

2023 EXHIBITOR SERVICES MANUAL

MAIN MENU

GENERAL INFO.....	2	Floral	19
DATES & TIMES.....	2	Trademarks/Copyright	19
EXHIBIT HALL LOCATION	2	Vehicles on Display.....	19
SHOW MANAGEMENT CONTACTS.....	2	DEMONSTRATIONS	19
VENDORS	3	Exhibitor Conduct /Good Neighbor Policy	19
SHOW PLANNER	4	Food & Beverage Sampling.....	19
INSURANCE	5	Hospitality & Networking Events.....	20
BOOTH REGULATIONS	6	Models / Temporary Staffing.....	20
CONSTRUCTION/DESIGN	6	Noise / Music.....	20
Linear / Inline Booth Guidelines	7	Raffles, Drawings, and Contests	20
Island Booth Guidelines	8	ADDITIONAL.....	21
Peninsula Booth Guidelines	9	Americans with Disabilities Act (ADA).....	21
Split Island Booth Guidelines.....	10	Distribution of Promotional Items	21
Hanging Signs & Airborne Objects	11	Concessions	21
Food Demonstration	12	Copyrights.....	21
FREIGHT & DELIVERIES.....	12	First Aid.....	21
Warehouse Address	12	Occupancy	21
Direct to Site Address	12	Photography/Video Recording	21
Marshaling Yard Directions & Map	13	Selling at Booth	22
Move-in/out Procedures	14	Sharing of Exhibit Space.....	22
Material Handling & Storage	14	Show Colors	22
International Freight	15	Smoking Policy.....	22
INSTALL/DISMANTLE & LABOR REGULATIONS	15	Strolling Entertainment	22
Labor/Union Laws	15	SECURITY Information.....	22
Local Guidelines	15	REGISTRATION	23
Building Rules/Guidelines	15	STAFF BADGES.....	23
Safety	15	ADMISSION POLICY	23
Cleaning	16	Children	23
EXHIBITOR APPOINTED CONTRACTOR.....	17	Early Appointments.....	23
Donations	18	Exhibitor Appointed Contractors (EAC)	23
Move-out	18	Guests	23
UTILITIES.....	18	GETTING THERE	24
ONSITE BOOTH GUIDELINES	18	HOTELS.....	24
DISPLAY	18	PARKING	24
Animals	18	RIDESHARE / TAXI.....	24
Booth Appearance	18	BUSINESS CENTER	24

Welcome to the WPPI 2023 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at WPPI 2023. 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 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.

GENERAL INFO

DATES & TIMES

Move-in

Sunday, March 5, 2023	8:00 a.m. - 5:00 p.m.
Monday, March 6, 2023	8:00 a.m. - 5:00 p.m.
Tuesday, March 7, 2023	8:00 a.m. - 10:00 a.m.

Contact Show Management should you have any special move-in requests.

Show Day

Tuesday, March 7, 2023	10:00 a.m. - 4:00 p.m.
Wednesday, March 8, 2023	10:00 a.m. - 4:00 p.m.
Thursday, March 9, 2023	10:00 a.m. - 3:00 p.m.

Move-out

Thursday, March 9, 2023	3:00 p.m. - 10:00 p.m.
Friday, March 10, 2023	8:00 a.m. - 12:00 p.m.

EXHIBIT HALL LOCATION

The Mirage

3400 S Las Vegas Blvd, Las Vegas, NV 89109

SHOW MANAGEMENT CONTACTS

[Click here](#) for a full list of Show Management

VENDORS

Click on vendors to get more information.



FREEMAN

Furniture, Flooring, Labor

[ORDER ONLINE](#)

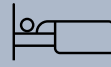
[EMAIL](#)



MIRAGE

Electrical, Cleaning, A/V,
Rigging

[ORDER ONLINE](#)



HOUSING & REGISTRATION

[SIGN UP](#)



FLORAL/PLANTS

[ORDER ONLINE](#)



MIRAGE INTERNET

[ORDER ONLINE](#)



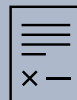
MIRAGE CATERING

[ORDER ONLINE](#)



SOA SECURITY

[WEBSITE](#)



INSURANCE

[ORDER ONLINE](#)



LEAD RETRIEVAL

[ORDER ONLINE](#)



FREEMAN GROUND FREIGHT

[ORDER ONLINE](#)



IMAGE MODEL
TALENT AGENCY
COMING SOON!



PHOENIX INTERNATIONAL SHIPPING

[WEBSITE](#)

SHOW PLANNERJanuary
28UPDATE SHOW DIRECTORY
LISTINGWAREHOUSE SHIPPING
BEGINSORDER LEAD RETRIEVAL

ORDER SECURITY

February
6FREEMAN EARLY BIRD
DEADLINE FOR ONLINE
ORDERSFURNITURE
FLOORING
MATERIAL HANDLING
LABORFebruary
8MIRAGE ORDER DEADLINEELECTRICAL
INTERNET
CLEANING
CATERING
RIGGING

BEFORE YOU ARRIVE TO SHOWSITE



Submit Certificate of Insurance

☐

Coordinate Hotel & Travel

☐

Register Booth Personal in Advance

☐Update Show Directory Exhibitor Profile
and/or listing☐

OPTIONAL SERVICES



FLORAL

☐

AV

☐

INTL FREIGHT

☐

CATERING

☐

INTERNET

☐

ELECTRIC

☐

ONCE YOU ARRIVE

PICK UP BADGE

☐

CHECK FREIGHT

☐

ADVANCED ELECTRICAL

☐

RIGGING

☐

SHOW MANAGEMENT APPROVAL

[Hanging Sign Approval by February 4th](#)☐Hiring an Exhibitor Appointed Contractor
(EAC) [Submit form by February 4th](#)☐

INSURANCE

WPPI 2023 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 WPPI 2023 before the show.

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), The Mirage (Facility), and Freeman (General Service Contractor). 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.

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" – Should read as "Emerald (Show Management), Freeman (Official Service Provider), the Mirage (Facility), and WPPI (Show) are hereby named as additional insured, except for Workers' Compensation. The insurance provided for the benefit of Emerald, 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 shall be excess and non-contributory. Exhibitor show date(s) are: March 7-9, 2023 in Las Vegas, NV."

NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. [Click for more information.](#)



Certificate Holder Information should be listed as:

WPPI 2023
31910 Del Obispo, Ste 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.



[Submit your insurance documents online.](#)

Be sure the name of the attachment reflects the name of the insured exhibiting company

BOOTH REGULATIONS

CONSTRUCTION/DESIGN

WPPI is a “Cubic Content” show

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Violations could result in a fine and/or loss of priority points.

Example – more information on each later

Linear, Corner and Perimeter booths

- 8’ high pipe and drape back wall.
- 3’ high pipe and drape side rails.
- 7” x 44” booth identification sign with the company name and booth number.

Peninsula and End-Cap booths

- 8’ high pipe and drape back wall.

Split Island booths

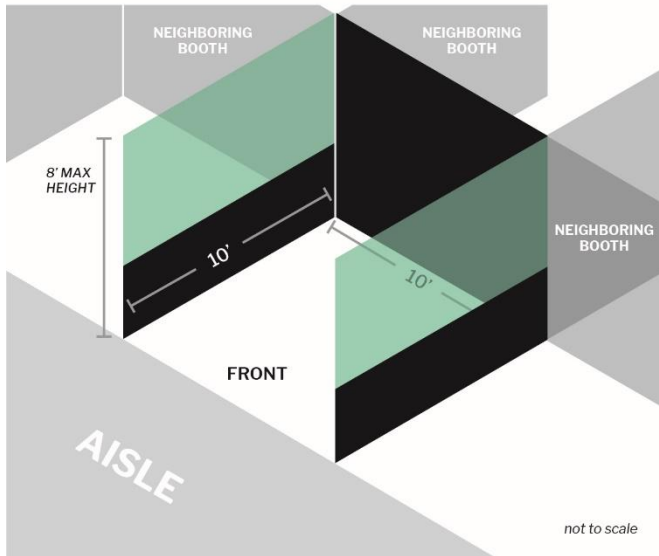
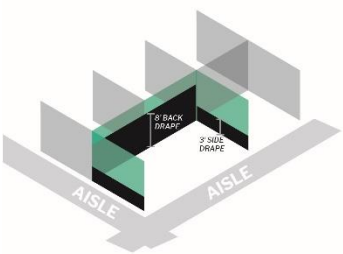
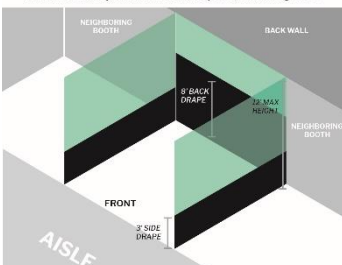

- 8’ high pipe and drape back wall.

Island booths


- Island booths do not come with back drapes or ID signs. If desired, they may be ordered from Freeman.

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

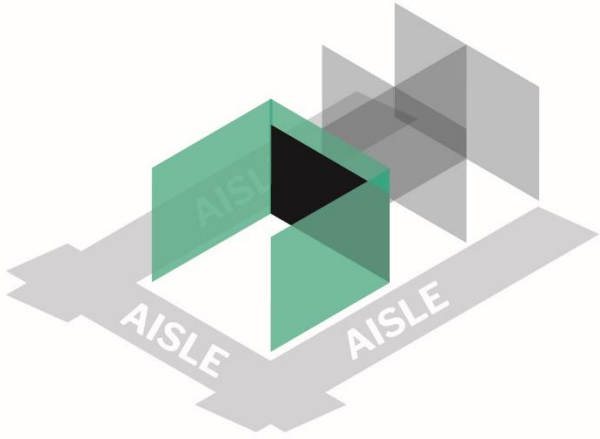
Linear / Inline Booth Guidelines

<p>Definition and/or Dimension</p> <p>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.</p> <p>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.</p>	<p style="text-align: center;">INLINE BOOTH SPACE 10 X 10, cubic content, with provided drape, max height 8'</p> 	
<p>What's Provided / Included</p> <ul style="list-style-type: none">• 8' high pipe and drape back wall.• 3' high pipe and drape side rails.• 7" x 44" booth identification sign with the company name and booth number. <p>All other equipment and services are the responsibility of the exhibitor.</p>		
<p>Use of Space – Cubic Content Rule:</p> <p>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.</p>	<p>Footprint Rule or “Wiggle Room” Factor</p> <p>The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>	
<p>Hanging Signs / Graphics</p> <p>Linear/Inline booths are not permitted to have hanging signs.</p> <p>Signs, logos and graphics placed along booth edges may not face into adjacent booths.</p>	<p>Exposed Surfaces</p> <p>All exposed exhibit components extending above the 3’ high pipe and drape sidewalls and/or the 8’ high pipe and drape backwall 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.</p>	
<p>Additional Information</p> <p>Labor/Union Laws</p> <p>Building Rules/Guidelines</p>	<p>Variance Requests</p> <p>Variance requests can be submitted to Show Management for review.</p>	
<p>Linear / Inline Booth Variations:</p>		
<p>Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.</p>	<p>Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12’).</p>	<p>End-Cap booths are exposed to an aisle on three sides and comprised of two adjacent 10'x10' booth spaces and must adhere to the same guidelines as linear booths.</p>
<p style="text-align: center;">CORNER BOOTH SPACE aisles on 2 sides; cubic content w/ provided drape</p> 	<p style="text-align: center;">PERIMETER BOOTH SPACE booth backs up to wall in event space, max height 12'</p> 	<p style="text-align: center;">END CAP PENINSULA BOOTH SPACE cubic content, aisles on 3 sides</p> 

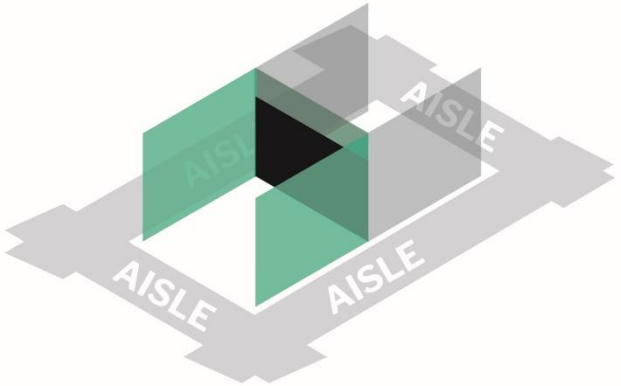
Island Booth Guidelines

<p>Definition and/or Dimension Island booths are any size booth exposed to an aisle on all four sides.</p> <p>Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.</p> <p>What's Provided / Included Island booths do not come with drapes or ID signs.</p> <p>All equipment and services are the responsibility of the exhibitor.</p>	<p>ISLAND BOOTH SPACE aisles on 4 sides</p>  <p><small>not to scale</small></p>
<p>Use of Space – Cubic Content Rule: The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p>Footprint Rule or “Wiggle Room” Factor Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.</p>
<p>Multi-Level Exhibits A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p>Covered Exhibits A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p>Hanging Signs / Graphics Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p>Exposed Surfaces All exposed exhibit components 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.</p>
<p>Additional Information Labor/Union Laws Building Rules/Guidelines</p>	<p>Variance Requests Variance requests can be submitted to Show Management for review.</p>

Peninsula Booth Guidelines

<p>Definition and/or Dimension Peninsula booths are exposed to an aisle on three sides, comprised of a minimum of four booths, and typically back up to linear booths behind.</p> <p>Peninsula booths are usually twenty feet (20') by twenty feet (20') or larger.</p>	<p>PENINSULA BOOTH SPACE cubic content, aisles on 3 sides, with provided drape</p>  <p>not to scale</p>
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall. • 7" x 44" booth identification sign with the company name and booth number. <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p>Use of Space – Cubic Content Rule: The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p>Footprint Rule or "Wiggle Room" Factor The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p>Multi-Level Exhibits A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p>Covered Exhibits A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p>Hanging Signs / Graphics Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>Signs, logos and graphics must be set back no less than five feet (5') from adjacent booths. This includes the side of a hanging sign that is facing adjacent booths.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p>Exposed Surfaces All exposed exhibit components 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.</p>
<p>Additional Information Labor/Union Laws Building Rules/Guidelines</p>	<p>Variance Requests Variance requests can be submitted to Show Management for review.</p>

Split Island Booth Guidelines

<p>Definition and/or Dimension</p> <p>Split Island booths are exposed to an aisle on three sides, comprised of a minimum of four booths, and typically back up to another island booth behind.</p> <p>Split Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.</p>	<p>SPLIT ISLAND BOOTH SPACE w/ provided drape</p>  <p><i>not to scale</i></p>
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall. • 7" x 44" booth identification sign with the company name and booth number. <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p>Use of Space – Cubic Content Rule:</p> <p>The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p>Footprint Rule or "Wiggle Room" Factor</p> <p>The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p>Multi-Level Exhibits</p> <p>A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p>Covered Exhibits</p> <p>A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p>Hanging Signs / Graphics</p> <p>Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>Signs, logos and graphics must be set back no less than five feet (5') from adjacent booths. This includes the side of a hanging sign that is facing adjacent booths.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p>Exposed Surfaces</p> <p>All exposed exhibit components 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.</p>
<p>Additional Information</p> <p>Labor/Union Laws</p> <p>Building Rules/Guidelines</p>	<p>Variance Requests</p> <p>Variance requests can be submitted to Show Management for review.</p>

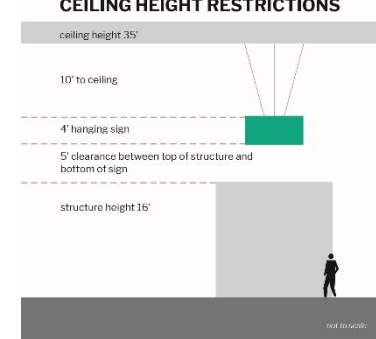
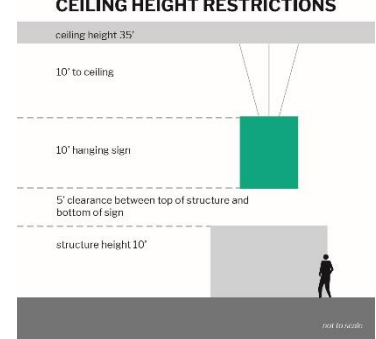
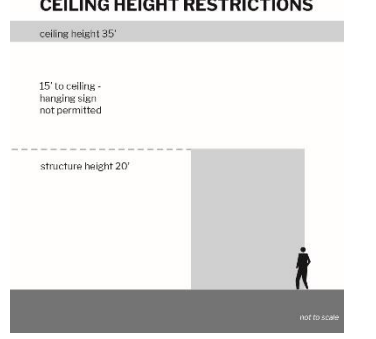
Hanging Signs & Airborne Objects

Permitted in all Island, Split Island, and Peninsula booths that are 400 sq. ft. or larger. End-cap and linear booths do not qualify for hanging signs and graphics, regardless of size.

