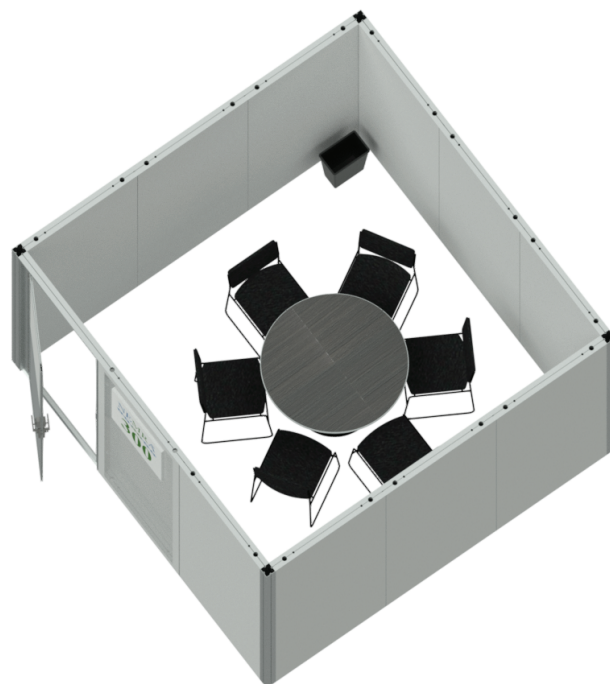




ITEMS INCLUDED IN BOOTH SPACE:

- (1) 10' X 10' X 8' One Window and White Wall Smart Wall Frames
- (1) Door (window size and placement may vary)
- (1) 42"H X 36"D Madison Round Conference Table
- (6) Black Diamond Chairs
- (1) Wastebasket
- (1) 24" x 24" ID Sign

