.....	307.95	338.75	431.15	
	81570	Yellow Fabric.....	307.95	338.75	431.15	
<b>Accent Chairs</b>						
	71089	Black Diamond Side Chair.....	47.65	52.40	66.70	
	71090	Black Diamond Arm Chair.....	141.05	155.15	197.45	
	810861	Laguna Chair - Maple/Chrome.....	225.45	248.00	315.65	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Chairs (continued)</b>						
	210108	Limerick® Chair by Herman Miller.....	145.00	159.50	203.00	
	810816	Madrid Chair - White Vinyl/Chrome.....	1,171.30	1,288.45	1,639.80	
	810948	Meeting Chair - White Vinyl.....	393.75	433.15	551.25	
	810164	Marina Chair - White Vinyl.....	206.50	227.15	289.10	
	810160	Marina Chair - Black Vinyl.....	206.50	227.15	289.10	
	810161	Marina Chair - Brown Fabric.....	206.50	227.15	289.10	
	810162	Marina Chair - Ocean Blue Fabric.....	206.50	227.15	289.10	
	810163	Marina Chair - Red Fabric.....	206.50	227.15	289.10	
	810131	Malba Chair - Gray Molded Plastic.....	173.50	190.85	242.90	
	810130	Malba Chair - Green Molded Plastic.....	173.50	190.85	242.90	
	810846	Christopher Chair - White Vinyl/Chrome.....	164.60	181.05	230.45	
	810851	Zenith Chair - White/Chrome.....	254.40	279.85	356.15	
	810841	Rustique Chair - Gunmetal.....	227.25	250.00	318.15	
	810837	Razor Armless Chair - White High Density Plastic.....	123.00	135.30	172.20	
	810875	Swanson Swivel Chair - White Vinyl.....	560.65	616.70	784.90	
	81083	Blade Chair - Sky Blue.....	94.70	104.15	132.60	
	81082	Blade Chair - Red.....	94.70	104.15	132.60	
	81093	Lucent Chair - Frosted Acrylic.....	255.15	280.65	357.20	
	810145	Wentworth Chair - Brown Vinyl.....	461.65	507.80	646.30	
	81024	Atherton Chair - Brown Leather.....	594.70	654.15	832.60	
	81034	Bowery Chair - Yellow Fabric.....	558.60	614.45	782.05	
	81035	Century Chair - Gray Velvet.....	569.15	626.05	796.80	
	81036	Lena Chair - Green Leather.....	501.25	551.40	701.75	
	81031	Montreal Chair - Blue Fabric.....	613.75	675.15	859.25	
	81032	Pasadena Chair - White Plastic.....	346.20	380.80	484.70	
	81038	Tech Chair - Gray Vinyl.....	437.55	481.30	612.55	
	81039	Tech Tablet Chair - Gray Vinyl.....	426.85	469.55	597.60	
	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	
<b>Executive Seating</b>						
	71045	Gray Gaslift Chair Without Arms.....	215.00	236.50	301.00	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	644.05	708.45	901.65	
	810175	Genesis Chair - Black.....	367.40	404.15	514.35	
	810844	Pro Executive High Back Chair - White Vinyl.....	495.00	544.50	693.00	
	810946	Pro Executive High Back Chair - Black Vinyl.....	495.00	544.50	693.00	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	349.75	384.75	489.65	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	349.75	384.75	489.65	
	810947	Pro Executive Guest Chair - Black Vinyl.....	315.40	346.95	441.55	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	420.95	463.05	589.35	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	82.75	91.05	115.85	
	71047	Gray Gaslift Stool without Arms.....	265.00	291.50	371.00	
	810860	Laguna Barstool - Maple/Chrome.....	283.30	311.65	396.60	
	210109	Limerick® Stool by Herman Miller.....	125.00	137.50	175.00	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	331.45	364.60	464.05	
	810873	Lift Barstool - Red Vinyl/Chrome.....	331.45	364.60	464.05	

NAME OF SHOW: **IGES - Sevierville / November 7-9, 2023**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Barstools (continued)</b>						
	810871	Lift Barstool - Black Vinyl/Chrome.....	331.45	364.60	464.05	
	810870	Lift Barstool - White Vinyl/Chrome.....	331.45	364.60	464.05	
	810103	Banana Barstool - White Vinyl/Chrome.....	389.75	428.75	545.65	
	810104	Banana Barstool - Black Vinyl/Chrome.....	389.75	428.75	545.65	
	810850	Zenith Barstool - White/Chrome.....	254.40	279.85	356.15	
	810840	Zoey Barstool - White Vinyl/Chrome.....	456.50	502.15	639.10	
	810848	Christopher Barstool - White Vinyl/Chrome.....	281.30	309.45	393.80	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	497.75	547.55	696.85	
	810839	Rustique Barstool - Gunmetal.....	206.40	227.05	288.95	
	81080	Blade Barstool - Red.....	182.25	200.50	255.15	
	81081	Blade Barstool - Sky Blue.....	182.25	200.50	255.15	
	81092	Lucent Barstool - Frosted Acrylic.....	364.50	400.95	510.30	
	810135	Task Stool - Black Fabric.....	206.50	227.15	289.10	
	81026	Marina Barstool - Ocean Blue.....	307.95	338.75	431.15	
	81027	Marina Barstool - Black Vinyl.....	307.95	338.75	431.15	
	81028	Marina Barstool - Brown Fabric.....	307.95	338.75	431.15	
	81029	Marina Barstool - Red Fabric.....	307.95	338.75	431.15	
	81030	Marina Barstool - White Vinyl.....	307.95	338.75	431.15	

**Draped Tables & Counters**

**Draped Tables** - Tables are 24" wide  
☐ Black ☐ Blue ☐ White ☐ Gray ☐ Red

	124330	Draped Table 3'L x 30"H.....	137.30	151.05	192.20	
	124430	Draped Table 4'L x 30"H.....	137.30	151.05	192.20	
	124630	Draped Table 6'L x 30"H.....	160.95	177.05	225.35	
	124830	Draped Table 8'L x 30"H.....	182.30	200.55	255.20	
	12404630	4th Side Drape 6'L x 30"H.....	96.80	106.50	135.50	
	12404830	4th Side Drape 8'L x 30"H.....	96.80	106.50	135.50	
	124342	Draped Counter 3'L x 42"H.....	193.70	213.05	271.20	
	124442	Draped Counter 4'L x 42"H.....	193.70	213.05	271.20	
	124642	Draped Counter 6'L x 42"H.....	247.95	272.75	347.15	
	124842	Draped Counter 8'L x 42"H.....	291.70	320.85	408.40	
	12404642	4th Side Drape 6'L x 42"H.....	96.80	106.50	135.50	
	12404842	4th Side Drape 8'L x 42"H.....	96.80	106.50	135.50	