Maximum height of twenty-five feet (25') from the floor to the top of the hanging sign.

The maximum combined vertical height between any ground supported structure and hanging sign, at their highest dimensions when viewed perpendicular to the floor from any point on any side, may not exceed a maximum of twenty feet (20'). Examples of different types of booth and hanging sign designs in a hall with a 35' ceiling are shown below (actual designs will vary based on actual hall ceiling height). If a structure that is twenty feet (20') in height is used, a hanging sign is not permitted.

$$\text{Height of Structure} + \text{Height of Hanging Sign} = \text{Combined Max of 20'}$$

CEILING HEIGHT RESTRICTIONS	CEILING HEIGHT RESTRICTIONS	CEILING HEIGHT RESTRICTIONS
 <p>ceiling height 35'</p> <p>10' to ceiling</p> <p>4' hanging sign</p> <p>5' clearance between top of structure and bottom of sign</p> <p>structure height 16'</p> <p>not to scale</p>	 <p>ceiling height 35'</p> <p>10' to ceiling</p> <p>10' hanging sign</p> <p>5' clearance between top of structure and bottom of sign</p> <p>structure height 10'</p> <p>not to scale</p>	 <p>ceiling height 35'</p> <p>15' to ceiling - hanging sign not permitted</p> <p>structure height 20'</p> <p>not to scale</p>
Structure at a max height of 16' Sign at a max height of 4'	Structure at a max height of 10' Sign at a max height of 10'	Structure at a max height of 20' No hanging sign permitted
Rigging Orders For more information on aerial rigging services, please review the Rigging and Labor Forms . Aerial rigging services can be ordered online . Hanging signs should be shipped to the Freeman Advance Warehouse arriving between February 3 and February 28. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number		Approval Process If your hanging sign does not comply with the WPPI Hanging Sign & Graphics Guidelines or you would like to request approval to hang signs at a height of twenty-six to thirty feet (26'-30'), please submit for a variance approval from WPPI Show Management. Variances may be issued at Show Management's discretion. Drawings and three-dimensional renderings of both the hanging sign and the floor supported booth structure, with dimensions, should be submitted to Show Management with the approval request and available onsite for inspection. If your hanging sign complies with the WPPI Hanging Sign & Graphics Guidelines, a variance approval submission is not required.
		For Booth Variations and Hanging Sign requests, please reach out to tracey.roberts@emeraldix.com.

Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted in any exhibit hall or any WPPI space.

Balloons or Inflatables

Latex helium balloons are allowed on the show floor. Mylar balloons are not allowed at any time and should not be used in the design of the exhibit space or be distributed at the Expo.

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.
- 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.
- Reduced lighting for theater areas should be approved by the event facility.
- 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.
- 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. Clip lights must be installed by the Mirage Event Center.

Food Demonstration

- 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 sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to Show Management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples will be allowed to be distributed from an exhibitor's booth. Alcoholic sampling is also allowed. However, sampling sizes will be strictly enforced.

FREIGHT & DELIVERIES

Warehouse Address

Exhibiting Company Name / Booth #

WPPI 2023

C/O Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

Direct to Site Address

Exhibiting Company Name / Booth #

WPPI 2023

Mirage Event Center

C/O Freeman

3400 Las Vegas Blvd S

Receiving Rd 2

Las Vegas, NV 89109

Marshalling Yard Directions & Map

6555 West Serene Avenue Las Vegas, NV 89139

**This location does not accept deliveries. This location is only for the staging of trucks delivering to and picking up from show site facilities.*

Please note:

- All carriers delivering to or picking up from the facility must check in at the Marshalling Yard.
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available.
- Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-sized certified scale at the Marshalling Yard. If your driver has valid verified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.

Directions:

From I-15 Northbound

Exit NV160 W/Blue Diamond Rd
Left onto Blue Diamond Rd
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead

From I-15 Southbound

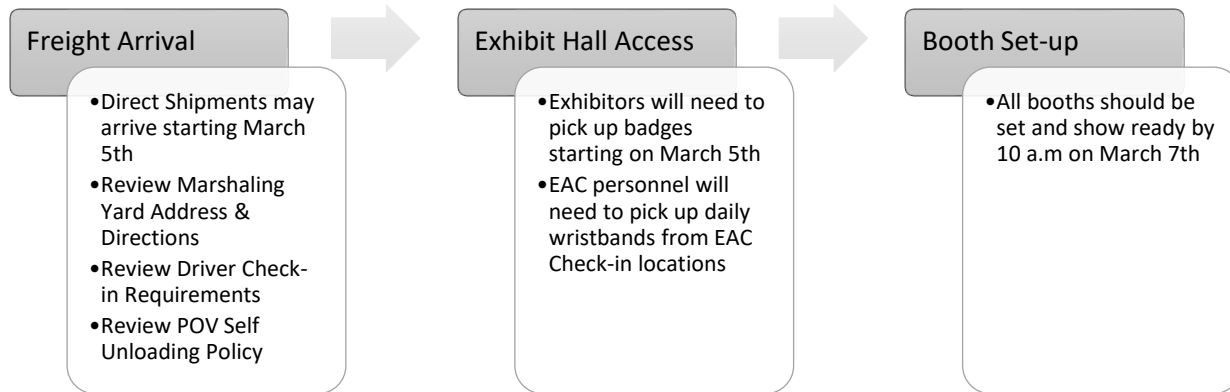
Exit NV160 W/Blue Diamond Rd
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead
.

From US-93 / I-515 Northbound

Exit I-215 West
Exit I-15 South
Merge on NV160 W/Blue Diamond
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead



Move-in/out Procedures



Self-Unloading / Hand Carry Policy

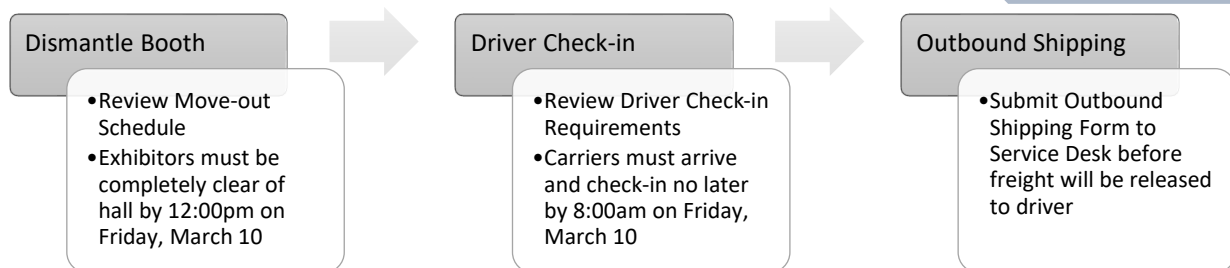
Full-time exhibitor personnel may carry materials in and out of the Mirage by hand or with the use of an exhibitor-owned, non-motorized two-wheeled hand cart. This does NOT include pallet jacks or motorized equipment of any type. If needed, cart service and/or empty storage and return will be provided by Freeman at the prevailing rates.

Privately Owned Vehicles (POV)

Please refer to Material Handling section of the [Freeman Service Manual](#).

A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include: pick-up trucks, passenger van, SUV, taxi, or a box truck less than 17' in length.

Outbound Shipping



Material Handling & Storage

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

International Freight

Phoenix International Business Logistics has been appointed as the official international freight forwarder and customs broker. For more information, please visit their [website](#).

INSTALL/DISMANTLE & LABOR REGULATIONS

Labor/Union Laws

Please refer to page 7 in the [Freeman Service Manual](#).

Forklifts

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

Local Guidelines

Please refer to page 7 in the [Freeman Service Manual](#).

Building Rules/Guidelines

Please refer to page 8 in the [Freeman Service Manual](#).

Safety

Fire Marshal Requirements & Permitting

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

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

Environmental Laws/OSHA Regulations

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

Cleaning

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 5pm on Monday, March 6, 2023. This will allow sufficient time to complete the overall cleaning of the Exhibit Hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

The Mirage is the exclusive booth cleaning contractor for the Expo. Please note: your booth will NOT automatically be vacuumed the night before the show opens unless you order and pay for this service. Booth cleaning (vacuuming booth carpet) is not included in your booth space rental. Wastebaskets left at the front edge of your booth will be emptied during show days. Any booth structure, crates, carpet padding or booth equipment abandoned at the Expo after the published move-out deadline (Noon on Friday, March 10) will be deemed trash and disposed of by Freeman at a cost to the exhibitor. Arrange for cleaning services by utilizing the online order forms within this manual

Excessive/Bulk Trash

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

Booth and Material Abandonment

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

Care of the Facility

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

EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.** Completion of the required EAC/I&D form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be licensed, insured, and authorized to work in the Mirage. Contractors must adhere to all rules and regulations of WPPI 2023, the Mirage, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, and being properly badged.



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/I&D form in the [Exhibitor Console](#) by January 28.

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.

All contracted personnel must check-in at Exhibitor Registration before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor’s work.

The EAC will not solicit business at the event and must wear badges at all times. It is the exhibitor’s responsibility to make sure that all independent contractors are properly badged before arrival.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The Mirage (Facility), Emerald (Show Management), and Freeman (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers’ compensation and employers’ liability, comprehensive general liability, and automobile liability insurance.
- The workers’ compensation and employers’ liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

Services ordered on behalf of exhibitors by EAC’s or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

DONATIONS

[Opportunity Village](#) is the charity of choice for this event and is available to accept donations and provide your company with a tax deductible receipt. To donate your product and/or booth materials, please call (702) 300-8409.

MOVE-OUT

Thursday, March 9, 2023 3:01 p.m. - 10:00 p.m.
Friday, March 10, 2023 8:00 a.m. - 12:00 p.m.

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by Friday, March 10, 2023 at 12:00 p.m.
- Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by Friday, March 10, 2023 at 8:00 a.m.

UTILITIES

ELECTRICAL, CABLE & INTERNET

The Mirage is the exclusive provider of electrical, cable services, and internet to exhibitors. [Services can be ordered online.](#)

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

No animals, except Seeing Eye dogs, are permitted in the Mirage. Any request for an exception must be requested with Show Management.

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 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.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Unfinished hard-walls are not permitted.
- The Mirage Events Center is carpeted throughout with convention style carpeting. Rental carpet is available through Freeman.
- 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/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- 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 them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.

Floral

The official provider of floral and plants is Short Term Plant Rental/800 Plant It. Visit their [website](#) for more information.

Trademarks/Copyright

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/8-tank full or five gallons (include metric), whichever is less, and fuel tank tapped.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by Show Management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- The flooring underneath the vehicle must be completely covered and protected.
- Once placed, display vehicles cannot be started or moved without the approval of Show Management and the direction of the general service contractor.
- All vehicles on display require a permit from the Clark County Fire Department.

DEMONSTRATIONS

Exhibitor Conduct /Good Neighbor Policy

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

Food & Beverage Sampling

- 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 sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to Show Management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples will be allowed to be distributed from an exhibitor's booth. Alcoholic sampling is also allowed. However, sampling sizes will be strictly enforced.

Hospitality & Networking Events

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

Models / Temporary Staffing

Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show Management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

The official provider of models, hosts, and other talent is Image Model Talent Agency. More information coming soon!

Noise / Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.

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

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

Americans with Disabilities Act (ADA)

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

Distribution of Promotional Items

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

Concessions

Cash concessions will be available through food outlets in the Mirage during the show.

Copyrights

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

First Aid

A first aid station, staffed by licensed medical professionals, will be available on show days and move-in/out.

Occupancy

Exhibit displays must be set by 10:00am on Tuesday, March 7. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, Show Management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee. Exhibitor's displays must not be dismantled or packed in preparation for removal prior to 3:00pm on Thursday, March 9. Every exhibit must be fully staffed and operational during published Expo Open hours. Dismantling of displays begins at 3:00pm on Thursday, March 9, and continues until Noon on Friday, March 10. By 12:01pm on Friday, March 10, all exhibitor displays, or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the discretion of Show Management at the exhibitor's expense.

Photography/Video Recording

Exhibitors may only photograph/film their own exhibit at the Expo. In order to take a photograph or film another booth, you must receive permission from booth personnel in the booth prior to taking pictures or filming. Show Management and the Official Show Photographer are exempt from this rule. Members of the Press must first receive permission from the exhibitor to photograph or film the exhibitor's booth. Violation of the policy may result in confiscation and removal of camera images and expulsion from the show.

Selling at Booth

Order taking **ONLY** is the recommended policy during show hours for all three-show days. It is the sole responsibility of the exhibitor that sells off the show floor to report the appropriate amount of sales tax due. If you plan to sell anything from your booth or display, you will need a temporary business license. Contact Clark County Business License at (702) 455-4252 or visit their [website](#).

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.

Show Colors

Backwall: White

Siderail: White

Aisle Carpet: Existing Mirage carpet

Smoking Policy

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms during move-in, move-out and all show days.

Strolling Entertainment

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.

SECURITY INFORMATION

WPPI 2023 Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Mirage 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.

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.



**Review the Security Form
for more information on
booth guards. Coming soon!**

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

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

Each exhibiting firm receives ten (10) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation. Register for Exhibitor Badges [here](#).

ADMISSION POLICY

Children

Children under the age of 14, including infants, are not permitted in the conference seminars at any time. Children under the age of 14 will be permitted in the Expo Hall, during show hours, provided they have adult supervision at all times. No more than two children per adult. Strollers are permitted, but strongly discouraged. Show Management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No children are allowed on the floor during set-up and tear-down. There are no exceptions.

Early Appointments

Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of Show Management.

Attendees, speakers, press, and any other registration type other than Exhibitor will not be allowed access to the show floor at any time during move-in and move-out or prior to 10:00 AM on show days.

Exhibitor Appointed Contractors (EAC)

All contracted personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor. Each individual person must sign-in and present photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others. A different wristband will be used each day and available after 1:00 PM the day prior.

Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by WPPI during move-in, move-out or show hours.

GETTING THERE

HOTELS

Mirage is offering discounted rates as the official hotel for WPPI. Book your hotel and register for badges at the same time [here](#).

PARKING

Please refer to the [Mirage Parking Guidelines](#).

RIDESHARE / TAXI

The Mirage's Rideshare pick-up/drop-off location is: North Valet Entrance across from Valet.

Taxi assistance is available 24-hours a day from the main entrance.

