

THE DOWNLOAD

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calendar BIFMA EVENTS

BIFMA (the Business and Institutional Furniture Manufacturer's Association) had scheduled the following list of meetings and events at press time. Additional events will be scheduled, so continue to watch for meeting notices on the Internet at www.bifma.org.

October 2, 2001 - Panel Standard Subcommittee Working Group Meeting - BIFMA Headquarters, Grand Rapids MI

October 11 & 12, 2001 - Product Liability Conference - Hotel Sofitel, Rosemont, IL (Chicago area near O'Hare airport)

October 16, 2001 - Chair Standard Subcommittee Working Group Meeting - BIFMA Headquarters, Grand Rapids MI

October 17, 2001
Statistical Information Committee, 11-4 BIFMA Conference Room
2680 Horizon Drive SE / Suite A-1
Grand Rapids, MI 49546

October 23 & 24, 2001 - File/Storage Subcommittee Working Group
Crowne Plaza Hotel, Grand Rapids MI
9:00 AM - 5:00 PM (Purpose: Continue crafting X5.9, proposed new Standard)

October 24, 2001 - Environment Subcommittee Meeting - 1 pm to 4 pm, BIFMA Headquarters, Grand Rapids MI

October 30 & 31, 2001 - Panel Standard Subcommittee Working Group - Crowne Plaza, Grand Rapids, MI
9:00 AM - 5:00 PM October 30, 2001
8:30 AM - 3:00 PM October 31, 2001
(Purpose: Continue crafting the next edition of X5.6)

November 29, 2001 - BIFMA Ergonomics Forum at NeoCon West in Los Angeles (Thursday from 4:00 to 5:00 p.m.)
\$35 Registration Fee (includes copy of Guideline)

April 10-11, 2002 BIFMA Ergonomics Forum at NeoCon South in Atlanta, Georgia (exact day & time to be determined) - \$35 Registration Fee (includes copy of Guideline)

January 30-February 1, 2003 - BIFMA International's Annual Management Conference (NEW DATES); Coral Gables, FL; Telephone: 616.285.3963; Fax: 616.285.3765; Email: email@bifma.org; Internet: www.bifma.org

Association Holding Third Product Liability Conference

BIFMA is putting on another Product Liability Conference this October. The association has conducted two previous seminars and each was well attended. Product Liability concerns are not unique to our industry. The United States is the world leader in lawsuits. The lack of Federal legislation on Product Liability results in each of the 50 states having a unique set of statutes governing the handling of claims and the litigation of cases.



This educational forum is specifically designed for furniture manufacturers and suppliers interested in avoiding and/or addressing product liability litigation. The conference provides our industry with a forum to share experiences and sharpen defense skills.