**Undraped Tables & Counters**

	125330	Undraped Table 3'L x 30"H.....	52.55	57.80	73.55	
	125430	Undraped Table 4'L x 30"H.....	52.55	57.80	73.55	
	125630	Undraped Table 6'L x 30"H.....	67.00	73.70	93.80	
	125830	Undraped Table 8'L x 30"H.....	82.75	91.05	115.85	
	125342	Undraped Counter 3'L x 42"H.....	127.85	140.65	179.00	
	125442	Undraped Counter 4'L x 42"H.....	127.85	140.65	179.00	
	125642	Undraped Counter 6'L x 42"H.....	159.60	175.55	223.45	
	125842	Undraped Counter 8'L x 42"H.....	178.15	195.95	249.40	

**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: **IGES - Sevierville / November 7-9, 2023**

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide (continued)</b>						
_____	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	_____
<b>Pedestal Tables - Soho Series</b>						
_____	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.....	109.10	120.00	152.75	_____
_____	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.....	286.00	314.60	400.40	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	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.....	360.35	396.40	504.50	_____
_____	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.....	375.70	413.25	526.00	_____
<b>Pedestal Tables</b>						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	469.00	515.90	656.60	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	469.00	515.90	656.60	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	510.70	561.75	715.00	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	510.70	561.75	715.00	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	510.70	561.75	715.00	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	510.70	561.75	715.00	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	510.70	561.75	715.00	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	510.70	561.75	715.00	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	469.00	515.90	656.60	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	469.00	515.90	656.60	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	352.65	387.90	493.70	_____
_____	820264	Madison Bar Table - Gray Acajou.....	375.80	413.40	526.10	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	347.45	382.20	486.45	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	380.80	418.90	533.10	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	475.35	522.90	665.50	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	475.35	522.90	665.50	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	469.00	515.90	656.60	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	469.00	515.90	656.60	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	469.00	515.90	656.60	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	469.00	515.90	656.60	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	425.20	467.70	595.30	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	381.00	419.10	533.40	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	425.20	467.70	595.30	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	381.00	419.10	533.40	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	425.20	467.70	595.30	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	341.60	375.75	478.25	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables (continued)</b>						
	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	425.20	467.70	595.30	
	820943	30" Cafe Table w/ Black Base - Wood.....	341.60	375.75	478.25	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	459.90	505.90	643.85	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	459.90	505.90	643.85	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	459.90	505.90	643.85	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	459.90	505.90	643.85	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	459.90	505.90	643.85	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	381.00	419.10	533.40	
	820916	30" Bar Table w/ Black Base - Black.....	381.00	419.10	533.40	
	820917	30" Bar Table w/ Black Base - Green.....	381.00	419.10	533.40	
	820918	30" Bar Table w/ Black Base - Orange.....	381.00	419.10	533.40	
	820919	30" Bar Table w/ Black Base - Yellow.....	381.00	419.10	533.40	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	459.15	505.05	642.80	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	459.15	505.05	642.80	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	459.15	505.05	642.80	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	459.15	505.05	642.80	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	459.15	505.05	642.80	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	341.60	375.75	478.25	
	8201236	30" Cafe Table w/ Black Base - Black.....	341.60	375.75	478.25	
	8201237	30" Cafe Table w/ Black Base - Green.....	341.60	375.75	478.25	
	8201238	30" Cafe Table w/ Black Base - Orange.....	341.60	375.75	478.25	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	341.60	375.75	478.25	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	497.10	546.80	695.95	
	8201241	36" Bar Table w/ Black Base - Black.....	361.30	397.45	505.80	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	510.70	561.75	715.00	
	8201243	36" Cafe Table w/ Black Base - Black.....	372.85	410.15	522.00	
<b>Accent Tables</b>						
	82015	Silverado End Table - Tempered Glass/Painted Steel.....	414.75	456.25	580.65	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	435.60	479.15	609.85	
	820252	Alondra End Table - Glass/Chrome.....	367.10	403.80	513.95	
	820250	Alondra Cocktail Table - Glass/Chrome.....	508.75	559.65	712.25	
	820253	Alondra End Table - Wood/Chrome.....	367.10	403.80	513.95	
	820251	Alondra Cocktail Table - Wood/Chrome.....	508.75	559.65	712.25	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	464.25	510.70	649.95	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	464.25	510.70	649.95	
	82028	Geo End Table - Wood/Black Steel.....	387.35	426.10	542.30	
	82027	Geo Cocktail Table - Wood/Black Steel.....	445.20	489.70	623.30	
	82035	Geo End Table - Glass/Chrome.....	385.60	424.15	539.85	
	82034	Geo Cocktail Table - Glass/Chrome.....	393.95	433.35	551.55	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	398.10	437.90	557.35	
	82055	Sydney End Table - White Laminate/Brushed Steel..	398.10	437.90	557.35	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	441.90	486.10	618.65	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	441.90	486.10	618.65	
	82079	Sydney End Table - Blue Laminate/Brushed Steel.....	352.30	387.55	493.20	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Tables (continued)</b>						
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	352.30	387.55	493.20	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	400.95	441.05	561.35	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	364.50	400.95	510.30	
	82075	Regis End Table - Brushed Metal.....	331.45	364.60	464.05	
	82074	Regis Bench Table - Brushed Metal.....	448.15	492.95	627.40	
	820844	Aura Round Table - White Metal.....	227.25	250.00	318.15	
	82043	Geo Square-Round Table - Glass/Black Steel.....	498.10	547.90	697.35	
	82044	Geo Square-Round Table - Glass/Chrome.....	498.10	547.90	697.35	
	8201226	Rustique Square Metal Bar Table - Gray.....	400.25	440.30	560.35	
	820130	Mesa Cocktail Table - Black/Bronze.....	294.70	324.15	412.60	
	820131	Mesa Cocktail Table - Glass/Bronze.....	294.70	324.15	412.60	
	820132	Mesa Cocktail Table - Wood/Bronze.....	294.70	324.15	412.60	
	820133	Mesa End Table - Black/Bronze.....	194.65	214.10	272.50	
	820134	Mesa End Table - Glass/Bronze.....	194.65	214.10	272.50	
	820135	Mesa End Table - Wood/Bronze.....	194.65	214.10	272.50	
	820310	Sedona Side Table - Black/Bronze.....	196.45	216.10	275.05	
	820311	Sedona Side Table - Wood/Bronze.....	196.45	216.10	275.05	
	820312	Sedona Side Table - White/Bronze.....	196.45	216.10	275.05	
	820320	Taos Side Table - Black/Bronze.....	196.45	216.10	275.05	
	820321	Taos Side Table Wood/Bronze.....	196.45	216.10	275.05	
	820322	Taos Side Table - White/Bronze.....	196.45	216.10	275.05	
<b>Conference Tables</b>						
	82041	Geo Conference Table - Glass/Black Steel.....	706.55	777.20	989.15	
	82051	Geo Conference Table - Glass/Chrome.....	706.55	777.20	989.15	
	820260	Madison Conference Table - Gray Acajou.....	263.05	289.35	368.25	
	820708	42" Round Conference Table - White Laminate.....	602.40	662.65	843.35	
	820261	Madison 5' Conference Table - Gray Acajou.....	731.40	804.55	1,023.95	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,459.85	1,605.85	2,043.80	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,459.85	1,605.85	2,043.80	
	820951	Ventura Bar Table - Maple w/ Grommets.....	970.05	1,067.05	1,358.05	
	820952	Ventura Communal Bar Table - Black.....	970.05	1,067.05	1,358.05	
	820953	Ventura Bar Table - White w/ Grommets.....	970.05	1,067.05	1,358.05	
	820954	Ventura Communal Bar Table - Maple.....	970.05	1,067.05	1,358.05	
	820956	Ventura Communal Bar Table - White.....	970.05	1,067.05	1,358.05	
	820963	Ventura Communal Cafe Table - Maple.....	716.80	788.50	1,003.50	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	716.80	788.50	1,003.50	
	820961	Ventura Cafe Table - White w/ Grommets.....	716.80	788.50	1,003.50	
	820966	Ventura Communal Cafe Table - White.....	716.80	788.50	1,003.50	
	820962	Ventura Communal Cafe Table - Black.....	716.80	788.50	1,003.50	
	8201244	42" Round Conference Table - Black Laminate.....	530.60	583.65	742.85	
	8201	10' Table - Black Laminate.....	947.25	1,042.00	1,326.15	
	8203	5' Table - Black Laminate.....	475.75	523.35	666.05	
	8205	8' Table - Black Laminate.....	947.25	1,042.00	1,326.15	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Office</b>						
_____	84075	Madison Desk - Gray Acajou.....	922.15	1,014.35	1,291.00	_____
_____	84078	Madison Bookcase - Gray Acajou.....	667.80	734.60	934.90	_____
<b>Computer Desks/Tables</b>						
_____	820706	Work Desk - White Laminate.....	519.00	570.90	726.60	_____
<b>POWERED</b>						
<b>Powered Seating</b>						
_____	810120	Naples Chair, Powered - Black Vinyl.....	990.05	1,089.05	1,386.05	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	1,373.60	1,510.95	1,923.05	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	1,476.40	1,624.05	2,066.95	_____
<b>Powered Tables</b>						
_____	820950	Ventura Communal Bar Table, Powered - Black.....	1,145.20	1,259.70	1,603.30	_____
_____	820955	Ventura Communal Bar Table, Powered - White.....	1,145.20	1,259.70	1,603.30	_____
_____	820964	Ventura Communal Cafe Table, Powered - Black.....	813.95	895.35	1,139.55	_____
_____	820965	Ventura Communal Cafe Table, Powered - White.....	813.95	895.35	1,139.55	_____
_____	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	873.30	960.65	1,222.60	_____
_____	84084	Tech Desk, Powered - Black Metal.....	706.55	777.20	989.15	_____
_____	82076	Sydney Cocktail Table, Powered - Black.....	560.65	616.70	784.90	_____
_____	82073	Sydney Cocktail Table, Powered - White.....	560.65	616.70	784.90	_____
_____	8202	10' Table, Powered - Black Laminate.....	1,183.05	1,301.35	1,656.25	_____
_____	8204	5' Table, Powered - Black Laminate.....	615.90	677.50	862.25	_____
_____	8206	8' Table, Powered - Black Laminate.....	1,183.05	1,301.35	1,656.25	_____
<b>Powered Pedestals</b>						
_____	85060	Powered Locking Pedestal 36" H, Black.....	834.55	918.00	1,168.35	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	789.90	868.90	1,105.85	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	935.85	1,029.45	1,310.20	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	935.85	1,029.45	1,310.20	_____
_____	820710	Wireless Charging Table, Powered.....	604.95	665.45	846.95	_____
<b>Midtown Counters &amp; Bars</b>						
_____	850103	Midtown Powered Counter Unlighted - Pewter.....	1,955.95	2,151.55	2,738.35	_____
_____	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	2,077.45	2,285.20	2,908.45	_____
_____	850101	Midtown Bar Unlighted - Pewter.....	1,943.75	2,138.15	2,721.25	_____
_____	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	2,077.45	2,285.20	2,908.45	_____
<b>DISPLAY &amp; ACCESSORIES</b>						
<b>Product Storage</b>						
_____	84080	3 Door File Cabinet on Castors - Black .....	233.45	256.80	326.85	_____
_____	85020	Posh Shelving w/ Chrome Frame - White.....	753.30	828.65	1,054.60	_____
<b>Refrigerator</b>						
_____	8503001	Refrigerator - White.....	1,665.00	1,831.50	2,331.00	_____
_____	8983000	Small Refrigerator.....	685.00	753.50	959.00	_____
<b>Lighting</b>						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	225.15	247.65	315.20	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	343.95	378.35	481.55	_____