BUSINESS CENTER

The FedEx Office® Business Center is located in the Mirage Theatre Lobby next to Roasted Bean. The staffed hours of assistance are Monday to Friday from 7:00am - 6:00pm, Saturday and Sunday from 8:00am - 4:00pm, along with 24-hour access to computer rental stations with internet and printing. For more information about the FedEx Office® Print & Ship Centers at The Mirage, [click here](#).

EASY IS NICE, ON ANY DEVICE

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

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

HEALTH AND SAFETY

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

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The exhibit area is carpeted with the existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [Monday, February 6, 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

Sunday	March 5, 2023	8:00 a.m. - 5:00 p.m.
Monday	March 6, 2023	8:00 a.m. - 5:00 p.m.
Tuesday	March 7, 2023	8:00 a.m. - 10:00 a.m.

EXHIBIT HOURS

Tuesday	March 7, 2023	10:00 a.m. - 4:00 p.m.
Wednesday	March 8, 2023	10:00 a.m. - 4:00 p.m.
Thursday	March 9, 2023	10:00 a.m. - 3:00 p.m.

EXHIBITOR MOVE-OUT

Thursday	March 9, 2023	3:00 p.m. - 10:00 p.m.
Friday	March 10, 2023	8:00 a.m. - 12:00 p.m.

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 Friday, March 10, 2023 at 12:00 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 Friday, March 10, 2023 at 9:00 a.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.

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.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
WPPI 2023
 C/O Freeman
 6675 W Sunset Rd
 Las Vegas, NV 89118

Freeman will accept crated, boxed or skidded material beginning **Friday, February 3, 2023** at the above address. Material arriving after **Tuesday, February 28, 2023** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 a.m. - 2:30 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 #
WPPI 2023
 Mirage Event Center
 C/O Freeman
 3400 Las Vegas Blvd S
 Receiving Rd 2
 Las Vegas, NV 89109

Freeman will receive shipments at the exhibit facility beginning **Sunday, March 5, 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.

This show will be marshalled. Please refer to the Marshalling Yard Map & Directions.

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.

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by [Monday, February 6, 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.

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.

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](#).

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.

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, February 6, 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 BEFORE THE SHOW booth structure

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 carpet

Option 1 Rent

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

Option 2 Color

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



3 shipping



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



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



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

4 graphics

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 printing



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



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



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

6

ON SITE

save energy



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



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



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



MOVE OUT

train your team

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



8

shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

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



leftover materials

Remember to label.

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

Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor
staging materials

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

Flooring: 100 square feet of
flooring. Excludes carpet.

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

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or
shipping boxes

Glass: Green, brown, clear

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

Metal: Aluminum cans/
steel banding

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

Wood: Non-laminate wood

FREEMAN

FREEMAN.COM

EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

PER SHOW MANAGEMENT

<u>TASK</u>	<u>EXHIBITORS MAY</u>	<u>FREEMAN RESPONSIBILITIES</u>
Material Handling	<ul style="list-style-type: none"> As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly. The assistance of any motorized device or pallet jack is not permitted. When exhibitors choose to "hand carry" they may not access designated material handling areas. Must use specified exhibitor hand carry areas or main entrance of the facility. In all other circumstances items should be considered material handling. <p>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</p>	<ul style="list-style-type: none"> Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor. Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow. Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas. Freeman is not responsible for any material it does not handle. For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at www.freemanco.com/store.
Booth Installation and Dismantle	<ul style="list-style-type: none"> As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work. You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. All EAC's must have the appropriate credentials submitted to Show Management and the facility. 	<ul style="list-style-type: none"> When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible. To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.

LAS VEGAS FIRE REGULATIONS

Please find below general guidelines for fire safety. Please refer to the Clark County Department of Building & Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Department of Building & Fire Prevention:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/index.php

The following items are required to have a permit from the Clark County Department of Building & Fire Prevention:

- Candles and Open Flames (including gelled alcohol, Sterno, etc.)
- Flame Effects
- Open Flame Devices (e.g. candles and gelled alcohol warmers)
- Fireworks/Pyrotechnics
- Compressed Gases
- Cryogenic Fluids
- Hot Works Operations (welding operations)
- Liquid or Gas-Fueled Vehicles or equipment for display in assembly occupancies
- Fire Systems for Covered Booths exceeding 1,000 square feet that will be erected for more than seven (7) show days or contain vehicles, open flame, or hot works.
- Tents and/or Canopies
- Temporary Membrane Structures
- Temporary Outdoor Structures

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070.

PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.

1. **In accordance with the Nevada Clean Indoor Air Act, smoking is prohibited in exhibit areas.**
2. **All materials used in construction and decoration of an exhibit must be flame retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
3. **All exits and exit aisles must be kept clear and unobstructed.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
4. **Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
5. **All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.** Crates are not to be used as exhibit supports.
6. **All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
7. **Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Department of Building & Fire Prevention.** At least one battery cable shall be removed from the battery used to start the engine. (Batteries for auxiliary equipment may be connected.) The fuel tank shall not have more than 1/4 capacity or five (5) gallons, whichever is less. Fuel tank(s) are sealed. Fueling or de-fueling is not permitted in the assembly occupancy. A 36" wide access aisle or clear space is maintained around all sides of the display and a minimum of 20 feet away from exit doors, exit stairs, the exit access or exit passageways. No leaks of fluids. No relocation of the display during exhibit hours.

Exception: Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
8. **Combustible materials must not be stored beneath display vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
9. **Vehicles in building for unloading must not be left with engine idling.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
10. **No storage of any kind is allowed behind booths or near electrical service.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE**.

LAS VEGAS FIRE REGULATIONS (continued)

11. **All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection.** Connectors must not be used to exceed their listed ampere rating.
13. **Electrical work under carpets or flooring must be installed by the official electrical service provider.** All cords must be flat, three conductor, #14 AWG or larger.
14. **All temporary wiring must be accessible and free from debris and storage materials.** Hard backed booths must have power supplies dropped within the booth.
15. **Compressed gas cylinders, including LPG, must obtain a permit from the Clark County Department of Building & Fire Prevention.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

16. **Certain halogen lamps have been banned at the Las Vegas Convention Center, Mandalay Bay Convention Center, Sands Expo Center, and Cashman Center.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

17. **Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

Exception: Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

18. **Please note: These are Clark County Department of Building & Fire Prevention guidelines. Please contact the the event facility for specific guidelines.**

Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress. Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. The upper level of multi-level exhibit booths exceeding 300 square feet shall have not less than two remote means of egress. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

19. **Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Department of Building & Fire Prevention.**

Exception: Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

20. **Demonstration cooking and food warming in exhibition spaces shall comply with the Clark County Fire Code and facility regulations.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

21. **The use of candles and other open flame decorative devices must be approved by the Clark County Department of Building & Fire Prevention.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

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/515879>

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.

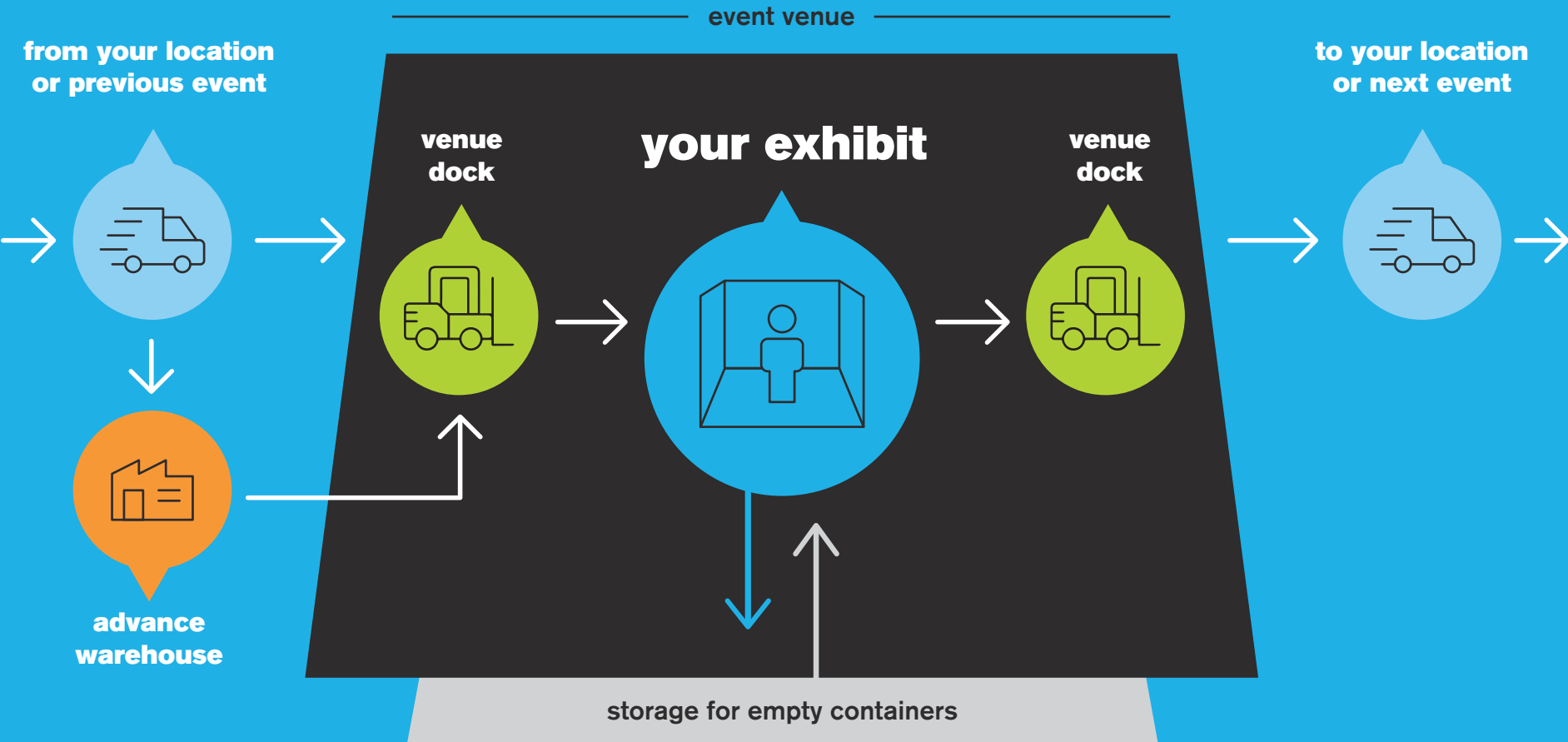
before event

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.



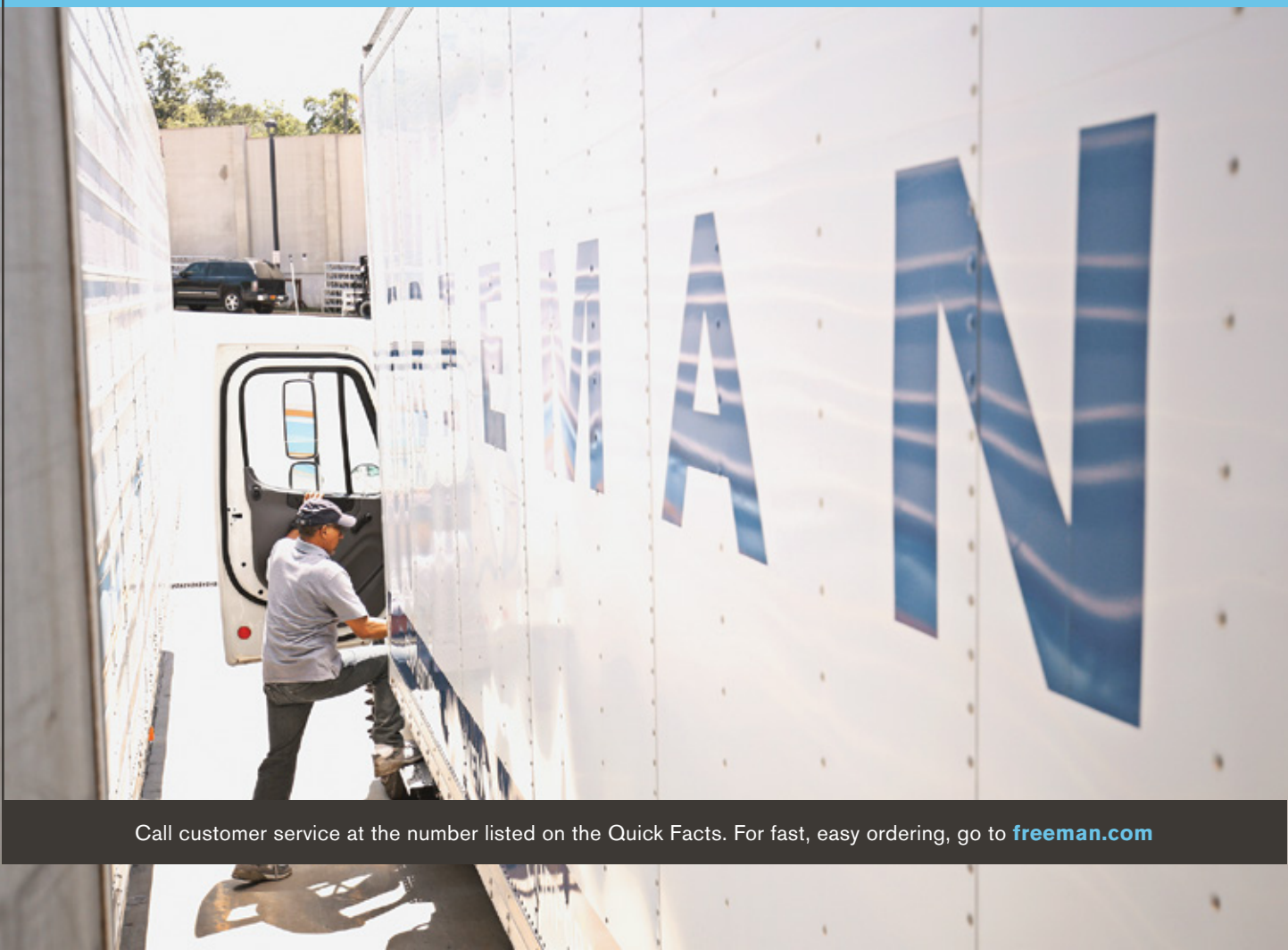
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



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

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

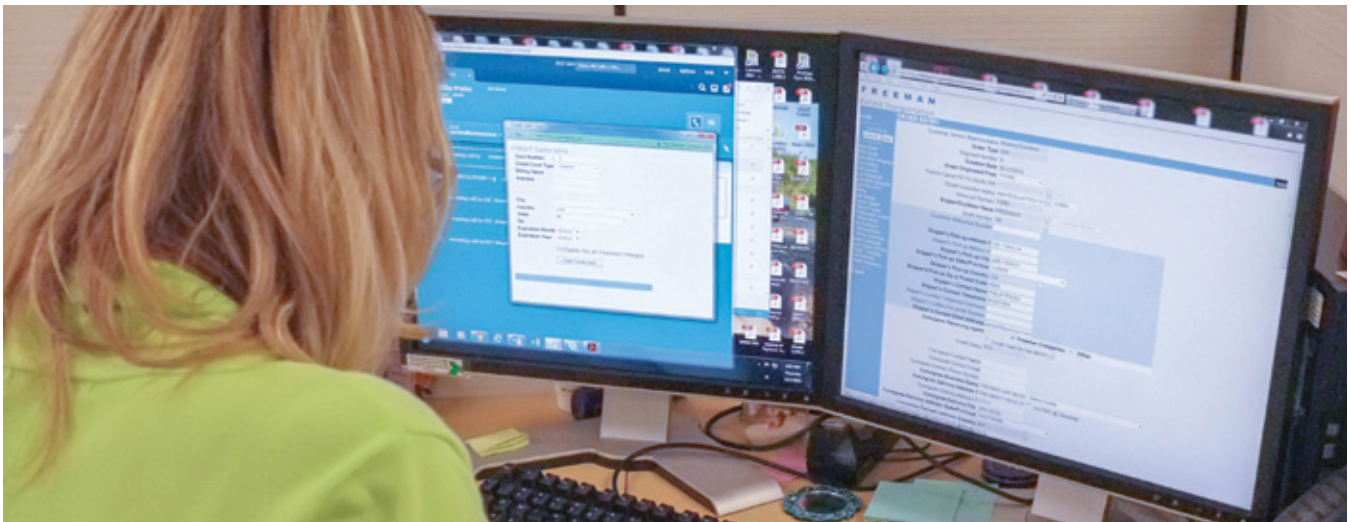
Questions?