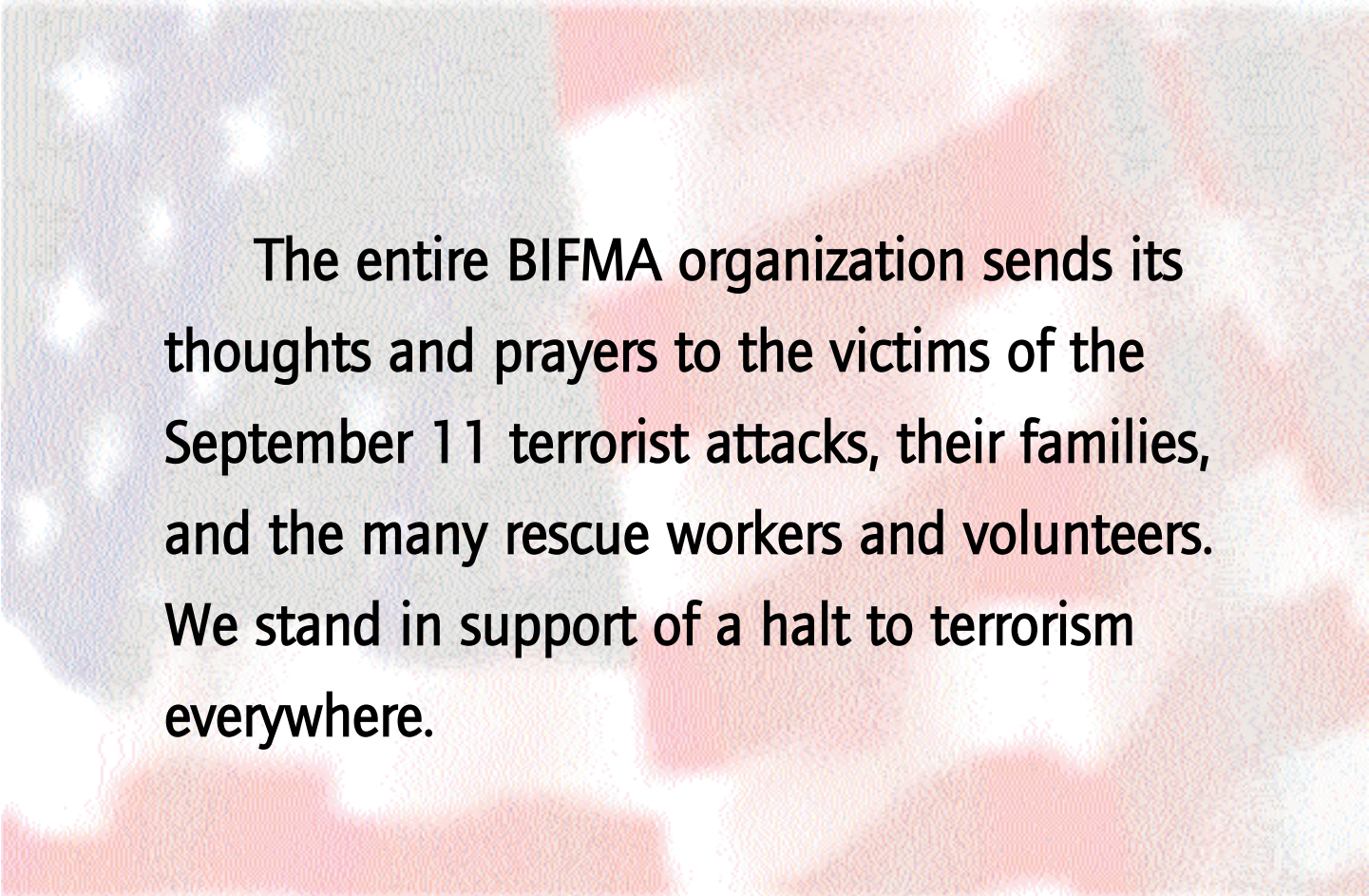
The location will be the Sofitel Hotel in the Chicago area near O'Hare airport. The dates are set

for October 11 & 12, 2001. The conference will feature presentations from individuals with experience as Engineering Expert Witnesses, information on labeling of products, and attorneys conducting a mock trial.

The registration fee for BIFMA Members is \$395 (additional attendees from the same company: \$345) and \$495 for non-members. If you are interested in attending, contact Dick Driscoll (rdriscoll@bifma.org) or register online at http://www.bifma.org/resources/stand_mtg.php3 on the BIFMA website.

WHO SHOULD ATTEND:

- CEO's • CFO's
- Litigation Managers
- Risk Managers
- Product Engineers
- Industrial Designers
- Quality Engineers
- Customer Service Reps
- Corporate Legal Council
- Suppliers to OEM's



The entire BIFMA organization sends its thoughts and prayers to the victims of the September 11 terrorist attacks, their families, and the many rescue workers and volunteers. We stand in support of a halt to terrorism everywhere.

BIFMA Released Quarterly Industry Forecast Update on August 15, 2001

Office furniture shipments declined by just over 16% during the second quarter of 2001 as compared to the second quarter of 2000. Incoming orders declined by 19% during the same period. Year-to-date shipments, through June, are off 9% compared to the first half of 2000. Orders for the first half declined by 14%.

The economic consulting organization that provides BIFMA's forecasting service, DRI-WEFA, predicts continued negative order and shipment growth through the balance of 2001 and into the first half of 2002. DRI-WEFA predicts shipments to decline by 16%, to \$11.14 billion in 2001, and show a negligible increase of 0.2%, to

\$11.16 billion in 2002.