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Display</b>						
	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	
<b>Boxwood Hedges</b>						
	85030	7' Boxwood Hedge.....	1,008.35	1,109.20	1,411.70	
	85035	4' Boxwood Hedge.....	619.55	681.50	867.35	
<b>Accessories</b>						
	220121	Chrome Stanchion w/ 8' Retractable Belt.....	118.10	129.90	165.35	
	220118	Chrome Sign Holder.....	42.10	46.30	58.95	
	750135	Round Literature Rack.....	265.00	291.50	371.00	
	750136	Flat Literature Rack.....	225.00	247.50	315.00	
	220109	Chrome Coat Tree.....	99.40	109.35	139.15	
	220134	Aluminum Easel.....	42.10	46.30	58.95	
	220110	Chrome Bag Rack.....	279.90	307.90	391.85	
	10201484	Floor Standing Bulletin Board.....	230.00	253.00	322.00	
	220106	Corrugated Wastebasket.....	17.40	19.15	24.35	
	8502	Village Charging Hub.....	278.20	306.00	389.50	
<b>Special Drape</b>						
<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.).....	19.95	21.95	27.95	
	12108	Special Drape 8'H (per ft.).....	26.80	29.50	37.50	

**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.



# Flooring solutions

Freeman offers the largest selection of exhibit flooring in the industry with a wide choice of colors and sizes. Choose from varying carpet weights to fit your level of comfort and durability or stand out with vinyl and turf.