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: **WPPI 2023 / March 7-9, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

WPPI 2023

C/O: Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

MUST BE DELIVERED BY FEBRUARY 28, 2023

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

FREEMAN / Exhibiting Company Name / Booth #

WPPI 2023

C/O: Freeman

Mirage Event Center

3400 Las Vegas Blvd S, Receiving Rd 2

Las Vegas, NV 89109

CANNOT BE DELIVERED BEFORE MARCH 5, 2023

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (515879) _____

WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

material handling simplified

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

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

It's just easier!



MATERIAL HANDLING

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

RATES

Material Handling..... \$ **1.26 per pound**
Rate applies to shipments sent to either the warehouse or directly to show site.

Material Handling - After Deadline \$ **1.58 per pound**
Rate applies to shipments arriving at the warehouse after **Tuesday, February 28, 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 **Friday, February 3, 2023**.
- Warehouse address: Exhibiting Company Name / Booth #
WPPI 2023
C/O Freeman
6675 W Sunset Rd
Las Vegas, NV 89118
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:

- Show site receiving begins on **Sunday, March 5, 2023**.
- Show Site address: Exhibiting Company Name / Booth #
WPPI 2023
Mirage Event Center
C/O Freeman
3400 Las Vegas Blvd S
Receiving Rd 2
Las Vegas, NV 89109

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 * \$214.00 per unit (round trip)

Vehicles..... \$214.00 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 \$95.25 per trip (from the dock to the booth or 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>		
Monday	March 5	8:00 a.m. - 5:00 p.m.	Thursday	March 9	3:00 p.m. - 10:00 p.m. *
Tuesday	March 6	8:00 a.m. - 10:00 a.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

ADVANCE WAREHOUSE

6675 West Sunset Road
Las Vegas, NV 89118

Hours of Operation:

Warehouse hours are Monday through Friday from 7:00 a.m. to 2:30 p.m., Holidays excluded.

Directions:

From I-15 Northbound or Southbound

Exit 1-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right

From US-93 / I-515 Northbound

Exit I-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right



MARSHALLING YARD
6555 West Serene Avenue
Las Vegas, NV 89139

This location does not accept deliveries.

This location is only for the staging of trucks delivering to and picking up from show site facilities.

Please note:

- All carriers delivering to or picking up from the facility must check in at the Marshalling Yard.
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available.
- Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.

Directions:

From I-15 Northbound

Exit NV160 W/Blue Diamond Rd
Left onto Blue Diamond Rd
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead

From I-15 Southbound

Exit NV160 W/Blue Diamond Rd
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead

From US-93 / I-515 Northbound

Exit I-215 West
Exit I-15 South
Merge on NV160 W/Blue Diamond Rd
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead



PLEASE NOTE: This service is for freight received prior to the published date that advanced warehouse receiving will begin or if the freight will be held for another event after the close of your current show.

OWNER OF MATERIALS

COMPANY NAME:

ADDRESS:

CITY:

STATE:

ZIP:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FAX #:

HOLD FOR

SHOW:

FACILITY:

COMPANY NAME:

BOOTH #:

ADDRESS:

CITY:

STATE:

ZIP:

COMMENTS:

INVOICE TO

COMPANY NAME:

ADDRESS:

CITY:

STATE:

ZIP:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FAX #:

DESCRIPTION OF MATERIALS TO BE STORED

NUMBER OF PIECES	DESCRIPTION OF MATERIALS TO BE STORED	WEIGHT	CUBIC FOOTAGE
	CRATES (WOODEN)		
	CARTONS (CARDBOARD)		
	TRUNKS, CASES (FIBER) COLOR: _____		
	SKIDS / PALLETS		
	CARPETS / PADS		
	TOTALS		

RATES AND CHARGES

DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM CHARGE	TOTAL
Short Term Storage (90 days or less)	\$11.00 per cwt (_____ cwt @ 11.00 per cwt)	\$110.00 per month	\$
Long Term Storage - Stackable (over 90 days)	\$0.36 per cu ft (_____ cu ft @ 0.36 per cu ft)	\$90.00 per month	\$
Long Term Storage - Non-Stackable (over 90 days)	\$0.43 per cu ft (_____ cu ft @ 0.43 per cu ft)	\$107.50 per month	\$
Returned Shipment (hold for next show)	\$22.50 per cwt (_____ cwt @ 22.50 per cwt)	\$225.00 each way	\$
Returned Shipment (place into storage)	\$32.00 per cwt (_____ cwt @ 32.00 per cwt)	\$320.00	\$
Returned Shipment (unload/reload onto carrier)	\$41.50 per cwt (_____ hrs @ 41.50 per cwt)	\$415.00	\$
TOTAL			\$

PLEASE COMPLETE THE ACCEPTANCE OF TERMS ON THE REVERSE SIDE.

NAME OF SHOW: **WPPI 2023 / March 7-9, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

PAYMENT TERMS: All accounts must have a valid credit card on file. Storage will be billed on a monthly basis and charges will be placed in full on such credit card at the time of invoicing. Prior arrangements must be made in writing to have invoices billed with a (30) day net and if such payment is not received within (30) days from the invoice date, the full payment will be applied to the credit card on file. Rates are subject to change with (30) days notice to Client. All charges due Freeman for all services must be paid in full prior to the release of materials from storage. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If Client's account remains in default for (60) days after the date of the invoice, goods may be subject to sale as outlined in this Agreement. In the event of any dispute between the Client and Freeman relative to any loss, damage, or claim, Client shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claim against Freeman shall be considered a separate transaction, and shall be resolved on its own merits.

TERMS AND CONDITIONS: All goods scheduled in this Agreement are received and accepted by Freeman on Client's express representation that it is lawfully authorized to store the goods. FREEMAN WILL NOT ACCEPT FOR STORAGE, NOR BE LIABLE FOR, ANY OF THE FOLLOWING: DOCUMENTS, CURRENCY, MONEY, JEWELRY, WATCHES, PRECIOUS STONES, ART WORK, ANTIQUES, FURS, OR OTHER ARTICLES OF EXTRAORDINARY VALUE; NOR WILL WE ACCEPT ANY PERISHABLE ITEMS, LIQUID, ILLEGAL SUBSTANCES, OR ANY HAZARDOUS MATERIALS OR WASTE AS DEFINED BY 49 CFR 173. Client agrees to defend and indemnify Freeman from and against any and all claims, demands, judgments, and costs (including reasonable attorneys' fees) arising out of or relating to the ownership or title to goods stored, or arising from the storage of any of the above prohibited items in violation of this Agreement. Freeman is expressly given an additional lien on the goods stored by Client for all such costs, expenses, and attorney fees. Freeman shall have a lien on any and all property deposited with it at any time. All goods deposited on which storage or other charges including handling charges are not paid when due may be sold at public or private sale to pay such accrued charges, together with expenses of the sale, after notice to Client or other interested persons of the manner, time, and place of the sale and the amount of the accrued charges as may be required by law. Freeman shall only be liable for any loss or injury to the goods caused by its failure to exercise such care as a reasonable, careful owner of similar goods would exercise, subject to the limitation on damages. Freeman does not represent or warrant that its buildings or the contents of such buildings cannot be destroyed by fire. Freeman shall not be required to maintain a sprinkler or alarm system, security guard or other preventative / security devices, and its failure to do so shall not constitute negligence. FREEMAN IS NOT RESPONSIBLE TO CLIENT, ITS PRINCIPAL OR INSURER FOR, AND CLIENT RELEASES FREEMAN FROM, ANY LOSS OR DAMAGE TO GOODS CAUSED BY FIRE, INSECTS, RODENTS, RUST, NORMAL WEAR AND TEAR, LEAKAGE, MOISTURE, CHANGES IN TEMPERATURE, STRIKES, ACT OF GOD, DETERIORATION BY TIME, OR MARRING AND/OR SCRATCHING (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO FRAGILE ARTICLES (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE; FOR ANY LOSS OR DAMAGE TO THE CONTENTS OF ANY CONTAINER (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE) UNLESS ITS CONTENTS ARE MADE KNOWN TO FREEMAN AND SPECIFICALLY ITEMIZED IN A RIDER ATTACHED TO THIS AGREEMENT; OR FOR ANY LOSS OR DAMAGE FROM CAUSES BEYOND FREEMAN'S CONTROL. FREEMAN SHALL NOT BE RESPONSIBLE FOR THE MECHANICAL FUNCTIONS OF INSTRUMENTS, APPLIANCES OR MACHINERY. FREEMAN'S FAILURE TO DELIVER GOODS TO ANY PERSON ENTITLED TO THEM SHALL NOT CONSTITUTE CONVERSION OF GOODS OR SUBJECT FREEMAN TO ANY LIABILITY WHATSOEVER WHEN THE NON-DELIVERY RESULTS FROM CAUSES ARISING FROM STRIKES, LOCKOUTS, WORK STOPPAGES OR RESTRAINTS OF LABOR. It is the responsibility of the client to obtain the appropriate insurance coverage. Goods are not insured by Freeman nor do storage rates include insurance. All terms of this Agreement, including without limitation, monthly rental, conditions of occupancy and charges are subject to change upon thirty (30) days prior written notice. If changed, the Client may terminate this agreement on the effective date of the change by giving Freeman ten (10) days prior written notice to terminate. If the client does not give such notice, the change shall become effective and apply to the Client's occupancy. Either party reserves the right to terminate the storage of the goods at any time by giving to the other party thirty (30) days written notice of its intention to do so. Unless Client removes such goods within that period, Freeman shall have the right to deliver such goods to Client at the address on file at Client's expense. It shall be the duty of the Client to furnish to Freeman notification, in writing, to Client's address provided herein of any change of address or phone number. This Agreement and any action arising between the parties shall be construed under and in accordance with the laws of Nevada.

ACCEPTANCE: I have read, understood and agree to be bound by the Terms and Conditions on both sides of this document, and further, that I have the authority to sign this on behalf of the owner of the goods/materials being stored.

SIGNATURE OF DEPOSITOR: _____

SIGNATURE OF FREEMAN REPRESENTATIVE: _____

storage agreement



(888) 508-5054

Fax: (469) 621-5604



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

Submit order forms [here](#)

NAME OF SHOW: **WPPI 2023 / March 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.

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 3, 2023

DEADLINE DATE IS: FEBRUARY 28, 2023

TO: _____

EXHIBITOR NAME

C/O: Freeman
6675 W Sunset Rd
Las Vegas, NV 89118

WAREHOUSE

(515879)

EVENT: _____ ***WPPI 2023***

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 3, 2023

DEADLINE DATE IS: FEBRUARY 28, 2023

TO: _____

EXHIBITOR NAME

C/O: Freeman
6675 W Sunset Rd
Las Vegas, NV 89118

WAREHOUSE

(515879)

EVENT: _____ ***WPPI 2023***

BOOTH NO: _____ NO. _____ OF _____ PCS

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

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MARCH 5, 2023

TO:

EXHIBITOR NAME

C/O: Freeman

Mirage Event Center

3400 Las Vegas Blvd S

Receiving Rd 2

Las Vegas, NV 89109

SHOW SITE

(515879)

EVENT: **WPPI 2023**

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MARCH 5, 2023

TO:

EXHIBITOR NAME

C/O: Freeman

Mirage Event Center

3400 Las Vegas Blvd S

Receiving Rd 2

Las Vegas, NV 89109

SHOW SITE

(515879)

EVENT: **WPPI 2023**

BOOTH NO: _____ NO. _____ OF _____ PCS

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

Freeman⁷

Summer 2022 – Spring 2023

Furniture catalog

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

[View full catalog](#)

[Order now](#)

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

Side seating



Barstools



Accent tables



Soft seating



Ottomans



Freeman¹

(888) 508-5054

Fax: (469) 621-5604



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

Submit order forms [here](#).

NAME OF SHOW: **WPPI 2023 / March 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 by FEBRUARY 6, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
	810119	Chair.....	699.50	769.45	979.30	
	830120	Loveseat.....	940.40	1,034.45	1,316.55	
	830119	Sofa.....	1,040.90	1,145.00	1,457.25	
Munich Group - Gray Fabric						
	810151	Armless Chair.....	704.15	774.55	985.80	
Baja Group - White Vinyl						
	81050	Chair.....	755.45	831.00	1,057.65	
	83020	Loveseat.....	831.05	914.15	1,163.45	
	83019	Sofa.....	1,127.55	1,240.30	1,578.55	
Valencia - Velvet						
	810180	Chair - Spice Orange.....	491.80	541.00	688.50	
	83045	Sofa - Coffee Brown.....	739.50	813.45	1,035.30	
Key Largo Group - Black Fabric						
	830950	Loveseat.....	747.20	821.90	1,046.10	
	830951	Sofa.....	824.90	907.40	1,154.85	
	810950	Chair.....	588.50	647.35	823.90	
Allegro Group - Blue Fabric						
	81019	Chair.....	759.20	835.10	1,062.90	
	83015	Sofa.....	1,211.65	1,332.80	1,696.30	
Fairfax Group - White Vinyl						
	810949	Chair.....	496.30	545.95	694.80	
	830949	Sofa.....	793.00	872.30	1,110.20	
Palm Beach - White Vinyl						
	83040	Sofa.....	844.20	928.60	1,181.90	
Sterling Group - Gray Fabric						
	81037	Chair.....	1,107.00	1,217.70	1,549.80	
	8309	Sofa.....	1,652.40	1,817.65	2,313.35	
Cordoba Group - Taupe/Black						
	81048	Chair.....	600.00	660.00	840.00	
	83013	Loveseat.....	700.00	770.00	980.00	
CASUAL SEATING						
Ottomans						
	815122	Endless Square - White Vinyl.....	449.05	493.95	628.65	
	815123	Endless Square - Black Vinyl.....	449.05	493.95	628.65	
	815953	Endless Curve - White Vinyl.....	614.85	676.35	860.80	
	815952	Endless Curve - Black Vinyl.....	614.85	676.35	860.80	
	81518	Vibe Cube - Blue Vinyl.....	215.90	237.50	302.25	
	81519	Vibe Cube - Red Vinyl.....	215.90	237.50	302.25	
	81525	Vibe Cube - Orange Vinyl.....	215.90	237.50	302.25	
	81517	Vibe Cube - Yellow Vinyl.....	215.90	237.50	302.25	
	81530	Vibe Cube - Black Vinyl.....	215.90	237.50	302.25	
	81531	Vibe Cube - White Vinyl.....	215.90	237.50	302.25	