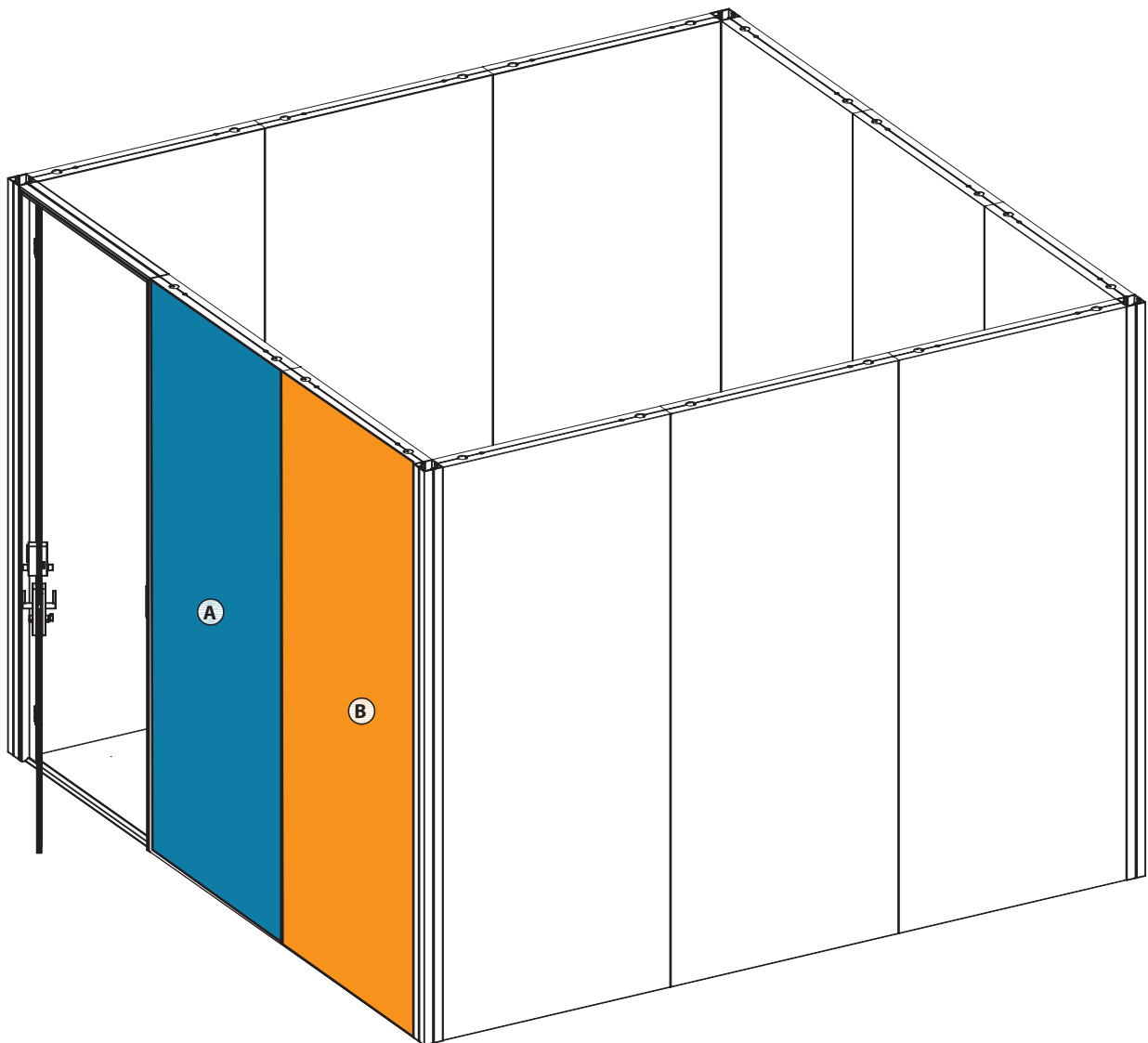


BRANDING OPPORTUNITIES – 10'x 10' BOOTH – Sponsor providing own artwork

File size may not exceed 200MB

PANEL A (1) 38.625"w x 92.625"h Solid Panel - Optional Graphic
Left white if graphics not ordered

PANEL B (1) 38.625"w x 92.625"h Solid Panel - Optional Graphic





Graphic Deadline Dates:

DISCOUNT DEADLINE: January 2nd

FINAL DEADLINE: January 16th

Submit your graphic order form to:

Freeman Lead: Roney Hernandez

Email address: Roney.Hernandez@freemanco.com

PLEASE DO NOT SEND CC INFO VIA EMAIL

NAME OF SHOW: NEMRA Annual Conference 2023 Jan 31 Virgin Hotel Las Vegas

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

PLACE YOUR ORDER

Panel Name	Price	Quantity	8.25% Tax	Total
Panel A artwork submitted by Final Deadline	\$377.00each	1	\$	\$
Panel B artwork submitted by Final Deadline	\$377.00 each	1	\$	\$

TOTAL TO BE CHARGED

**Any additional graphic costs will be applied to your final invoice.*

If artwork is submitted, after Final Deadline, a late fee of \$200 will be applied to Final Deadline price.

IMPORTANT INFORMATION:

- **Graphic Submissions** – Please upload high resolution, print ready graphics to the BOX link provided via email by NAME. Please e-mail Roney.Hernandez@freemanco.com once graphics are uploaded and a proof will be sent for approval in 3-5 days.

To Set Up your Box.com Account

Please follow the instructions below to create your Box.com account (if you do not already have one).

1. Go to Box Link :
2. Click the blue “Get Started” button in the top right corner.
3. Select the free Individual plan - click the “Sign Up” button.
4. Enter your information to create an account then hit “Continue”. This should take you right into Box.com. Follow any prompts provided.

Uploading Graphics to Box.com

1. You will receive an email invitation to view your sponsor folder.
2. The email link will take you to your sponsor folder on Box.com (must set up account to view), where you can upload your print-ready graphic files. Please label files accordingly.
3. After you have successfully uploaded your files, you will see them inside your folder.
4. Email Roney.Hernandez@freemanco.com once files are uploaded.
5. Once we have created a Graphic Proof for your artwork, it will be emailed directly to you for approval. Once approved, your artwork will be sent to production.

o If graphics require a change by the Sponsor after a proof is approved, additional fees may apply.

6. Shipping/Material Handling

- o Advance Warehouse – it is highly recommended that you ship to the Advance Warehouse to ensure your shipment will be in your booth when the move-in begins.*
- o Show Site – you may always ship direct to show site. Please make sure to check the required delivery date as items may be turned away if shipped before assigned date.*
- o Shipping Labels – please make sure the Freeman Shipping Labels are attached to each piece of your shipment. There is a designated label for the Advance Warehouse and Show Site.*
- o Material Handling – a material handling charge will be applied to all shipments sent c/o Freeman. See Material Handling form for pricing.*