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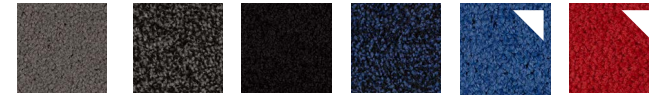
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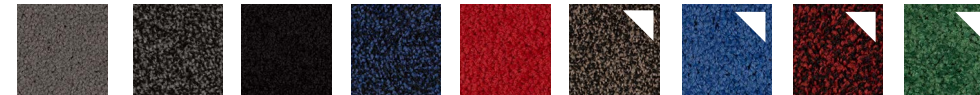
## Classic Collection

16oz carpet



## Custom Cut Classic Collection

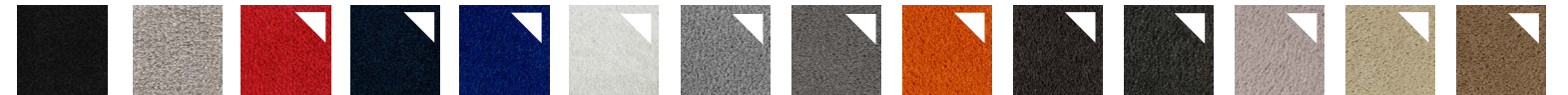
16oz carpet



## Designer Plus Collection

NEW

30oz carpet



## Supreme Collection

NEW

45oz carpet



## Expo Flex Collection

NEW

10ft vinyl



## Event Flex Collection

NEW

12ft vinyl



## Riviera + Parkside Collections

NEW

Turf



**Order before the discount deadline for a wider selection at discounted prices.**

 = Available only before the discount deadline

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## FLOORING

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Products or colors with limited availability after the discount deadline are denoted with an 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 .....	\$ 180.70	\$ 198.75	\$ 253.00	
	10' x 20' Classic Carpet .....	\$ 361.40	\$ 397.55	\$ 505.95	
	10' x 30' Classic Carpet .....	\$ 542.10	\$ 596.30	\$ 758.95	
	10' x 10' Carpet Padding - Single Layer.....	\$ 145.00	\$ 159.50	\$ 203.00	
	10' x 20' Carpet Padding - Single Layer.....	\$ 290.00	\$ 319.00	\$ 406.00	
	10' x 30' Carpet Padding - Single Layer.....	\$ 435.00	\$ 478.50	\$ 609.00	
	10' x 10' Carpet Padding - Double Layer.....	\$ 290.00	\$ 319.00	\$ 406.00	
	10' x 20' Carpet Padding - Double Layer.....	\$ 580.00	\$ 638.00	\$ 812.00	
	10' x 30' Carpet Padding - Double Layer.....	\$ 870.00	\$ 957.00	\$ 1,218.00	
	Plastic Covering (price per sqft).....	\$ .40	\$ .45	\$ .55	

### 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
		\$ 15.05	\$ 16.55	\$ 21.05	

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## 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)

<b>30 oz. Carpet Rental</b> - Price per sq. ft. (100 sqft minimum)					Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sqft</b>	Booth Size:	_____	x _____ = _____	sqft	\$ <b>8.15</b>	\$ <b>8.95</b>	\$ <b>11.40</b>	_____
<b>Over 700 sqft</b>	Booth Size:	_____	x _____ = _____	sqft	\$ <b>7.05</b>	\$ <b>7.75</b>	\$ <b>9.85</b>	_____

### 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)

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	\$ 11.60	\$ 12.75	\$ 16.25	_____
Over 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 10.90	\$ 12.00	\$ 15.25	_____



## 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)

<u>Carpet Padding-</u> Price per sqft (100 sqft minimum)					Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 1.45	\$ 1.60	\$ 2.05	_____
Over 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 1.35	\$ 1.50	\$ 1.90	_____

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

<b>Double Carpet Padding-</b> Price per sqft. (100 sqft minimum)					Online Price	Discount Price	Standard Price	Total
<b>100 - 700 sqft</b>	Booth Size:	_____	x _____ = _____	sqft	\$ <b>2.90</b>	\$ <b>3.20</b>	\$ <b>4.05</b>	_____
<b>Over 700 sqft</b>	Booth Size:	_____	x _____ = _____	sqft	\$ <b>2.70</b>	\$ <b>2.95</b>	\$ <b>3.80</b>	_____

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

<u>Vinyl Flooring Padding</u> - 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	

## 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)

<u>Riviera Turf</u> - 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)

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.

NAME OF SHOW: **IGES - Sevierville / November 7-9, 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 Time .....	.65	.90	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.30	1.80	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.95	2.75	_____

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

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.81	1.15	_____

### FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time .....	.75	1.05	_____
_____	690200	Floor Surface Cleaning - 2 Days .....	1.50	2.10	_____
_____	690300	Floor Surface Cleaning - 3 Days .....	2.25	3.15	_____

### 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. ....	117.95	165.15	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	165.15	231.20	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	208.35	291.70	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	264.35	370.10	_____

### 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](http://freeman.com)



## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

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

## DEPTH OF RESOURCES

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

## REPRODUCTION AND INSTALLATION

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



NAME OF SHOW: **IGES - Sevierville / November 7-9, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by **OCTOBER 9, 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  
\$ 27.15 per sqft discount price  
sqft \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 40.75 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 \_\_\_\_\_

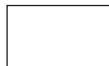
PMS Colors \_\_\_\_\_

### 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"	68.55	102.85	=
7" x 22"	71.05	106.60	=
7" x 44"	63.85	95.80	=
9" x 44"	103.65	155.50	=
11" x 14"	73.10	109.65	=
14" x 22"	103.65	155.50	=
14" x 44"	117.75	176.65	=
22" x 28"	118.85	178.30	=
28" x 44"	151.20	226.80	=
20" x 60"	251.70	377.55	=

(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 - TN

**Standing on chairs, tables, or other rental furniture is prohibited.** These items are not made to support standing weight and Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your exhibit, please order labor from Freeman and the proper tools and ladder will be provided.

It is our recommendation NOT to bring children on the show floor. The show floor is a work area that can be very dangerous, particularly during move-in and move-out.

## MATERIAL HANDLING

Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of Freeman dollies, flat trucks or other mechanical equipment is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/out.

Charges for Freeman's help are shown on the enclosed Material Handling Service and Rates Form. If Freeman must move the show into, out of, or both into and out of the hall during overtime hours, then you will be charged the overtime fee in addition to the regular CWT charge.

## WORKING WITH THE UNION IN TENNESSEE

To assist you in preparing for your show in Nashville, we would like to share with you some information regarding the jurisdiction that the various unions have here. Currently we have an agreement with Stagehand Local Union to provide labor for display erection and dismantling. Full time employees of exhibiting companies or their representatives, may set their own displays, without assistance from the Local. However, should assistance be necessary beyond that provided by those employees, then labor must be provided by the Local. Labor can be ordered in advance by using the Display Labor Form or at showsite from the Freeman Decorating Company service desk.