NAME OF SHOW: **WPPI 2023 / March 7-9, 2023**

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Ottomans (continued)						
	81532	Vibe Cube - Steel Blue Vinyl.....	215.90	237.50	302.25	
	81533	Vibe Cube - Silver Vinyl.....	215.90	237.50	302.25	
	81534	Vibe Cube - Purple Vinyl.....	215.90	237.50	302.25	
	81535	Vibe Cube -Citrus Green Vinyl.....	215.90	237.50	302.25	
	81536	Vibe Cube - Taupe Vinyl.....	215.90	237.50	302.25	
	81537	Vibe Cube - Spice Orange Vinyl.....	215.90	237.50	302.25	
	81538	Vibe Cube - Desert Rose Vinyl.....	215.90	237.50	302.25	
	815151	Marche Swivel - Gray Fabric.....	299.15	329.05	418.80	
	815154	Marche Swivel - Red Fabric.....	299.15	329.05	418.80	
	815159	Marche Swivel - Blue Fabric.....	299.15	329.05	418.80	
	815152	Marche Swivel - Linen Fabric.....	299.15	329.05	418.80	
	815157	Marche Swivel - Meadow Green Fabric.....	299.15	329.05	418.80	
	815158	Marche Swivel - Pear Yellow Fabric.....	299.15	329.05	418.80	
	815156	Marche Swivel - Plum Fabric.....	299.15	329.05	418.80	
	815153	Marche Swivel - Raspberry Fabric.....	299.15	329.05	418.80	
	815155	Marche Swivel - Rose Quartz Fabric.....	299.15	329.05	418.80	
	815150	Marche Swivel - White Vinyl.....	299.15	329.05	418.80	
	815160	Marche Swivel - Orange Fabric.....	299.15	329.05	418.80	
	81540	Marche Swivel - Forest Green Vinyl.....	299.15	329.05	418.80	
	81541	Marche Swivel - Teal Velvet.....	299.15	329.05	418.80	
	81542	Marche Swivel - Distressed Brown Vinyl.....	299.15	329.05	418.80	
	81543	Marche Swivel - Black Vinyl.....	299.15	329.05	418.80	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	299.15	329.05	418.80	
Beverly Bench Ottomans						
	81550	Black Vinyl.....	598.65	658.50	838.10	
	81551	Brown Fabric.....	598.65	658.50	838.10	
	81552	Gray Fabric.....	598.65	658.50	838.10	
	81553	Linen Fabric.....	598.65	658.50	838.10	
	81554	Ocean Blue Fabric.....	598.65	658.50	838.10	
	81555	Red Fabric.....	598.65	658.50	838.10	
	81556	White Vinyl.....	598.65	658.50	838.10	
Beverly Small Bench Ottomans						
	81560	Black Vinyl.....	515.70	567.25	722.00	
	81561	Blue Fabric.....	515.70	567.25	722.00	
	81562	Brown Fabric.....	515.70	567.25	722.00	
	81563	Green Fabric.....	515.70	567.25	722.00	
	81565	Linen Fabric.....	515.70	567.25	722.00	
	81568	Red Fabric.....	515.70	567.25	722.00	
	81569	White Vinyl.....	515.70	567.25	722.00	
	81566	Lavender Fabric.....	515.70	567.25	722.00	
	81567	Orange Fabric.....	515.70	567.25	722.00	
	81564	Gray Fabric.....	515.70	567.25	722.00	
	81570	Yellow Fabric.....	515.70	567.25	722.00	
Accent Chairs						
	71089	Black Diamond Side Chair.....	159.55	175.50	223.35	
	71090	Black Diamond Arm Chair.....	131.20	144.30	183.70	
	810861	Laguna Chair - Maple/Chrome.....	184.30	202.75	258.00	

NAME OF SHOW: **WPPI 2023 / March 7-9, 2023**

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Accent Chairs (continued)						
	210108	Limerick® Chair by Herman Miller.....	68.70	75.55	96.20	
	810816	Madrid Chair - White Vinyl/Chrome.....	1,082.95	1,191.25	1,516.15	
	810948	Meeting Chair - White Vinyl.....	407.60	448.35	570.65	
	810164	Marina Chair - White Vinyl.....	196.65	216.30	275.30	
	810160	Marina Chair - Black Vinyl.....	196.65	216.30	275.30	
	810161	Marina Chair - Brown Fabric.....	196.65	216.30	275.30	
	810162	Marina Chair - Ocean Blue Fabric.....	196.65	216.30	275.30	
	810163	Marina Chair - Red Fabric.....	196.65	216.30	275.30	
	810131	Malba Chair - Gray Molded Plastic.....	132.95	146.25	186.15	
	810130	Malba Chair - Green Molded Plastic.....	130.10	143.10	182.15	
	810846	Christopher Chair - White Vinyl/Chrome.....	179.10	197.00	250.75	
	810851	Zenith Chair - White/Chrome.....	208.55	229.40	291.95	
	810841	Rustique Chair - Gunmetal.....	179.10	197.00	250.75	
	810837	Razor Armless Chair - White High Density Plastic.....	82.95	91.25	116.15	
	810875	Swanson Swivel Chair - White Vinyl.....	380.70	418.75	533.00	
	81083	Blade Chair - Sky Blue.....	108.60	119.45	152.05	
	81082	Blade Chair - Red.....	108.60	119.45	152.05	
	81093	Lucent Chair - Frosted Acrylic.....	273.20	300.50	382.50	
	810145	Wentworth Chair - Brown Vinyl.....	349.40	384.35	489.15	
	81024	Atherton Chair - Brown Leather.....	988.20	1,087.00	1,383.50	
	81034	Bowery Chair - Yellow Fabric.....	685.80	754.40	960.10	
	81035	Century Chair - Gray Velvet.....	664.20	730.60	929.90	
	81036	Lena Chair - Green Leather.....	837.00	920.70	1,171.80	
	81031	Montreal Chair - Blue Fabric.....	769.50	846.45	1,077.30	
	81032	Pasadena Chair - White Plastic.....	429.30	472.25	601.00	
	81038	Tech Chair - Gray Vinyl.....	510.30	561.35	714.40	
	81039	Tech Tablet Chair - Gray Vinyl.....	510.30	561.35	714.40	
	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	400.00	440.00	560.00	
	81047	Brooklyn Swivel Meeting Chair - White/Black.....	400.00	440.00	560.00	
Executive Seating						
	71045	Gray Gaslift Chair Without Arms.....	269.10	296.00	376.75	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	449.05	493.95	628.65	
	810175	Genesis Chair - Black.....	532.60	585.85	745.65	
	810844	Pro Executive High Back Chair - White Vinyl.....	404.30	444.75	566.00	
	810946	Pro Executive High Back Chair - Black Vinyl.....	407.60	448.35	570.65	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	506.05	556.65	708.45	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	490.70	539.75	687.00	
	810947	Pro Executive Guest Chair - Black Vinyl.....	529.70	582.65	741.60	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	617.10	678.80	863.95	
Barstools						
	71088	Black Diamond Stool.....	238.65	262.50	334.10	
	71047	Gray Gaslift Stool without Arms.....	310.30	341.35	434.40	
	810860	Laguna Barstool - Maple/Chrome.....	232.50	255.75	325.50	
	210109	Limerick® Stool by Herman Miller.....	159.55	175.50	223.35	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	230.75	253.85	323.05	
	810873	Lift Barstool - Red Vinyl/Chrome.....	230.75	253.85	323.05	

NAME OF SHOW: **WPPI 2023 / March 7-9, 2023**

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Barstools (continued)						
	810871	Lift Barstool - Black Vinyl/Chrome.....	230.75	253.85	323.05	
	810870	Lift Barstool - White Vinyl/Chrome.....	230.75	253.85	323.05	
	810103	Banana Barstool - White Vinyl/Chrome.....	258.60	284.45	362.05	
	810104	Banana Barstool - Black Vinyl/Chrome.....	258.60	284.45	362.05	
	810850	Zenith Barstool - White/Chrome.....	208.55	229.40	291.95	
	810840	Zoey Barstool - White Vinyl/Chrome.....	440.95	485.05	617.35	
	810848	Christopher Barstool - White Vinyl/Chrome.....	302.55	332.80	423.55	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	508.80	559.70	712.30	
	810839	Rustique Barstool - Gunmetal.....	179.10	197.00	250.75	
	81080	Blade Barstool - Red.....	217.20	238.90	304.10	
	81081	Blade Barstool - Sky Blue.....	217.20	238.90	304.10	
	81092	Lucent Barstool - Frosted Acrylic.....	290.55	319.60	406.75	
	810135	Task Stool - Black Fabric.....	240.75	264.85	337.05	
	81026	Marina Barstool - Ocean Blue.....	356.40	392.05	498.95	
	81027	Marina Barstool - Black Vinyl.....	356.40	392.05	498.95	
	81028	Marina Barstool - Brown Fabric.....	356.40	392.05	498.95	
	81029	Marina Barstool - Red Fabric.....	356.40	392.05	498.95	
	81030	Marina Barstool - White Vinyl.....	356.40	392.05	498.95	

Draped Tables & Counters

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

	124330	Draped Table 3'L x 30"H.....	148.65	163.50	208.10	
	124430	Draped Table 4'L x 30"H.....	176.10	193.70	246.55	
	124630	Draped Table 6'L x 30"H.....	210.40	231.45	294.55	
	124830	Draped Table 8'L x 30"H.....	239.80	263.80	335.70	
	12404630	4th Side Drape 6'L x 30"H.....	62.15	68.35	87.00	
	12404830	4th Side Drape 8'L x 30"H.....	62.15	68.35	87.00	
	124342	Draped Counter 3'L x 42"H.....	201.00	221.10	281.40	
	124442	Draped Counter 4'L x 42"H.....	230.15	253.15	322.20	
	124642	Draped Counter 6'L x 42"H.....	259.35	285.30	363.10	
	124842	Draped Counter 8'L x 42"H.....	290.15	319.15	406.20	
	12404642	4th Side Drape 6'L x 42"H.....	71.65	78.80	100.30	
	12404842	4th Side Drape 8'L x 42"H.....	71.65	78.80	100.30	

Undraped Tables & Counters

	125330	Undraped Table 3'L x 30"H.....	58.70	64.55	82.20	
	125430	Undraped Table 4'L x 30"H.....	71.70	78.85	100.40	
	125630	Undraped Table 6'L x 30"H.....	83.15	91.45	116.40	
	125830	Undraped Table 8'L x 30"H.....	94.20	103.60	131.90	
	125342	Undraped Counter 3'L x 42"H.....	100.85	110.95	141.20	
	125442	Undraped Counter 4'L x 42"H.....	115.20	126.70	161.30	
	125642	Undraped Counter 6'L x 42"H.....	128.50	141.35	179.90	
	125842	Undraped Counter 8'L x 42"H.....	139.10	153.00	194.75	

Table Top Risers - Risers are 8" wide

	1504100	Black 4'L x 7"H Corrugated Riser.....	32.55	35.80	45.55	
	1504101	White 4'L x 7"H Corrugated Riser.....	32.55	35.80	45.55	
	1506100	Black 6'L x 7"H Corrugated Riser.....	38.10	41.90	53.35	
	1506101	White 6'L x 7"H Corrugated Riser.....	38.10	41.90	53.35	

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Table Top Risers - Risers are 8" wide (continued)						
	1508100	Black 8'L x 7"H Corrugated Riser.....	43.95	48.35	61.55	
	1508101	White 8'L x 7"H Corrugated Riser.....	43.95	48.35	61.55	
	1504200	Black 4'L x 14"H Corrugated Riser.....	49.80	54.80	69.70	
	1504201	White 4'L x 14"H Corrugated Riser.....	49.80	54.80	69.70	
	1506200	Black 6'L x 14"H Corrugated Riser.....	60.90	67.00	85.25	
	1506201	White 6'L x 14"H Corrugated Riser.....	60.90	67.00	85.25	
	1508200	Black 8'L x 14"H Corrugated Riser.....	72.05	79.25	100.85	
	1508201	White 8'L x 14"H Corrugated Riser.....	72.05	79.25	100.85	
Pedestal Tables - Soho Series						
	72069	Black Top Cafe Table - 30"H x 24"W.....	224.60	247.05	314.45	
	72067	Black Top Cafe Table - 30"H x 36"W.....	259.35	285.30	363.10	
	72066	Black Top Mini Table - 18"H x 18"W.....	192.25	211.50	269.15	
	72070	Black Top Bistro Table - 42"H x 24"W.....	297.45	327.20	416.45	
	72068	Black Top Bistro Table - 42"H x 36"W.....	324.05	356.45	453.65	
Pedestal Tables - Chelsea Series						
	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	244.15	268.55	341.80	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	256.70	282.35	359.40	
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	327.50	360.25	458.50	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	358.05	393.85	501.25	
Pedestal Tables						
	8201208	Hydraulic Base Cafe Table - Maple.....	465.00	511.50	651.00	
	8201207	Hydraulic Base Bar Table - Maple.....	483.45	531.80	676.85	
	8201209	Hydraulic Base Cafe Table - Graphite.....	517.30	569.05	724.20	
	8201211	Hydraulic Base Bar Table - Graphite.....	531.90	585.10	744.65	
	8201206	Hydraulic Base Cafe Table - Maple.....	528.70	581.55	740.20	
	8201205	Hydraulic Base Bar Table - Maple.....	525.60	578.15	735.85	
	820126	Hydraulic Base Cafe Table - White Laminate.....	528.70	581.55	740.20	
	820125	Hydraulic Base Bar Table - White Laminate.....	552.90	608.20	774.05	
	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	414.00	455.40	579.60	
	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	414.00	455.40	579.60	
	820265	Madison Cafe Table - Gray Acajou.....	326.65	359.30	457.30	
	820264	Madison Bar Table - Gray Acajou.....	356.55	392.20	499.15	
	8201220	30" Cafe Table Black Base - White Laminate.....	347.60	382.35	486.65	
	8201221	30" Bar Table Black Base - White Laminate.....	371.85	409.05	520.60	
	8201222	30" Bar Table Chrome Base - White Laminate.....	534.75	588.25	748.65	
	8201223	30" Cafe Table Chrome Base - White Laminate.....	534.75	588.25	748.65	
	820920	30" Bar Table Chrome Hydraulic Base - Red.....	414.00	455.40	579.60	
	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	414.00	455.40	579.60	
	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	414.00	455.40	579.60	
	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	414.00	455.40	579.60	
	820930	30" Bar Table w/ Hydraulic Base - Blue.....	402.25	442.50	563.15	
	820931	30" Bar Table w/ Black Base - Blue.....	320.00	352.00	448.00	
	820932	30" Bar Table w/ Hydraulic Base - Wood.....	490.35	539.40	686.50	
	820933	30" Bar Table w/ Black Base - Wood.....	340.80	374.90	477.10	
	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	402.25	442.50	563.15	
	820941	30" Cafe Table w/ Black Base - Blue.....	287.80	316.60	402.90	