This latest outlook (published August 15, 2001) reflects historical revisions made to key macro-economic variables by the Bureau of Economic Analysis (BEA). The DRI-WEFA office furniture forecast, which is significantly weaker than the one released by BIFMA in May, is especially affected by the BEA's sharp downward revisions to historical corporate profits.

Another key driver of office furniture demand is office building construction. A decline in office construction coupled with the erosion of corporate profits suggest that office furniture orders and shipments will continue to fall through

the first half of 2002 before beginning a modest recovery that should gain momentum during the second half of the year.

Given the depth of the drop that has already occurred, and the fact that the broader economy, while sluggish, is not technically in recession, DRI-WEFA believes the pace of order and shipment declines will begin to moderate after the third quarter of this year. After that, recovery in corporate profits and in service-sector employment growth will set the stage for a recovery in orders and shipments during the second half of 2002.

Four Standards Moving Toward Approval

The BIFMA Engineering Standards Subcommittees have been steadily working on revising the existing ANSI/BIFMA Standards as well as developing new standards. This development/revision work is the primary purpose of the Engineering Committee and its subcommittees. Many hours at subcommittee meetings and lots of effort by the volunteers who attend the meetings have resulted in two revised standards and two new standards very near the point of completion. BIFMA is looking for individuals who would have an interest in commenting on the revisions or new standards. Gathering comments from the general public is part of the standards review process known as "Canvass."

The revised standards are as follows:

1. ANSI/BIFMA X5.1 General Purpose Office Seating

Description: This was BIFMA's first standard in our history of standards development. This standard has seen numerous revisions since it was first published in 1978. X5.1 is also the best known and most widely circulated of all our standards. The new edition will feature improved descriptions of tests, new tests that harmonize with European office seating standards, and a more "user friendly" format within the document.

2. ANSI/BIFMA X5.6 Panel Systems.

Description: This is the standard for Panel-based workstations and components. The new edition will feature improved descriptions of tests, new tests, and an informative annex with information on acoustics. Flammability requirements are also included which parallel the Building Codes used in the USA. Some tests from BIFMA's X5.6 Panel Standard have been incorporated in Underwriters

Laboratories Standard UL 1286. This revision will also have a more "user friendly" format.

The proposed new standards are as follows:

1. X7.1-2001 Office Furniture - Test for Formaldehyde and TVOC Emissions for Low-emitting Panel-based Workstations.

Description: This proposed new standard defines the size of a workstation to be tested, the method of testing, and the acceptance criteria for emissions from panel based office furniture. The method of testing uses the Environmental Test Chamber Requirements of the RTI Large Chamber Test Protocol for Measuring Emissions of VOCs and Aldehydes, version 1.0, dated September 1999. The Large Chamber protocol was the result of a

Research Triangle Institute and Industry program with the support of the US Environmental Protection Agency (EPA).

2. X5.9-2002 Storage Units

Description: This proposed new standard covers any storage type products that are not covered in the BIFMA Desk (X5.5) Files (X5.2 & 5.3) and Panel Standard (X5.6). The BIFMA Subcommittee is working with information from the development activities within ISO Technical Committee 136 Working Group 3, which is revising ISO Standard 7170. The goal is to harmonize testing methods and provide a useful new standard for the office furniture industry.

If you or your company are interested in being part of the public review process for these revisions or proposed new standards, please contact BIFMA. Send an email message or letter to Dick Driscoll (rdriscoll@bifma.org) with an indica-

tion of your interest in participation. Please provide contact information about yourself such as email address, phone and fax, company name and "Interest Category."