## TIPPING

Freeman requests that exhibitors do not tip our employees, as they are paid an excellent wage denoting a professional status. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman representative at the Freeman Service Desk or correspondence may be directed to the General Manager at the local office address.

# LET US DO THE HEAVY LIFTING

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



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



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

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

## ON-SITE SUPERVISION

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

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### If You Use Freeman Staff

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



NAME OF SHOW: **IGES - Sevierville / November 7-9, 2023**

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

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

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

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
<b>Straight Time:</b> 8:00 AM to 5:00 PM Monday through Friday.....	\$177.75	\$249.00
<b>Overtime:</b> 5:00 PM to 12:00 AM Monday through Friday .....	\$266.75	\$373.50
All day Saturday and Sunday		
<b>Double Time:</b> Midnight to 8:00 AM and recognized holidays.....	\$355.50	\$497.75

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

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per 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.**

### 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: \_\_\_\_\_

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

### DISMANTLE LABOR

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

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

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: \_\_\_\_\_

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

NAME OF SHOW: **IGES - Sevierville / November 7-9, 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.

NAME OF SHOW: **IGES - Sevierville / November 7-9, 2023**

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

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

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

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## FORKLIFT & RIGGING LABOR

**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 & 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**
- 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
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$293.50	\$411.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$364.50	\$510.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$435.25	\$609.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$734.00	\$1,027.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$911.00	\$1,275.50
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$1,088.00	\$1,523.25
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$1,174.00	\$1,643.75
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$1,457.25	\$2,040.25
3040302	Forklift w/operator - up to 30,000 lbs - DT.....	\$1,740.75	\$2,437.25
304040	Forklift w/operator - 4-Stage - ST.....	\$440.50	\$616.75
304041	Forklift w/operator - 4-Stage - OT.....	\$546.50	\$765.25
304042	Forklift w/operator - 4-Stage - DT.....	\$652.75	\$914.00
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	\$109.00	\$152.75
3020101	Rigger - OT.....	\$163.50	\$229.00
3020102	Rigger - DT.....	\$218.00	\$305.25
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$55.75	
3090700	Forklift Boom.....	\$55.75	
3090800	Pallet Jack.....	\$55.75	

### 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 \$ \_\_\_\_\_

**NEED  
AN  
EXTRA  
HAND?**

**LET US HELP STAFF  
YOUR EVENT!**

**SET UP | STAFF BOOTH | TEAR DOWN**



*MAKING PEOPLE MATTER MOST*



  
**CONTACT  
US  
TODAY!**

**STAFFING  
EXPERTS**

  
**LUTTRELL**  
**STAFFING GROUP**

**CALL 865-397-5607 | [LSTAFF.COM](http://LSTAFF.COM)**

**DANDRIDGE OFFICE: 708 E. MEETING STREET, SUITE A**





7925 Neubert Springs Road Knoxville, TN 37920

Phone (865)249-8295 Fax (865)249-8296

E-mail: griffinelectric@comcast.net

**Electrical Services Order Form  
Sevierville Convention Center**Name of Event IGES Event Dates NOV 7-9, 2023 Booth # \_\_\_\_\_

Exhibitor/Vendor Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**DEADLINE FOR THE ADVANCE RATE: OCTOBER 23, 2023****BASIC SERVICE: (Flat Rate Per Event)**

Code	Quantity	Description	Advance Rate	Standard Rate	Total
701		120V 20-amp 1-phase (0-2000 watts)	\$90.00	\$150.00	
707		Labor per man hour for special installation (non-taxable)	\$60.00	\$60.00	
708		25-ft extension cord	\$25.00	\$25.00	
709		3-way 15-amp power splitter or 5-way 15-amp power strip	\$12.00	\$12.00	
710		Double spot light on 8' upright pole w/ base (electricity, cords or splitters not included in price, order separately above)	\$60.00	\$60.00	

**Payment Policy:** To receive advance rates, orders **MUST BE RECEIVED 14 DAYS** prior to exhibitor move-in date and full payment must be included.**Late Request:** All orders received late will be charged at standard rate. No exceptions.**Cancellation Policy:** No refunds for cancellations.

Subtotal

Sales Tax (9.25%)

TOTAL

**Credit Card Authorization:**AMEX ☐VISA ☐MASTERCARD ☐DISCOVER ☐

Account Number: \_\_\_\_\_

Expiration Date: Month \_\_\_\_\_

Year \_\_\_\_\_

Verification Code: \_\_\_\_\_

3-digit code on back of card  
4-digit code front of AMEX

Cardholder's Name: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**REMIT TO ADDRESS:**Griffin Electric Company  
7925 Neubert Springs Road  
Knoxville, TN 37920

Fax: (865)249-8296

E-mail: griffinelectric@comcast.net

**Conditions and Safety Regulations for Electrical Services**

Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise. All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes. All service connections and overload protection to such equipment must be made by Griffin Electric Company only. All equipment must be properly tagged and wired with complete information as to type. All appropriate exhibitor's extension cords must be of the three-wire grounded type; residential-type extension cords and power strip cords are prohibited by local building and safety codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.

The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. Griffin Electric Company does not assume any liability for damages or any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of sort whatsoever to user's goods or equipment arising from any cause whatsoever.

**ALL ORDERS MUST BE RECEIVED BY MAIL OR FAX; NO PHONE ORDERS ACCEPTED!****ALL ORDERS SUBJECT TO AVAILABILITY****PAYMENT METHODS ACCEPTED: AMEX, VISA, MASTERCARD, DISCOVER or MONEY ORDER**REVISED APRIL 2023  
EFFECTIVE JULY 2023



# SPECTRA

## **WELCOME TO SEVIERVILLE!**

*We are excited to be the choice caterer in delivering your booth service needs. Spectra Food Service & Hospitality is committed to detail, timing, and quality as we deliver friendly service to each exhibitor at this year's show. You will find that you can expect a higher standard in your overall food service experience. We are a full-service company that specializes in catered events.*

*We have combined your favorite food service choices with some regional fare to create menu selections for this year's show. We provide staff that is experienced in booth service delivery as well as on-site separate preparation chefs and managers. This enables us to ensure that your booth guests receive fresh, delicious food in an efficient manner.*

### **Pertinent Exhibitor Information**

***All food and beverages served within the exhibit halls must be ordered through Spectra Food Service & Hospitality, the exclusive caterer at the Sevierville Convention Center. No food or beverage will be permitted to be brought into the convention center without prior written authorization by Spectra Food Service & Hospitality management. If you import products without written authorization, you will be asked to remove them from the show floor. This includes traffic promoters such as bottled water, popcorn, candy, etc.***

*We require 100% payment of the food service purchased by either check or credit card along with a signed contract.*