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Pedestal Tables (continued)						
	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	490.35	539.40	686.50	
	820943	30" Cafe Table w/ Black Base - Wood.....	311.40	342.55	435.95	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	524.10	576.50	733.75	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	524.10	576.50	733.75	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	524.10	576.50	733.75	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	524.10	576.50	733.75	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	524.10	576.50	733.75	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	366.80	403.50	513.50	
	820916	30" Bar Table w/ Black Base - Black.....	366.80	403.50	513.50	
	820917	30" Bar Table w/ Black Base - Green.....	366.80	403.50	513.50	
	820918	30" Bar Table w/ Black Base - Orange.....	366.80	403.50	513.50	
	820919	30" Bar Table w/ Black Base - Yellow.....	366.80	403.50	513.50	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	524.10	576.50	733.75	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	524.10	576.50	733.75	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	524.10	576.50	733.75	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	524.10	576.50	733.75	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	524.10	576.50	733.75	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	340.70	374.75	477.00	
	8201236	30" Cafe Table w/ Black Base - Black.....	340.70	374.75	477.00	
	8201237	30" Cafe Table w/ Black Base - Green.....	340.70	374.75	477.00	
	8201238	30" Cafe Table w/ Black Base - Orange.....	340.70	374.75	477.00	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	340.70	374.75	477.00	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	544.30	598.75	762.00	
	8201241	36" Bar Table w/ Black Base - Black.....	372.65	409.90	521.70	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	518.20	570.00	725.50	
	8201243	36" Cafe Table w/ Black Base - Black.....	398.80	438.70	558.30	
Accent Tables						
	82015	Silverado End Table - Tempered Glass/Painted Steel.....	346.85	381.55	485.60	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	367.95	404.75	515.15	
	820252	Alondra End Table - Glass/Chrome.....	302.30	332.55	423.20	
	820250	Alondra Cocktail Table - Glass/Chrome.....	419.75	461.75	587.65	
	820253	Alondra End Table - Wood/Chrome.....	302.30	332.55	423.20	
	820251	Alondra Cocktail Table - Wood/Chrome.....	419.75	461.75	587.65	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	465.55	512.10	651.75	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	465.55	512.10	651.75	
	82028	Geo End Table - Wood/Black Steel.....	356.55	392.20	499.15	
	82027	Geo Cocktail Table - Wood/Black Steel.....	366.05	402.65	512.45	
	82035	Geo End Table - Glass/Chrome.....	313.40	344.75	438.75	
	82034	Geo Cocktail Table - Glass/Chrome.....	346.85	381.55	485.60	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	322.95	355.25	452.15	
	82055	Sydney End Table - White Laminate/Brushed Steel..	322.95	355.25	452.15	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	390.40	429.45	546.55	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	390.40	429.45	546.55	
	82079	Sydney End Table - Blue Laminate/Brushed Steel.....	314.15	345.55	439.80	

furnishings

NAME OF SHOW: **WPPI 2023 / March 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 by FEBRUARY 6, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Tables (continued)						
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	314.15	345.55	439.80	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	378.70	416.55	530.20	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	378.70	416.55	530.20	
	82075	Regis End Table - Brushed Metal.....	344.90	379.40	482.85	
	82074	Regis Bench Table - Brushed Metal.....	485.95	534.55	680.35	
	820844	Aura Round Table - White Metal.....	189.15	208.05	264.80	
	82043	Geo Square-Round Table - Glass/Black Steel.....	446.35	491.00	624.90	
	82044	Geo Square-Round Table - Glass/Chrome.....	446.35	491.00	624.90	
	8201226	Rustique Square Metal Bar Table - Gray.....	411.10	452.20	575.55	
	820130	Mesa Cocktail Table - Black/Bronze.....	384.10	422.50	537.75	
	820131	Mesa Cocktail Table - Glass/Bronze.....	384.10	422.50	537.75	
	820132	Mesa Cocktail Table - Wood/Bronze.....	384.10	422.50	537.75	
	820133	Mesa End Table - Black/Bronze.....	343.60	377.95	481.05	
	820134	Mesa End Table - Glass/Bronze.....	343.60	377.95	481.05	
	820135	Mesa End Table - Wood/Bronze.....	343.60	377.95	481.05	
	820310	Sedona Side Table - Black/Bronze.....	285.25	313.80	399.35	
	820311	Sedona Side Table - Wood/Bronze.....	285.25	313.80	399.35	
	820312	Sedona Side Table - White/Bronze.....	285.25	313.80	399.35	
	820320	Taos Side Table - Black/Bronze.....	285.25	313.80	399.35	
	820321	Taos Side Table Wood/Bronze.....	285.25	313.80	399.35	
	820322	Taos Side Table - White/Bronze.....	285.25	313.80	399.35	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	584.45	642.90	818.25	
	82051	Geo Conference Table - Glass/Chrome.....	584.45	642.90	818.25	
	820260	Madison Conference Table - Gray Acajou.....	559.40	615.35	783.15	
	820708	42" Round Conference Table - White Laminate.....	582.30	640.55	815.20	
	820261	Madison 5' Conference Table - Gray Acajou.....	676.15	743.75	946.60	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,350.85	1,485.95	1,891.20	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,350.85	1,485.95	1,891.20	
	820951	Ventura Bar Table - Maple w/ Grommets.....	961.20	1,057.30	1,345.70	
	820952	Ventura Communal Bar Table - Black.....	991.55	1,090.70	1,388.15	
	820953	Ventura Bar Table - White w/ Grommets.....	961.20	1,057.30	1,345.70	
	820954	Ventura Communal Bar Table - Maple.....	961.20	1,057.30	1,345.70	
	820956	Ventura Communal Bar Table - White.....	961.20	1,057.30	1,345.70	
	820963	Ventura Communal Cafe Table - Maple.....	666.60	733.25	933.25	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	933.95	1,027.35	1,307.55	
	820961	Ventura Cafe Table - White w/ Grommets.....	933.95	1,027.35	1,307.55	
	820966	Ventura Communal Cafe Table - White.....	666.60	733.25	933.25	
	820962	Ventura Communal Cafe Table - Black.....	666.60	733.25	933.25	
	8201244	42" Round Conference Table - Black Laminate.....	541.40	595.55	757.95	
	8201	10' Table - Black Laminate.....	1,090.80	1,199.90	1,527.10	
	8203	5' Table - Black Laminate.....	561.60	617.75	786.25	
	8205	8' Table - Black Laminate.....	820.80	902.90	1,149.10	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Office						
	84075	Madison Desk - Gray Acajou.....	851.20	936.30	1,191.70	
	84078	Madison Bookcase - Gray Acajou.....	605.90	666.50	848.25	
Computer Desks/Tables						
	820706	Work Desk - White Laminate.....	500.80	550.90	701.10	
POWERED						
Powered Seating						
	810120	Naples Chair, Powered - Black Vinyl.....	963.70	1,060.05	1,349.20	
	830122	Naples Loveseat, Powered - Black Vinyl.....	1,295.55	1,425.10	1,813.75	
	830121	Naples Sofa, Powered - Black Vinyl.....	1,490.50	1,639.55	2,086.70	
Powered Tables						
	820950	Ventura Communal Bar Table, Powered - Black.....	1,226.75	1,349.45	1,717.45	
	820955	Ventura Communal Bar Table, Powered - White.....	1,115.25	1,226.80	1,561.35	
	820964	Ventura Communal Cafe Table, Powered - Black.....	828.10	910.90	1,159.35	
	820965	Ventura Communal Cafe Table, Powered - White.....	828.10	910.90	1,159.35	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	894.25	983.70	1,251.95	
	84084	Tech Desk, Powered - Black Metal.....	787.45	866.20	1,102.45	
	82076	Sydney Cocktail Table, Powered - Black.....	608.70	669.55	852.20	
	82073	Sydney Cocktail Table, Powered - White.....	608.70	669.55	852.20	
	8202	10' Table, Powered - Black Laminate.....	1,363.50	1,499.85	1,908.90	
	8204	5' Table, Powered - Black Laminate.....	704.70	775.15	986.60	
	8206	8' Table, Powered - Black Laminate.....	1,363.50	1,499.85	1,908.90	
Powered Pedestals						
	85060	Powered Locking Pedestal 36" H, Black.....	704.55	775.00	986.35	
	85061	Powered Locking Pedestal 36" H, White.....	704.55	775.00	986.35	
	85062	Powered Locking Pedestal 42" H, Black.....	839.90	923.90	1,175.85	
	85063	Powered Locking Pedestal 42" H, White.....	839.90	923.90	1,175.85	
	820710	Wireless Charging Table, Powered.....	660.80	726.90	925.10	
Midtown Counters & Bars						
	850103	Midtown Powered Counter Unlighted - Pewter.....	2,114.40	2,325.85	2,960.15	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	2,461.05	2,707.15	3,445.45	
	850101	Midtown Bar Unlighted - Pewter.....	1,894.20	2,083.60	2,651.90	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	2,249.65	2,474.60	3,149.50	
DISPLAY & ACCESSORIES						
Product Storage						
	84080	3 Door File Cabinet on Castors - Black	272.70	299.95	381.80	
	85020	Posh Shelving w/ Chrome Frame - White.....	746.15	820.75	1,044.60	
Refrigerator						
	8503001	Refrigerator - White.....	1,072.45	1,179.70	1,501.45	
	8983000	Small Refrigerator.....	750.00	825.00	1,050.00	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	236.90	260.60	331.65	
	850708	Mason Floor Lamp - White/Brushed Silver.....	351.85	387.05	492.60	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display						
	75030	Display Cube - Black - 12" Small.....	303.45	333.80	424.85	
	75031	Display Cube - Black - 18" Medium.....	303.45	333.80	424.85	
	75032	Display Cube - Black - 24" Large.....	303.45	333.80	424.85	
	72056	Display Counter - Black.....	545.95	600.55	764.35	
Boxwood Hedges						
	85030	7' Boxwood Hedge.....	691.20	760.30	967.70	
	85035	4' Boxwood Hedge.....	378.00	415.80	529.20	
Accessories						
	220121	Chrome Stanchion w/ 8' Retractable Belt.....	107.40	118.15	150.35	
	220118	Chrome Sign Holder.....	109.35	120.30	153.10	
	750135	Round Literature Rack.....	441.65	485.80	618.30	
	750136	Flat Literature Rack.....	382.30	420.55	535.20	
	220109	Chrome Coat Tree.....	75.35	82.90	105.50	
	220134	Aluminum Easel.....	80.10	88.10	112.15	
	220110	Chrome Bag Rack.....	163.20	179.50	228.50	
	10201484	Floor Standing Bulletin Board.....	280.95	309.05	393.35	
	220106	Corrugated Wastebasket.....	24.10	26.50	33.75	
	8502	Village Charging Hub.....	342.90	377.20	480.05	
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
	12103	Special Drape 3'H (per ft.).....	23.05	25.35	32.25	
	12108	Special Drape 8'H (per ft.).....	29.40	32.35	41.15	

TOTAL COST

Total Cost = \$ _____

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SHOWCASES

- Please order in advance to ensure availability.
- Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- Electrical outlet not included and can be ordered through the official electrical service provider.
- **Orders received after the deadline date will be charged the Standard Price.**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
STANDARD WHITE LINE (Fluorescent)						
___	1010406	4' Quarter Vision.....	610.00	671.00	854.00	
___	1010502	5' Quarter Vision.....	610.00	671.00	854.00	
___	1010602	6' Quarter Vision.....	610.00	671.00	854.00	
___	1010404	4' Half Vision.....	610.00	671.00	854.00	
___	1010500	5' Half Vision.....	610.00	671.00	854.00	
___	1010600	6' Half Vision.....	610.00	671.00	854.00	
___	1010405	4' Full Vision.....	610.00	671.00	854.00	
___	1010501	5' Full Vision.....	610.00	671.00	854.00	
___	1010601	6' Full Vision.....	610.00	671.00	854.00	
___	1010151	Corner Quarter Vision.....	640.00	704.00	896.00	
___	1010150	Corner Half Vision.....	640.00	704.00	896.00	

STANDARD WHITE LINE (LED)						
___	1010413	4' Quarter Vision.....	710.00	781.00	994.00	
___	1010509	5' Quarter Vision.....	710.00	781.00	994.00	
___	1010609	6' Quarter Vision.....	710.00	781.00	994.00	
___	1010411	4' Half Vision.....	710.00	781.00	994.00	
___	1010507	5' Half Vision.....	710.00	781.00	994.00	
___	1010607	6' Half Vision.....	710.00	781.00	994.00	
___	1010412	4' Full Vision.....	710.00	781.00	994.00	
___	1010508	5' Full Vision.....	710.00	781.00	994.00	
___	1010608	6' Full Vision.....	710.00	781.00	994.00	
___	1010153	Corner Quarter Vision.....	740.00	814.00	1,036.00	
___	1010152	Corner Half Vision.....	740.00	814.00	1,036.00	

DELUXE LINE (Black with Fluorescent Lighting)						
___	1014111	4' Quarter Vision.....	692.15	761.35	969.00	
___	1014121	5' Quarter Vision.....	692.15	761.35	969.00	
___	1014131	6' Quarter Vision.....	692.15	761.35	969.00	
___	1014110	4' Half Vision.....	692.15	761.35	969.00	
___	1014120	5' Half Vision.....	692.15	761.35	969.00	
___	1014130	6' Half Vision.....	692.15	761.35	969.00	
___	1014101	Corner Quarter Vision.....	742.55	816.80	1,039.55	
___	1014100	Corner Half Vision.....	742.55	816.80	1,039.55	

DELUXE LINE (Black with LED Lighting)						
___	1014113	4' Quarter Vision.....	785.00	863.50	1,099.00	
___	1014123	5' Quarter Vision.....	785.00	863.50	1,099.00	
___	1014133	6' Quarter Vision.....	785.00	863.50	1,099.00	
___	1014112	4' Half Vision.....	785.00	863.50	1,099.00	
___	1014122	5' Half Vision.....	785.00	863.50	1,099.00	
___	1014132	6' Half Vision.....	785.00	863.50	1,099.00	
___	1014103	Corner Quarter Vision.....	815.00	896.50	1,141.00	
___	1014102	Corner Half Vision.....	815.00	896.50	1,141.00	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ELITE LINE (Champagne with Halogen Lighting)						
___	1013403	4' Quarter Vision.....	735.00	808.50	1,029.00	
___	1013503	5' Quarter Vision.....	735.00	808.50	1,029.00	
___	1013603	6' Quarter Vision.....	735.00	808.50	1,029.00	
___	1013402	4' Half Vision.....	735.00	808.50	1,029.00	
___	1013502	5' Half Vision.....	735.00	808.50	1,029.00	
___	1013602	6' Half Vision.....	735.00	808.50	1,029.00	
___	101316	Corner Quarter Vision.....	765.00	841.50	1,071.00	
___	101315	Corner Half Vision.....	765.00	841.50	1,071.00	

ELITE LINE (Champagne with LED Lighting)						
___	1013400	4' Quarter Vision.....	798.95	878.85	1,118.55	
___	1013500	5' Quarter Vision.....	798.95	878.85	1,118.55	
___	1013600	6' Quarter Vision.....	798.95	878.85	1,118.55	
___	1013401	4' Half Vision.....	798.95	878.85	1,118.55	
___	1013501	5' Half Vision.....	798.95	878.85	1,118.55	
___	1013601	6' Half Vision.....	798.95	878.85	1,118.55	
___	101314	Corner Quarter Vision.....	864.60	951.05	1,210.45	
___	101312	Corner Half Vision.....	864.60	951.05	1,210.45	

DESIGNER LINE (Gray with Halogen Lighting)						
___	1011400	4' Quarter Vision.....	798.95	878.85	1,118.55	
___	1011500	5' Quarter Vision.....	798.95	878.85	1,118.55	
___	1011600	6' Quarter Vision.....	798.95	878.85	1,118.55	
___	1011401	4' Half Vision.....	798.95	878.85	1,118.55	
___	1011501	5' Half Vision.....	798.95	878.85	1,118.55	
___	1011601	6' Half Vision.....	798.95	878.85	1,118.55	
___	1011405	4' Full Vision.....	798.95	878.85	1,118.55	
___	1011505	5' Full Vision.....	798.95	878.85	1,118.55	
___	1011605	6' Full Vision.....	798.95	878.85	1,118.55	
___	101192	Corner Quarter Vision.....	864.60	951.05	1,210.45	
___	101190	Corner Half Vision.....	864.60	951.05	1,210.45	
___	101142	Corner Full Vision.....	864.60	951.05	1,210.45	