Interest categories include:

1. Directly affected public/specifier
2. Distributor/retailer
3. Engineering/Testing Concern
4. Federal Government Agency
5. General Interest
6. State or Local Government
7. Manufacturer
8. Professional Society
9. Trade Association
10. Other

As part of the public review process, participants will receive a copy of the draft standard and a ballot form. The choices for voting are: a. Approve, b. Approve with comment, c. Negative with comment, and d. Abstain. (Negative votes must contain detailed comments.) Participants in the process review the proposed standard, and cast their vote. The votes and comments are returned to BIFMA within a 6-week time frame. Then the various BIFMA subcommittees will review the votes and address the comments. When all the records are gathered and there is a strong majority of approval votes, the records are submitted to ANSI, the American National Standards Institute. If the Board of Standards Review of ANSI is satisfied with our work in the public review process, they will grant the proposed new BIFMA standard "Approval."

Please join us in this essential element of the standards development process. Contact BIFMA and let us know you are interested.

Chicago Site of BIFMA's Annual Meeting

BIFMA International's annual membership meeting was held on Wednesday, June 20, 2001 during NeoCon in Chicago. BIFMA's President, Jack Michaels, (HON INDUSTRIES, Inc.) presided over the meeting and recognized two directors who had recently resigned their Board positions: Kevin Sauder, Sauder Woodworking, and John Thyen, Kimball International. Mr. Michaels presented a commemorative plaque of appreciation to John Thyen in recognition of his years of service as a BIFMA director.



BIFMA Board President Jack Michaels and outgoing Board Member John Thyen

Jack also introduced three new directors recently elected: Mike Dunlap, Suspa, Inc., representing the Supplier membership; Bill Rubino, JOFCO International; and P. Daniel Miller, Kimball Office Group.

The meeting featured several other speakers, including Tom Reardon, BIFMA Executive Director, who presented a summary of recent association accomplishments on behalf of the industry, as well as objectives for the coming year. Dr. Martin Regalia, chief economist with the U.S. Chamber of Commerce, spoke on macro economic conditions and presented his thoughts and perspective on future economic growth opportunities, as well as potential risks.



Annual Meeting Speaker Dr. Martin Regalia, Chief Economist with the U.S. Chamber of Commerce



Chris Kennedy was introduced as the new president of the Merchandise Mart Properties, Inc., replacing Joe Hakim who had been promoted to chief operating officer of MMPI's parent company Vornado Realty Trust. Chris made a presentation on recent MMPI activities and goals for the future.



Chris Kennedy of the Merchandise Mart Greets BIFMA Members

The next BIFMA annual membership meeting will be held in Chicago on June 12, 2002.

Ergonomics Guideline Explained, First of Several Forums Offered at NeoCon

BIFMA has scheduled a series of forums to explain their guideline on furniture intended for computer use. The guideline applies the measurable principles and design requirements established by the International Organization for Standardization (ISO).

Released in January of 2001, the official title of the BIFMA document is "BIFMA G1 - 2001, Ergonomics Guideline for VDT (Visual Display Terminal) Furniture Used in Office Work Spaces". The first educational efforts took place at NeoCon last June in cooperation with the Independent Office Products and Furniture Dealers Association (formerly BPIA). At that event, BIFMA Ergonomics Subcommittee Chairperson Doug Kokot joined Robert Bettendorf at two sessions addressing the status of ergonomics in America.



Bob Bettendorf and Doug Kokot address IOPFDA Session on Ergonomics

NeoCon New York 2001 Cancelled

NeoCon New York will not be held this year due to the terrorist attack on the World Trade Center. The Federal Emergency Management Agency (FEMA) is using the Javits Center as their headquarters for recovery and rebuilding operations. They have told Merchandise Mart Properties that they could be there for several months so a decision was made to cancel this year's show.

BIFMA's Ergonomics Guideline Forum that was scheduled during NeoCon New York is also cancelled but can be seen at NeoCon West in Los Angeles at the end of November or in Atlanta next spring during NeoCon South. For an up-to-date listing of all industry events check the BIFMA website at <http://www.bifma.org>. We will post changes immediately.