*All orders will be charged a 21% management fee plus applicable tax. If an exhibitor needs tables for food service, arrangements should be made with the official show decorator. Scheduled booth services canceled at the time the show is in process will incur 100% of the estimated charges.*

*Alcoholic beverages may not be brought onto the premises during this event.*

*A final guarantee of attendance is required 3 working days prior to all food and beverage events.*

*Cancellation policy – any cancellation made less than 72 hours in advance will be subject to a cancellation fee up to the full price of the order.*

### **Food and Beverage Sampling**

*Sevierville Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Spectra Food Service & Hospitality. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 2 ounces of a food sample. Exact descriptions of sample and portion size must be submitted to the Spectra Office for written approval 14 days prior to the opening of the event. The distribution of alcoholic beverages is strictly prohibited. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file.*

**ALL ORDERS RECEIVED WITHIN 72 HOURS OF THE SHOW WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE & SPECTRA MAY NOT BE ABLE TO ACCOMMODATE THESE ORDERS.**

### **How to order**

*We have dedicated a catering sales representative who specializes in shows like yours. Our dedicated Booth Service number is **(865) 868-1514**. You may also fax your food and beverage booth service order to our office. Our office fax number is **(865) 868-1519**. All information faxed must be sent one week prior to show start along with credit card information. You may also mail your information. To guarantee delivery it must be received one week in advance. Our mailing address is:*

**Spectra Food Service & Hospitality  
Sevierville Convention Center  
202 Gists Creek Road  
Sevierville, TN 37876**



### BREAKFAST ITEMS

MUFFINS OR DANISH	\$32.00 / dozen
BAGELS WITH CREAM CHESSE	\$32.00 / dozen
MINI DONUTS	\$18.00 / dozen
CINNAMON ROLLS	\$36.00 / dozen
ASSORTED FRUIT & YOGURT	\$6.00 each

### SNACKS

FRESH BAKED BROWNIES	\$28.00 / dozen
FRESH BAKED COOKIES	\$28.00 / dozen
SOFT PRETZELS W/ SPICY MUSTARD	\$45.00 / dozen
DELUXE MIXED NUTS	\$34.00 / pound
TRAIL MIX	\$18.00 / pound
SPICY SNACK MIX	\$18.00 / pound
ASSORTED CANDY BARS	\$4.50 / each
GRANOLA & POWER BARS	\$3.50 / each
INDIVIDUAL BAGS OF CHIPS	\$3.00 / each

### REFRESMENTS AND BEVERAGES

FRESHLY BREWED COFFEE	\$34.00 / gallon
FRESHLY BREWED DECAF	\$34.00 / gallon
HOT WATER AND 16 TEA BAGS	\$32.00 / gallon
FRESHLY BREWED ICED TEA	\$28.00 / gallon
ASSORTED PEPSI SOFT DRINKS	\$3.00 each
BOTTLED WATER AQUAFINA	\$3.00 each
INDIVIDUAL BOTTLED JUICES	\$3.00 each

### OTHER OPTIONS

ICE (40LB BAG)	\$25.00 / bag
STORAGE COLD	\$6.00 per cubic feet / day

### DELI PLATTERS

	Serves 25	Serves 50
FRESH VEGETABLE TRAY	\$75.00	\$135.00
GOURMET CHEESE TRAY	\$100.00	\$175.00
ASSORTED DELI SANDWICHES	\$175.00	\$325.00
ASSORTED WRAP SANDWICHES	\$175.00	\$325.00

### PARTY SNACKS per 25 Guest

SPICY SNACK MIX	\$20.00
HUMMUS & FLATBREAD	\$25.00
TORTILLA CHIPS w/ QUESO & SALSA	\$45.00
HOUSE MADE CHIPS W/ BACON & MAYTAG BLUE CHEESE UNDER A HEAT LAMP	\$60.00
PRETZEL BITES & BEER CHEESE	\$75.00
POPCORN MACHINE RENTAL	\$150.00/ day
Includes 12 Popcorn Kits and Unlimited Bags	
POPCORN ATTENDANT (4 hr minimum)	\$200.00

### BOX LUNCH SELECTIONS

*All boxed lunches include; Apple, Chips, Sweet Treat*

CHICKEN OR TUNA SALAD	\$17.00
On a Large Croissant with Cheese, Lettuce & Tomato	
ROASTED TURKEY BREAST & CHEESE	\$17.00
On a Soft Hoagie Roll with Lettuce & Tomato	
HONEY GLAZED HAM & CHEESE	\$17.00
On a Soft Hoagie Roll with Lettuce & Tomato	
ROAST BEEF & CHEESE	\$17.00
On a Soft Hoagie Roll with Lettuce & Tomato	
VEGITARIAN WRAP	\$16.50
Balsamic Grilled Portabella Mushrooms with fire Roasted Red Peppers, Spring Mix and Buffalo Mozzarella	



## BOOTH SERVICES ORDER FORM

COMPANY					CONTACT			
STREET ADDRESS								
CITY				State			ZIP CODE	
PHONE NUMBER				FAX NUMBER			EMAIL	
TRADE SHOW					BOOTH NUMBER			
ON-SITE AUTHORIZED CONTACTS						ON-SITE PHONE NUMBER:		

DAY/DATE	REQUESTED DELIVERY TIME	ITEM DESCRIPTION	QTY	PRICE
			ESTIMATED SUBTOTAL	
			21% MGMT. CHARGE	
			11.75% SALES TAX	
			ESTIMATED TOTAL:	

### INSTRUCTIONS:

FILL OUT ORDER FORM AND FAX YOUR ORDER TO **(865) 868-1519** OR CALL CATERING SALES AT (865) 868-1514

1. A 21% Management Charge, 9.25% sales tax, 2% Hospitality, and 15% city liquor tax (where applicable) will be added to total.
2. Food service function sheets and the total amount due will be sent to you. PLEASE contact us if you do not receive confirmation of your services.
3. All replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
4. Cancellations require a 72 hour notice or full charges will be incurred.