DESIGNER LINE (Gray with Fluorescent Lighting)						
___	1012400	4' Quarter Vision.....	664.80	731.30	930.70	
___	1012500	5' Quarter Vision.....	664.80	731.30	930.70	
___	1012600	6' Quarter Vision.....	664.80	731.30	930.70	
___	1012401	4' Half Vision.....	664.80	731.30	930.70	
___	1012501	5' Half Vision.....	664.80	731.30	930.70	
___	1012601	6' Half Vision.....	664.80	731.30	930.70	
___	1012402	4' Full Vision.....	664.80	731.30	930.70	
___	1012502	5' Full Vision.....	664.80	731.30	930.70	
___	1012602	6' Full Vision.....	664.80	731.30	930.70	
___	101214	Corner Quarter Vision.....	715.20	786.70	1,001.30	
___	101212	Corner Half Vision.....	715.20	786.70	1,001.30	
___	101211	Corner Full Vision.....	715.20	786.70	1,001.30	

TOTAL COST

Total Cost = \$ _____

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NAME OF SHOW: **WPPI 2023 / March 7-9, 2023**

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E-MAIL ADDRESS :

SHOWCASES

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DESIGNER LINE (Gray with LED Lighting)						
___	1011404	4' Quarter Vision.....	750.00	825.00	1,050.00	_____
___	1011504	5' Quarter Vision.....	750.00	825.00	1,050.00	_____
___	1011604	6' Quarter Vision.....	750.00	825.00	1,050.00	_____
___	1011403	4' Half Vision.....	750.00	825.00	1,050.00	_____
___	1011503	5' Half Vision.....	750.00	825.00	1,050.00	_____
___	1011603	6' Half Vision.....	750.00	825.00	1,050.00	_____
___	1011402	4' Full Vision.....	750.00	825.00	1,050.00	_____
___	1011502	5' Full Vision.....	750.00	825.00	1,050.00	_____
___	1011602	6' Full Vision.....	750.00	825.00	1,050.00	_____
___	101194	Corner Quarter Vision.....	780.00	858.00	1,092.00	_____
___	101193	Corner Half Vision.....	780.00	858.00	1,092.00	_____
___	101195	Corner Full Vision.....	780.00	858.00	1,092.00	_____

WALL SHOWCASES (Fluorescent)

___	1010402	4' Black Front View.....	820.00	902.00	1,148.00	_____
___	1010504	5' Black Front View.....	820.00	902.00	1,148.00	_____
___	1010605	6' Black Front View.....	820.00	902.00	1,148.00	_____
___	1010403	4' White Front View.....	820.00	902.00	1,148.00	_____
___	1010503	5' White Front View.....	820.00	902.00	1,148.00	_____
___	1010606	6' White Front View.....	820.00	902.00	1,148.00	_____
___	1010603	6' Black See Thru.....	860.00	946.00	1,204.00	_____
___	1010604	6' White See Thru.....	860.00	946.00	1,204.00	_____

WALL SHOWCASES (LED)

___	1010410	4' Black Front View.....	920.00	1,012.00	1,288.00	_____
___	1010511	5' Black Front View.....	920.00	1,012.00	1,288.00	_____
___	1010613	6' Black Front View.....	920.00	1,012.00	1,288.00	_____
___	1010409	4' White Front View.....	920.00	1,012.00	1,288.00	_____
___	1010510	5' White Front View.....	920.00	1,012.00	1,288.00	_____
___	1010612	6' White Front View.....	920.00	1,012.00	1,288.00	_____
___	1010611	6' Black See Thru.....	960.00	1,056.00	1,344.00	_____
___	1010610	6' White See Thru.....	960.00	1,056.00	1,344.00	_____

BOUTIQUE WALL SHOWCASES (Fluorescent)

___	101215	6' Gray Front View.....	780.00	858.00	1,092.00	_____
___	101423	6' Black Front View.....	780.00	858.00	1,092.00	_____
___	101216	6' Gray See Thru.....	820.00	902.00	1,148.00	_____
___	101425	6' Black See Thru.....	820.00	902.00	1,148.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
BOUTIQUE WALL SHOWCASES (LED)						
___	101152	6' Gray Front View.....	880.00	968.00	1,232.00	_____
___	101424	6' Black Front View.....	880.00	968.00	1,232.00	_____
___	101155	6' Gray See Thru.....	920.00	1,012.00	1,288.00	_____
___	101426	6' Black See Thru.....	920.00	1,012.00	1,288.00	_____

TOWER SHOWCASES (Halogen)

___	1010111	White with 3 Shelves.....	660.00	726.00	924.00	_____
___	101154	Gray with 3 Shelves.....	660.00	726.00	924.00	_____
___	101419	Black with 3 Shelves.....	660.00	726.00	924.00	_____
___	101320	Champagne with 3 Shelves....	660.00	726.00	924.00	_____

TOWER SHOWCASES (LED)

___	1010112	White with 3 Shelves.....	710.00	781.00	994.00	_____
___	101153	Gray with 3 Shelves.....	710.00	781.00	994.00	_____
___	101420	Black with 3 Shelves.....	710.00	781.00	994.00	_____
___	101319	Champagne with 3 Shelves....	710.00	781.00	994.00	_____

ACCENT CUBE (Halogen)

___	1010105	White Accent Cube.....	540.00	594.00	756.00	_____
___	101150	Gray Accent Cube.....	540.00	594.00	756.00	_____
___	101417	Black Accent Cube.....	540.00	594.00	756.00	_____
___	101318	Champagne Accent Cube.....	540.00	594.00	756.00	_____

ACCENT CUBE (LED)

___	1010106	White Accent Cube.....	590.00	649.00	826.00	_____
___	101151	Gray Accent Cube.....	590.00	649.00	826.00	_____
___	101418	Black Accent Cube.....	590.00	649.00	826.00	_____
___	101317	Champagne Accent Cube.....	590.00	649.00	826.00	_____

MUSEUM PEDESTAL (Halogen)

___	1010108	White Pedestal.....	590.00	649.00	826.00	_____
___	1010107	Beige Pedestal.....	590.00	649.00	826.00	_____
___	101421	Black Pedestal.....	590.00	649.00	826.00	_____

MUSEUM PEDESTAL (LED)

___	1010110	White Pedestal.....	640.00	704.00	896.00	_____
___	1010109	Beige Pedestal.....	640.00	704.00	896.00	_____
___	101422	Black Pedestal.....	640.00	704.00	896.00	_____

TOTAL COST

Total Cost = \$ _____

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showcases



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.

[View full catalog](#)

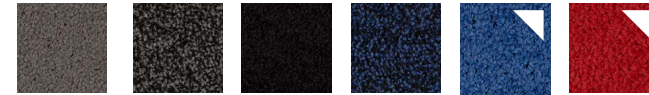
[Order now](#)

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

© 2021 Freeman. All Rights Reserved.

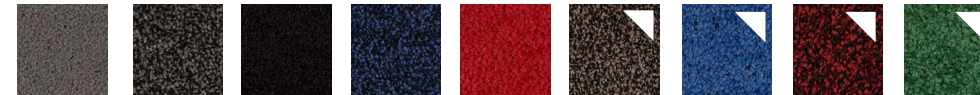
Classic Collection

16oz carpet



Custom Cut Classic Collection

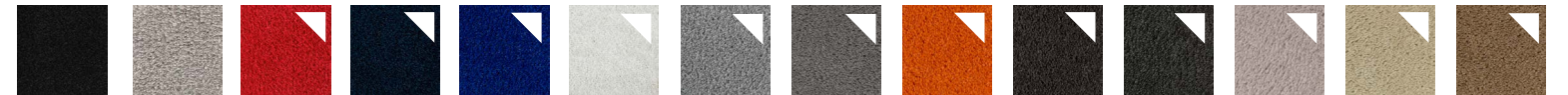
16oz carpet



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

NAME OF SHOW: **WPPI 2023 / March 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 by FEBRUARY 6, 2023.

FLOORING

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

10' Classic Carpet, Padding & Plastic Covering

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	10' x 10' Classic Carpet	\$ 186.95	\$ 205.65	\$ 261.75	
	10' x 20' Classic Carpet	\$ 373.90	\$ 411.30	\$ 523.45	
	10' x 30' Classic Carpet	\$ 560.85	\$ 616.95	\$ 785.20	
	10' x 10' Carpet Padding - Single Layer.....	\$ 122.40	\$ 134.65	\$ 171.35	
	10' x 20' Carpet Padding - Single Layer.....	\$ 244.80	\$ 269.30	\$ 342.70	
	10' x 30' Carpet Padding - Single Layer.....	\$ 367.20	\$ 403.90	\$ 514.10	
	10' x 10' Carpet Padding - Double Layer.....	\$ 244.80	\$ 269.30	\$ 342.70	
	10' x 20' Carpet Padding - Double Layer.....	\$ 489.60	\$ 538.55	\$ 685.45	
	10' x 30' Carpet Padding - Double Layer.....	\$ 734.40	\$ 807.85	\$ 1,028.15	
	Plastic Covering (price per sqft).....	\$.85	\$.95	\$ 1.20	

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
		\$ 3.85	\$ 4.25	\$ 5.40	

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
		\$ 7.30	\$ 8.05	\$ 10.20	

12 ft Event Flex Vinyl, choose your flooring color:

☐ Barnwood ☐ Blackwood ☐ Dark Maple ☐ Silverwood ☐ Whitewood

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

Per sqft	Booth Size: _____ X _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 9.15	\$ 10.05	\$ 12.80	

NAME OF SHOW: **WPPI 2023 / March 7-9, 2023**

COMPANY NAME:

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PHONE #:

E-MAIL ADDRESS :



Upgraded Carpet*

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

30 oz Designer Plus Carpet, choose your carpet color:

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

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 5.65	\$ 6.20	\$ 7.90
Over 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 5.15	\$ 5.65	\$ 7.20

45 oz Supreme Carpet, choose your carpet color:

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

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 6.65	\$ 7.30	\$ 9.30
Over 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 6.00	\$ 6.60	\$ 8.40



Carpet Padding

- Pricing includes delivery, material handling, installation and removal.
- Order padding by the sqft if your size is not listed on the standard size order form.

Carpet Padding- Price per sqft (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 1.30	\$ 1.45	\$ 1.80
Over 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 1.05	\$ 1.15	\$ 1.45

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

					Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 2.60	\$ 2.85	\$ 3.65
Over 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 2.10	\$ 2.30	\$ 2.95

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

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

Turf*

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

Riviera Turf, choose your color:

☐ Black ☐ Ivy Green

Riviera Turf - Price per sqft (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 5.10	\$ 5.60	\$ 7.15

Parkside Turf, choose your color:

☐ Green

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

					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 10.95	\$ 12.05	\$ 15.35

TOTAL COST

Total Cost = \$ _____

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

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



NAME OF SHOW: **WPPI 2023 / March 7-9, 2023**

COMPANY NAME:

BOOTH #:

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PHONE #:

E-MAIL ADDRESS:

Take advantage of the Discount Price by ordering at www.freeman.com/store by FEBRUARY 6, 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
\$ 22.40 per sqft discount price
sqft _____ x or _____ = \$ _____
\$ 33.60 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"	99.10	148.65 =	_____
7" x 22"	101.65	152.50 =	_____
7" x 44"	101.70	152.55 =	_____
9" x 44"	110.20	165.30 =	_____
11" x 14"	121.60	182.40 =	_____
14" x 22"	124.80	187.20 =	_____
14" x 44"	149.10	223.65 =	_____
22" x 28"	156.50	234.75 =	_____
28" x 44"	189.05	283.60 =	_____
20" x 60"	308.65	463.00 =	_____

(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.

LET US DO THE HEAVY LIFTING

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



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

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



NAME OF SHOW: **WPPI 2023 / March 7-9, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 5:00 PM Monday through Friday.....	\$109.00	\$152.75
Overtime: 5:00 PM to 8:00 AM Monday through Friday	\$178.50	\$250.00
All day Saturday, Sunday and recognized holidays		

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

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

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: **WPPI 2023 / March 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.

installation & dismantle labor



(888) 508-5054
Fax: (469) 621-5604



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

Submit order forms [here](#).

NAME OF SHOW: **WPPI 2023 / March 7-9, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 5:00 PM Monday through Friday

Overtime: 5:00 PM to 8:00 AM Monday through Friday and all day Saturday, Sunday and recognized holidays

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

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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$280.00	\$392.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$443.25	\$620.75
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$306.50	\$429.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$469.50	\$657.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$345.25	\$483.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$509.50	\$713.50
304040	Forklift w/operator - 4-Stage - ST.....	\$414.00	\$579.75
304041	Forklift w/operator - 4-Stage - OT.....	\$634.25	\$888.00
RIGGING LABOR			
3020100	Rigger - ST.....	\$110.00	\$154.00
3020101	Rigger - OT.....	\$180.25	\$252.50
EQUIPMENT			
3090600	Forklift Cage.....	\$50.00	
3090700	Forklift Boom.....	\$50.00	
3090800	Pallet Jack.....	\$50.00	

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 \$ _____



Mirage Exhibitor Services Welcomes

WPPI

Order Online!

Take advantage of discounted pricing until
02/14/2023!

Our online ordering system is quick, secure and easy to use. Step-by-step instructions are right on the screen, and live assistance from one of our Exhibitor Services Supervisors is just one click away!

Mirage Exhibitor Services

On behalf of the entire team here at The Mirage, I'd like to welcome you to our world class resort, located at the heart of the Las Vegas Strip. Along with some of the most exciting entertainment, dining and nightlife options, our dedicated convention staff is dedicated to producing the most successful meetings and events. Our brand new state of the art website has been designed with you, our customer in mind, providing convenience in ordering services for your event.

Listed below is a synopsis of services:

- Food and Beverage:** As the exclusive provider for all food and beverage needs, our services range from meeting room coffee services and booth services, to receptions, cocktail parties and banquets.
- Booth Cleaning:** As the exclusive cleaning contractor, we offer full booth cleaning services with a professionally trained staff to ensure quality cleaning.
- Technical Services:** Mirage Exhibition Services is globally recognized as a leader in the meeting and event planning and production field, generating many of the industry's most prestigious awards. With the planning of an incentive meeting, conference, corporate milestone, product reception, or award gala, the staff has years of professional expertise to offer an unbeatable combination of the practice and the artistry.

We at the Mirage hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding services or pricing orders, please contact our Exhibitor Services Department toll free at 888.882.7117 or you can click the "Contact Us" button at any time while you are in the site.

Sincerely,
Wendy Maunier
Director of Convention Services

System offers easy ordering of:

- Electrical
- Booth Cleaning
- Food And Beverage
- Internet and Telecommunications
- Audio Visual
- Rigging & Technical Services

Order online today at mirageexhibitorservices.com

WPPI

Mirage Las Vegas NV

March 7 - 9 , 2023

SECURITY GUARD
ORDER FORM



Special Operations Associates, Inc.
Of Nevada

NV LIC# 525

RETURN BY 02/02/23

*** For Advance Order Rate**

RETURN TO:

SPECIAL OPERATIONS ASSOCIATES, INC.

3405 Cambridge Street

Las Vegas, Nevada 89169

(702) 386-8065 • FAX (702) 386-9720

E-Mail: soa@soasecurity.com • www.soasecurity.com

*ADVANCE ORDER RATE
\$26.00 PER HOUR (6 hr. min.)

ON-SITE RATE (after 02/02/23)
\$35.00 PER HOUR (6 hr. min)

**FULL PAYMENT REQUIRED WITH
RECEIPT OF ORDER**

NOTE: ANY ADDITIONS AFTER ADVANCE ORDER DATE WILL BE CHARGED AT HIGHER RATE.

PLEASE ARRANGE FOR _____ GUARDS IN OUR BOOTH ON THE FOLLOWING DAYS:

DATE	HOURS	DATE	HOURS
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____

Special Operations Associates, Inc. (SOA) is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the clients operations property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to SOA's negligence or failure to perform. SOA, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds SOA harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personal damages and claims arising from engaging in business as an exhibitor.