Industry specialists and corporate ergonomists who volunteered their time to BIFMA to write the guideline will serve as panelists and presenters at future forums. A fee of \$35 will be charged at each forum and partic-



First Event BIFMA Members Took Their "Ergonomics Guideline Explained" Campaign

ipants will receive a free copy of the guideline which can also be ordered at: <http://www.bifma.org/secure/orderform.html>

A reference document entitled "Ultimate Test For Fit", is available for download without charge at: <http://www.bifma.org/general.pdfs/Ultest.pdf>

Future forums are scheduled for:

o Thursday, Nov. 29, 2001 from 4 to 5 p.m. at NeoCon West in Los Angeles

&

o April 10-11, 2002 (exact day/time to be determined) at NeoCon South

BIFMA Conference Rescheduled

The BIFMA Management Conference scheduled for Feb. 28 - March 2, 2002 in Coral Gables, Florida has been postponed until January of 2003.

After conducting a survey of participants in past conferences, it was decided that it would be best to delay the next conference. It will still take place at the Biltmore Hotel and the new dates are January 30 to February 1, 2003.

The theme of the next conference will be "Leadership in Unstable Times" and conference event sponsors will be given an opportunity to support the same activities that they were planning on supporting in 2002. To receive additional information on the conference, email bmiller@bifma.org.

Commerce Trade Compliance Center

The Trade Compliance Center (TCC) is the U.S. Government's agency that helps exporters facing foreign trade barriers and works to insure that U.S. exporters receive the full benefits negotiated for them in trade agreements with foreign nations. Their job is making sure that America's trade agreements work.

BIFMA has agreed to serve as a liaison with the TCC to assist association members with market access and trade compliance issues. In particular, they are interested in knowing if any of



BIFMA's members believe that they are being treated unfairly in a foreign market or if they are encountering a foreign trade barrier that is limiting their ability to export.

TCC representatives are available to speak at trade events or industry roundtables. Their web site is <http://www.mac.doc.gov/tcc>.

For further information, contact:

Jeff Lynch

Trade Compliance Center

(202) 482-0235

jeffrey_lynch@ita.doc.gov

Woodworking Expo and Conference Expands to Pacific Northwest in 2002

Building on the success of other Industrial Strength Woodworking Expo and Conferences in Dallas and Chicago, Vance Publishing Corp. is launching a new ISW Expo and Conference for the Pacific Northwest. The two-day event is scheduled for Oct. 11-12, 2002, at the Pacific Portland Convention Center in Portland, Oregon.

Co-sponsored by Custom Woodworking Business and Wood & Wood Products magazines, ISW-Portland will offer an interactive exhibit hall featuring the newest woodworking machinery, furniture components, woodworking supplies, tools

and software. The event combines the exhibit hall with a wide range of educational seminars on such topics as:

- Management & Finance
- Estimating, Costing and Bidding
- Marketing Your Company & Designs
- Wood Adhesives & Gluing
- Finishing & Sanding
- Computer-Aided Design Manufacturing
- Working with Laminates
- Veneering

ISW-Portland will be preceded by the

Chicago Industrial Strength Woodworking Expo & Conference, March 8-9, 2002, at the Tinley Park Convention Center in Tinley Park, Chicago's south industrial area.

For more information about either show, contact: ISW Conference Office, 475 South Frontage Road, Suite 101, Burr Ridge, IL 60527-6282. Phone: 630-323-7214 or 888-903-9663. Fax: 630-323-6989. Email: isw@baconhedland.com.

Story provided by Connie Bland, Bland, Inc., 815-637-6691, blandinc@ix.netcom.com.