CREDIT CARD NUMBER

EXPIRATION DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

MAIL, FAX OR EMAIL TO: OVG Hospitality | Sevierville Convention Center | 202 Gists Creek Rd. | Sevierville, TN 37876

Phone: (865) 868-1514 |

Fax: (865) 868-1519 | Email: [scott.tallon@oakviewgroup.com](mailto:scott.tallon@oakviewgroup.com)



## **Exhibitor Insurance Program**

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

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

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

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

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

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

### **QUESTIONS?**

#### **Total Event Insurance**

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

<b>ACORD</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE	
<b>PRODUCER</b> Insurance Company Name                      Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name    (212) 555-6102 ext. 1234				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <div style="text-align: center; border: 1px solid black; padding: 2px;">INSUREERS AFFORDING COVERAGE</div>		
<b>INSURED</b> Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349    Fax: (212) 555-9819				INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:		
<b>COVERAGES</b>						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	<b>4.</b> TYPE OF INSURANCE	POLICY NUMBER	<b>7.</b> POLICY EFFECTIVE DATE (MM/DD/YY)	<b>8.</b> POLICY EXPIRATION DATE (MM/DD/YY)	<b>9.</b> LIMITS	
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/01/24	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/24	COMBINED SINGLE LIMIT	\$1,000,000
					(Ea accident)	
					BODILY INJURY	\$
					(Per person)	
					BODILY INJURY	\$
<b>A</b>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____	XL1234567	01/01/23	01/01/24	PROPERTY DAMAGE	\$
					(Per accident)	
					AUTO ONLY-EA ACCIDENT	
					OTHER THAN	\$
					AUTO ONLY:	\$
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/23	01/01/24	EACH OCCURRENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/23	01/01/24	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE -POLICY LIMIT	\$1,000,000
<b>D</b>	OTHER				Each Occurrence & Aggregate	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Emerald X, LLC (Show Management), Freeman (Official Service Provider), the Sevierville Convention Center (Facility), and IGES (Show) are hereby named as additional insured, except for Workers' Compensation. The insurance provided for the benefit of Emerald X, LLC, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald X, LLC shall be excess and non-contributory. Show date(s) are: November 7-9, 2023 in Sevierville, TN.						
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: <u>X</u>		CANCELLATION	
Emerald X, LLC / IGES Sevierville 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Wendy Booth				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE 		

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: Emerald X, LLC (Show Management), Freeman (Official Service Provider), IGES (Show) and the Sevierville Convention Center (Facility) as additional insureds on a primary and non-contributory basis. Show dates are November 7-9, 2023.
6. CERTIFICATE HOLDER: Emerald X, LLC – IGES Sevierville, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Wendy Booth.
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

## IGES


November 7-9, 2023 | Sevierville Convention Center | Sevierville, TN

November 8-11, 2023 | Pigeon Forge LeConte Center | Pigeon Forge, TN



*Instantly capture contact & demographic data*

LEAD RETRIEVAL OPTIONS	on or before 8/29/23	from 8/30/23 to 10/10/23	after 10/10/23	number of units	TOTAL
<b>Mobile App Badge Scanner</b> (up to 2 users)	\$ 399	\$ 429	\$ 449		\$
<b>Additional Mobile App Users*</b>	\$ 149 each				\$
ADDITIONAL SERVICES					
<b>Survey Setup</b> (up to 5 questions) Includes singular and branching questions	\$ 99				\$
<b>Developer's Kit</b> (Real Time Data Services) Click <a href="#">here</a> for more information	\$ 800				\$
				Subtotal	\$
				Processing Fee**	\$ 9.99
				Total with <b>9.75%</b> sales tax***	\$
				TOTAL	\$



## SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Business card scanning



Lead Retrieval Order Confirmation will be emailed to you.

**TERMS AND CONDITIONS:**  
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Leads captured through badge images and handwritten badge ID's are available for upload within 14 days post-event, and are subject to a data services fee.

Click [here](#) for additional Terms and Conditions.

\* Additional SWAP User Licenses pricing applies to singular booths only. If you are part of a pavilion, please contact Exhibitor Services.

\*\* Processing fee waived when order is placed using company's online lead portal.

\*\*\* Taxable items and rates vary among states and are subject to change. Please call for exact quote.

**Order Online Now:** <https://exhibitor.swap.mge360.com/>

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for: ☐ Exhibiting Company ☐ Third Party

3rd Party Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz Global Events recommends all customers seek their own expert advice for GDPR Compliance concerns.

**Order Online Now:** <https://exhibitor.swap.mge360.com/>

For Assistance Contact:

ExhibitorServices@maritz.com  
877-623-3487

*It is against Maritz Global Events' security policy to accept credit card information via email.*

 **Maritz Global Events®**  
(formerly Experient)



# PLUMBING SERVICES ORDER FORM



Effective January 1, 2023 - December 31, 2023

## Plumbing Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors or decorators unless specified otherwise. Equipment in column recesses may not be blocked at any time. Under no circumstances shall anyone other than "house personnel" make service connections or disconnects.
02. All equipment must meet federal, state and local safety codes. The Convention Center reserves the right to refuse plumbing connection of equipment based on safety. PVC is not an approved method of air distribution within this facility.
03. Claims will not be considered unless led by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged with complete information as to volume, size and PSI requirements.
06. All material and equipment furnished by the Convention Center for plumbing service orders shall remain the Convention Center's property (unless purchased as part of the service order) and shall be removed only by Convention Center personnel at the close of the show.
07. Compressed air will be turned on one hour prior to show opening time and turned off at show closing time daily, unless other arrangements are made in advance.
08. Convention Center plumbers are authorized to cut exhibitor or decorator floor coverings to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Booth layouts are prepared by show management or decorators, not the Convention Center.
09. Service outlet size will be determined by volume required.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special work. All work performed within the booth will be charged on a time and material basis.
11. Advance orders must be received a minimum of 14 days prior to 1st day of show move-in date.
12. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
13. A separate connection fee will be paid for each piece of equipment using connected service, connected direct or otherwise.
14. It is recommended that exhibitors provide a filter separator or dryer for all equipment requiring airlines. The Convention Center will not be responsible for moisture or water in airlines.
15. If air and water pressure is critical, it is recommended that exhibitors supply a pressure regulator. The Convention Center does not guarantee minimum and maximum pressure.
16. Floor rate prices apply to orders received after the due date (14 days prior to 1st day of show move in-date). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
17. Plumbing will not be installed until payment is received. No exceptions.
18. Plumbing prices are for ordered air or water sources only. Hook-ups are not included. Labor for plumbing work on equipment, including repairs, tracing malfunctions, fishing air and water lines under carpet, and hook-ups provided by Convention Center plumbers, will be charged at the prevailing rate (\$85.00 per hour, one hour minimum). If floor plans are received in advance (14 days prior to 1st day of show move-in date) every attempt will be made to work with the decorator to install lines under carpet.
19. Exhibitor technicians are permitted to perform all plumbing work inside booths, including hook-ups, to ordered plumbing sources. All work must conform to national and local codes, and is subject to inspection by Convention Center personnel.
20. Labor rates are based on nine (9) hour days, typically from 7:30 a.m. to 5 p.m. Booth labor will be charged an overtime rate after 5 p.m. at the rate of 1.5 times the normal rate.
21. Please consult with the Convention Center on air and water layouts, as these lines are round and create a bulge in the carpet. In most cases they may be routed around the perimeter of the booth line and out of high traffic areas.
22. Air and water lines are not directed from overhead.
23. Rates run the duration of the show. Power, air and water are available 24 hours.
24. Will you require a Convention Center plumber?