TOTAL HOURS REQUESTED: _____

AUTHORIZED BY: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

BOOTH NUMBER: _____ **EXHIBIT HALL:** _____ **DATE:** _____

CARD TYPE: AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD ☐ 5 % processing fee added for all credit cards

CREDIT CARD NUMBER: _____ **EXPIRATION DATE:** ____/____/____ **CVV#** _____

CARDHOLDER SIGNATURE: _____ **PRINTED NAME OF CARDHOLDER:** _____

CARDHOLDER ADDRESS: _____ **STATE:** _____ **ZIP:** _____

- ☐ Guard to remain in booth until exhibitor arrives.
- ☐ Guard to work scheduled times only.
- ☐ Fire watch guard.



Would Like Your Donations!

Opportunity Village is the charity of choice for this event and is available to accept donations and provide your company with a tax deductible receipt. To donate your product and/or booth materials, please call (702) 300-8409.



Opportunity Village is a not-for-profit organization that serves people within the Southern Nevada community with significant intellectual disabilities, to enrich their lives and the lives of their families.

opportunityvillage.org

Opportunity Village is an independently operated 501(c)(3)

DONATIONS ARE TAX DEDUCTIBLE



SHORT TERM

PLANT RENTAL

800 PLANT IT

Live plants. Anytime, anywhere.

800PLANTIT.com

WPPI 2023
March 7-9, 2023
Mirage
Las Vegas, NV

QUALITY AND SERVICE COST EACH QUANTITY TOTAL

RENTAL

3' Green Plant	45.00
4' Green Plant	60.00
5' Green Plant	70.00
6' Green Plant	80.00
8' Green Plant	100.00
Boston Fern	45.00
Ivy	40.00
Pothos	45.00

BLOOMING PLANTS

Mums-Yellow	35.00
Mums-White	35.00
Mums-Lavender	35.00
Potted Orchid	35.00
Bromeliads	40.00
Azaleas (seasonal)	40.00
Kalanchoe	40.00
Succulents	40.00

FLOWER ARRANGEMENTS

Cut Flower Arrangement (tabletop, coffee table)	80.00
Cut Flower Arrangement (reception, countertops, conference room)	100.00
Custom Succulent Arrangement	125-300
Bubble Bowl (for business cards only)	30.00

TOTAL PLANTS AND FLOWERS _____

ADD 7.75% SALES TAX TOTAL _____

INCLUDING SALES TAX _____

RENTAL POLICY

All plants and materials are rental basis only. Items missing from booths are responsibility of the exhibitor and may be subject to additional charges.

ALL PRICES INCLUDE:

- Installation
- Servicing
- Top Dressing
- Decorative Containers
- Removal at End of Show

ALL GREEN PLANTS FOR RENTAL ONLY

CHOICE OF CONTAINERS

☐ WHITE ☐ BLACK

PAYMENT POLICY

To complete your order, please visit:

<https://800plantit.boomerecommerce.com>

For all inquiries, please email Customer Service at customerservice@800plantit.com



800PLANTIT.com

Live plants. Anytime, anywhere.

800.752.6848



Exhibitor Insurance Program

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

Emerald requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$2,000,000 aggregate**. Emerald 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 WPPI 2023
Visa, Mastercard, AMEX are accepted
Coverage must be purchased prior to the event/show

QUESTIONS?

Total Event Insurance

emeraldexhibitor@totaleventinsurance.com

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE	
PRODUCER 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: 5px; margin: 5px 0;">INSUREERS AFFORDING COVERAGE</div>				
INSURED 2. 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:				
COVERAGES						
3. 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	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	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	
	PRODUCTS-COMP/OP AGG \$2,000,000					
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/24	COMBINED SINGLE LIMIT \$1,000,000	
					(Ea accident)	
					BODILY INJURY \$	
					(Per person)	
					BODILY INJURY \$	
	(Per accident)					
	PROPERTY DAMAGE \$					
	(Per accident)					
	AUTO ONLY-EA ACCIDENT					
	OTHER THAN \$ \$					
	AUTO ONLY: \$ \$					
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/23	01/01/24	EACH OCCURRENCE \$1,000,000	
					AGGREGATE \$1,000,000	
					\$	
					\$	
					\$	
C	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	
D	OTHER				Each Occurrence & Aggregate	
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Emerald (Show Management), Freeman (Official Service Provider), the Mirage (Facility), and WPPI (Show) are hereby named as additional insured, except for Workers' Compensation. The insurance provided for the benefit of Emerald, 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 shall be excess and non-contributory. Exhibitor show date(s) are: March 7-9, 2023 in Las Vegas, NV.						
CERTIFICATE HOLDER <input checked="" type="checkbox"/>		ADDITIONAL INSURED: INSURER LETTER: <input checked="" type="checkbox"/> CANCELLATION				
6. Emerald / WPPI Tracey Roberts 31910 Del Obispo #200 San Juan Capistrano, CA 92675				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 <div style="text-align: center;">  10. AUTHORIZED REPRESENTATIVE </div>		

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 (Show Management), Freeman (Official Service Provider), WPPI (Show) and the Mirage (Facility) as additional insureds on a primary and non-contributory basis. Exhibitor show dates are

- March 7-9, 2023.
6. CERTIFICATE HOLDER: Emerald – WPPI, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Tracey Roberts
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.



Your Lead Retrieval Order Confirmation will be emailed to you.

Note: All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

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.

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

* 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.

LEAD RETRIEVAL OPTIONS (not taxed)	on or before 1/10/23	from 1/11/23 to 2/7/23	after 2/7/23	number of units	TOTAL
SWAP® Mobile App (up to 3 users) NEW FEATURES!	\$ 549	\$ 579	\$ 599		\$
Add SWAP Mobile App Users to any featured products after purchase of initial lead option	\$ 149 each				\$
Subtotal A					\$
LEAD RETRIEVAL OPTIONS					
Handheld Badge Scanner (RT2000) For “Touchless” scanner with stand, please contact exhibitorservices@maritz.com.	\$ 549	\$ 579	\$ 599		\$
Tablet (Android Device) For “Touchless” tablet with stand, please contact exhibitorservices@maritz.com.	\$ 479	\$ 499	\$ 549		\$
Bluetooth Printer Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 125	\$ 150		\$
ADDITIONAL SERVICES					
Developer’s Kit (Real Time Data Services) Click here for more information	\$ 800				\$
Delivery of Reader to Booth (Post show pickup not available)	\$ 200				\$
Subtotal B with 8.38% tax applied**					\$
Add Subtotals from A & B from fields above					\$
Processing Fee*					\$ 9.99
FINAL TOTAL					\$



Your Safety is our Top Priority!

[Learn more](#) about Exhibiting Safely



Your Safety is our Top Priority!
[Learn more](#) about Exhibiting Safely

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)

Which Solution is Right for Your Booth?



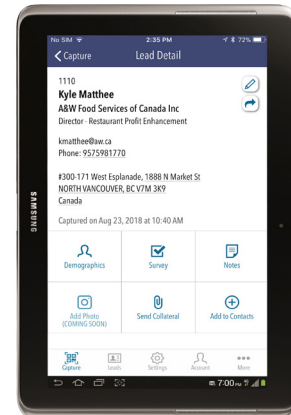
SWAP

- 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
- Printers pair 1:1 with each SWAP mobile device
- Business card scanning



Handheld Scanner (RT2000)

- High Speed: excellent for booth events, product theaters, and in-booth sessions
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



Tablet (Android Device)

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes
- Printers pair 1:1 with each device
- Business card scanning

All our badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

What's NEW with our badge scanning devices:

- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- Enhanced surveys: new branching functionality to allow for better lead qualification
- Lead matchmaking

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



Nationwide Tradeshow & Convention Services

booth hostess | demonstrators | narrators | crowd gatherers | sales | assistants | interpreters | bartenders | musicians
information distributors | theatre productions | themed corporate parties | celebrity entertainers | corporate branding



Hostesses, receptionists, crowd gatherers, greeters

Emcees, Narrators, Demonstrators, Product Specialists

Specialty Talented (costumed actors, models, makeup artists, etc)

Interpreters (Foreign Language, Sign Language)

Hospitality Suite Hostess

Entertainment (musicians, actors, comedians, jugglers...)

Event Planning (theme & site selection, catering, floral)

Theater Presentations

Costume rental / design

Costume Arrangements*

*(costume arrangements: pick & delivery, returns, fittings, selecting are priced separately.

Note: Prices subject to hours, Job requirements, fittings, attire and other expenses

Rates do not include costumes, specialty attire for talent or location shoot cost

- \$200-525/day

- \$400-2,500/day

- Based on job

- \$200-550/day

- \$125-300/day

- Based on job

- Based on job

- Based on job

- \$125 and up

- \$55/hr

O. 770.993.2493

M. 404.906.6745

E. info@imagemta.com

W. imagemta.com

@[imagemta](https://www.instagram.com/imagemta)





**March 7-9, 2023
Mirage, Las Vegas**



PIBL

U.S. Customs & International Shipping Instructions

Official Customs Broker and Freight Forwarder

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

Attention: Veronica Gomez
Tel: 908.355.8900
Fax: 908.355.8883
E-Mail: acarrillo@phoenixlogistics.com

Freight originating from cities outside the United States requires special consideration not covered in the handling and shipping section of this manual. The U.S. Customhouse Broker is available to advise the best methods of transportation and proper documentation. Please address all inquiries to the above individual.

CUSTOMS CLEARANCE OPTIONS

PIBL can arrange to clear your merchandise through customs on a temporary or permanent duty paid entry. If you are intending to ship high value merchandise, we suggest you apply for an ATA Carnet in the country of origin. Carnets should only be utilized for high valued merchandise which is intended for re-export from the U.S. in the same condition in which they were imported. Merchandise entered into the U.S. under a Carnet and not exported is subject to U.S. Customs duty, penalties and or fines.

TRANSPORTATION SERVICES

For information regarding export services from your location to Las Vegas, please feel free to contact one of the following PIBL agents or contact us in NJ for the name and phone number of an agent nearest you.

<p>UNITED KINGDOM</p> <p>GBH Exhibition Forwarding Ltd, 10 Orgreave Drive Handsworth, Sheffield S13 9 NR Contact: Mark Saxton Phone: [44] 1142690641 Fax: [44] 1142693624 E-mail: Mark@gbhforwarding.com</p>	<p>GERMANY</p> <p>FairExpress GMBH Blomestrasse 25-27 Bielefeld, 33609 Germany Contact: Christiane Roelfs Phone: [49]52-191144-20 Fax: [49]52-1911-4411 E-mail: christiane.roelfs@fairexpress.de</p>
<p>ITALY</p> <p>O.T.I.M. S.p.A. – Int'l Fairs Dept. I-20159 Milano - Via Porro Lambertenghi, 9, Italy Contact: Chiara Rossolimo Bergamini Phone: [39]-02 69912255 Fax: [39] - 02 69912231 E-mail: chiara.rossolimo@otim.it</p>	<p>CHINA</p> <p>APT ShowFreight Shanghai RM 901-2, Modern Plaza Tower 1 369 Xian Xia Road Shanghai, China 200336 Contact: Kelly Huo Phone: [86]21 6124 0090 Ext. 316 Fax: [86] 21 61240091 Email: kelly.huo@aptshowfreight.com</p>
<p>SPAIN</p> <p>Internacional Trade Shows S.A. (ITS, S.A) AVDA. Eduard Corbella, 86-88 Barcelona, Spain E-08440 Contact: Cristobal Cascante Phone: [34] 932004675 Fax: [34] 932001694 E-mail: cristobal.cascante@itsfairs.com</p>	<p>CANADA</p> <p>PIBL - Phoenix Int'l Business Logistics, Inc. 1201 Corbin Street Elizabeth, NJ 07201 Contact: Roger Howell Phone: 908-355-8900 Fax: 908-355-8883 Email: info@phoenixlogistics.com</p>

MARKING

To ensure timely delivery to your stand, all cases should be marked as follows: Name of Exhibitor
Name of Show and Exhibition Center
Booth number
Piece #1 /up

DOCUMENTS REQUIRED (Forward to Phoenix NJ)

Original Bills of Lading / Commercial Invoice / U.S. Customs Power of Attorney/Import Freight Information Sheet

OCEAN FREIGHT AND AIRFREIGHT SHIPMENTS

It is imperative that all documents be issued in English only. Documents issued in other languages will be translated at the expense of the exhibitor.

The Commercial invoice must contain the following details:

- Complete name and address of the exhibitor
- Quantity of each description
- Detailed description of merchandise
- Country of origin
- Individual and total price of each description
- Total value of shipment

All commercial invoices should mention that the shipment consists of exhibition goods to be exhibited at the show and whether the goods are for temporary or permanent importation. Temporary and permanent shipments cannot be consolidated and shipped under the same bill of lading. Separate bills of ladings and invoices must be issued. All goods intended for sale in the United States are subject to normal customs duty and taxes.

INTERNATIONAL SMALL PACKAGE SHIPMENTS

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

CONSIGNEE & NOTIFY PARTIES

Consign & Notify both Air & Ocean Shipments as follows:

Consignee: Name of Exhibitor – Booth #
 Name of Show
 C/O The Mirage
 3400 S. Las Vegas Blvd.
 Las Vegas, NV 89109

Notify Party: PIBL – Phoenix Intl Business Logistics, Inc.
 ATTN: Veronica Gomez 908-355-8900

All documents such as invoices and packing lists should accompany air shipments and must arrive with the freight.

RETURN TRANSPORTATION OF EXHIBITION GOODS

After the close of the exhibition, please make arrangements with PIBL for the return transportation of your exhibition goods to the country of origin or other destination of your choice. Quotations may be obtained in advance from PIBL by emailing your requirements to the Phoenix agent listed above.

PAYMENT CONDITIONS

Invoices for services rendered on inbound movements are payable prior to delivery of freight to the exhibition center through our designated agents or directly to PIBL. Phoenix accepts cash, American Express or traveler's checks.

TERMS OF FREIGHT ACCEPTANCE

All freight shipments must be shipped to the U.S. on a prepaid basis.

TERMS AND CONDITIONS OF SERVICE

All business undertaken by PIBL is subject to the terms and conditions of service as recommended by the Freight Forwarders and Brokers Association, Inc. Text available upon request.

TERMS OF DELIVERY/DEADLINES FOR ARRIVAL IN US

In order to assure timely delivery to show site, freight and documents must arrive in the U.S. between 8-10 days prior to your move in date. A late surcharge will be applied to all shipments arriving within 5 working days of the show set-up.

US/CANADIAN BORDER CROSSINGS

Canadian exhibitors seeking to export exhibit materials to the U.S. should be advised that U.S. Customs will require an IRS identification number for the entry of these shipments to the U.S. If your organization does not have an IRS number, your U.S. Customs broker has the capability to file and receive a temporary IRS number on your behalf. Failure to provide this number to the U.S. Broker at the border crossing will result in delays. Show Management cannot provide their tax identification number to exhibitors as the importer of record must be the name of the exhibitor or a distributor representing the exhibitor.

Exhibitor's expecting problems with border clearances should contact PIBL at 908-355-8900. For a fee, PIBL is prepared to clear your merchandise at the border or in Las Vegas using their IRS number as the ultimate consignee. Please contact them in advance to discuss document requirements.

RESTRICTIONS ON WOOD PACKING MATERIAL

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

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

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent mark that indicates that the article meets the new requirements. Paper treatment certificates will continue to be accepted until July 5, 2006. Should you have any questions regarding the wood packing material used for your exhibit, please consult your local Phoenix agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website:

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