☐ YES ☐ NO



QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
<b>COMPRESSED AIR (90 - 100 PSI)</b>				
_____	1 CONNECTION 1/2	<b>\$193.00</b>	<b>\$259.00</b>	_____
_____	EACH ADDITIONAL	<b>\$144.00</b>	<b>\$179.00</b>	_____
_____	1 CONNECTION 3/4	<b>\$284.00</b>	<b>\$307.00</b>	_____
_____	EACH ADDITIONAL	<b>\$270.00</b>	<b>\$299.00</b>	_____
_____	1 CONNECTION 1	<b>\$379.00</b>	<b>\$410.00</b>	_____
_____	EACH ADDITIONAL	<b>\$316.00</b>	<b>\$339.00</b>	_____
<b>WATER AND DRAINAGE 1/2" LINE</b>				
_____	1 CONNECTION	<b>\$186.00</b>	<b>\$230.00</b>	_____
_____	EACH ADDITIONAL	<b>\$138.00</b>	<b>\$168.00</b>	_____
<b>DRAINAGE 3/4" LINE</b>				
_____	1 CONNECTION	<b>\$144.00</b>	<b>\$179.00</b>	_____
_____	EACH ADDITIONAL	<b>\$104.00</b>	<b>\$115.00</b>	_____
<b>ONE TIME FILL AND DRAIN WATER ONLY</b>				
_____	FIRST 500 GALLON UNIT	<b>\$193.00</b>	<b>\$259.00</b>	_____
_____	EACH ADDITIONAL UNIT	<b>\$161.00</b>	<b>\$207.00</b>	_____
_____	EACH ADDITIONAL 500 GALLONS	<b>\$42.00</b>	<b>\$54.00</b>	_____
_____	30 GALLON WATER HEATER	<b>\$372.00</b>	<b>\$552.00</b>	_____
_____	SINGLE UTILITY SINK	<b>\$374.00</b>	<b>\$542.00</b>	_____

\* FOR DIRECT TIE IN ONLY. NO RECEPTACLES PROVIDED.

\* UTILITY CHARGES ARE BASED ON ESTIMATED NEEDS AT THE TIME OF ORDER. OVER/UNDER PAYMENTS OF LESS THAN \$5.00 WILL BE WRITTEN OFF AT THE CONCLUSION OF THE EVENT.

**CONVENTION CENTER QUOTE** \_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_

**TOTAL CHARGES** \_\_\_\_\_

**NOTES:** No chemicals of any kind are to be dumped into the Charlotte Convention Center's drainage system. Exhibitors and/or decorators are responsible for the removal of all liquids other than water. Water service must be ordered for coolants, which are mixed on the show floor, if not ordered as part of booth service. Please contact the Convention Center for pricing on any service not listed in the service order form. All materials used for the connection of an exhibitor's equipment are purchased by and become the property of the exhibitor. Exhibitors are responsible for air dryers and/or water separators for the protection of their equipment. The Convention Center does not guarantee that airlines do not contain moisture or water.

## Please Print

Name of Event \_\_\_\_\_

Event Date \_\_\_\_\_ Booth No. \_\_\_\_\_

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized by \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

**Orders must be received with payment 14 days prior to 1st day of show move-in to be eligible for advanced rate.**

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

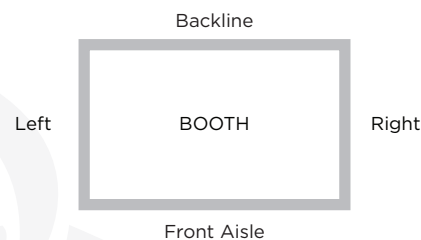
**Please use the diagram on the right to indicate the desired locations for utility service orders.**

**Make checks payable to:**  
Charlotte Convention Center  
c/o Smart City Networks  
5795 W. Badura Ave., Suite #110  
Las Vegas, NV 89118

**Order Verification:**  
888.446.6911

**Technical Questions:**  
704.339.6700

**Fax orders:**  
702-943-6001



**Online Orders:**  
orders.smartcitynetworks.com

**Email Orders to:**  
customerservice@smartcitynetworks.com

When your order is processed, you will receive an email with a link to Smart City Networks payment portal.



## Internet/Phone/Water Connection Order Form

202 Gists Creek Rd.  
Sevierville, TN 37876  
Phone- 865-453-0001  
Fax- 865-868-1567

Name of Event  
Date of Event  
Booth #  
Company Name

**International Gift Exposition in the Smokies**

**ShowDays 11/7 - 11/9/2023**

Company Phone # ( ) Co. Address:

City State Zip Code E-Mail

**PAYMENT MUST BE RECEIVED BY- 10/ 20 /2023 (14 DAYS PRIOR TO EXHIBITOR MOVE-IN DATE) TO RECEIVE PRE-PAID RATE**

ALL ORDERS RECEIVED LATE WILL BE CHARGED AT THE SHOW DAY RATE. SEVIERVILLE CONVENTION CENTER RESERVES THE RIGHT TO CHANGE SHOW DAY RATE IF THE FORM IS RECEIVED AFTER THE DEADLINE. NO EXCEPTIONS.

SERVICES AVAILABLE				
Qty	DESCRIPTION	Pre-Paid Rate	Show Day	Total
<b>Complimentary Wireless Internet On-Site</b>				
	<b>Individual Wired Internet (ethernet)</b>	\$ 90.00	\$ 125.00	
	<b>Group Wireless Internet (required to be set up with event coordinator )</b>	\$ 500.00	CAN NOT order on site	
	<b>Analog phone line (fax, cc, voice)</b>	\$ 95.00	\$ 125.00	
			<b>SALES TAX</b>	N/A
			<b>SUBTOTAL</b>	
<input type="checkbox"/>	Check box if you want water	<b>WATER connection</b>	<b>\$125</b>	
			<b>TOTAL</b>	

\*water connection can only be provided at available location

**Make all checks payable to:**

Sevierville Convention Center

**Remit to address:**

Sevierville Convention Center, Attn: Admin

202 Gists Creek Road

Sevierville, TN 37876

Fax: 865-868-1567

Email: jshell@sevierville.tn.org

**Credit Card Authorization**

M/C  
☐

Visa  
☐

**Acct No.**

Cardholder's Name:

Exp Date: V-Code:

Billing Address:

Authorized By: Date:

Email:

Sevierville Convention Center assumes no liability for incomplete or incorrect forms.

ALL ORDERS SUBJECT TO AVAILABILITY and MUST BE RECEIVED BY MAIL OR FAX; NO PHONE ORDERS ACCEPTED!

PAYMENT METHODS ACCEPTED: VISA, MASTERCARD, COMPANY CHECK or MONEY ORDER

Please print clearly unreadable orders can not be processed Thank You