New BIFMA Members, New Positions

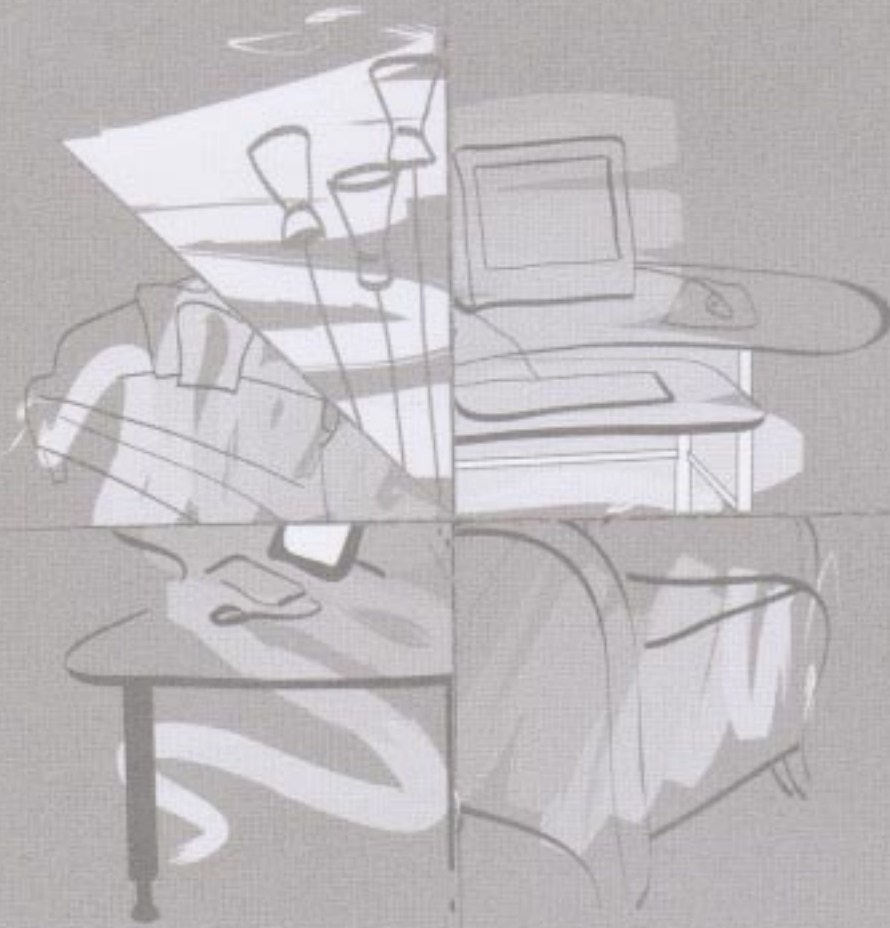
Three new members have joined BIFMA since the last newsletter. We welcome:

Environmental Coatings, supplier, Caledonia, MI; SierraPine, supplier, Moncure, NC; and Haller (Far East), international member, Singapore

BIFMA would also like to congratulate two executives on their new positions. Mr. Wallace Hwang was promoted to President of Office Master, taking the helm of the LaVerne, California company on June 8, 2001. His appointment was

simultaneous with that of his predecessor, Mr. William Chow, who advanced to the post of Chief Executive Officer.

Send notices of news at your company to this publication at bmiller@bifma.org.



If you plan, design or manage commercial interiors, NeoCon® West will provide you with products, services and industry leaders you're looking for today. More than 300 major manufacturers, the latest products, and numerous seminars and association forums make NeoCon West the industry event on the West Coast for commercial interiors. It's your opportunity to explore what's new in design and learn from industry professionals, while networking at special events in the heart of Los Angeles.

For more information or to register online, visit www.merchandisemart.com (click on NeoCon West) or call 888.791.5654.

The West Coast's Regional Conference and
Exposition for Commercial Interiors

NeoCon® West

Los Angeles Convention Center
November 29-30, 2001 • Los Angeles, California

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CALENDAR of industry events

In Review is published quarterly by BIFMA International to provide a brief update of committee and association activities.

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Updated regularly on BIFMA's Internet Site: www.bifma.org

Oct. 2-4, 2001 - WorkPlace '01 - London (biannual); Internet: www.workplace-event.co.uk

Oct. 8-12, 2001 - Human Factors and Ergonomics Society Annual Meeting - Minneapolis/St. Paul, MN; Internet: <http://hfes.org>

October 9, 2001 - Business Innovation Through Sustainability - The West Michigan Sustainable Business Forum presents its 7th Annual Conference on Business Sustainability. For further information contact Bill Stough at 616.459.3737 or Lisa Locke at 616.451-3051

October 11 & 12, 2001 - Product Liability Conference - Hotel Sofitel, Rosemont, IL (Chicago area near O'Hare airport); Internet: www.bifma.org/resources/stand_mtg.php3

October 18-25, 2001 - International Home Furnishings Market - High Point

November 1-3, 2001 - NeoCon New York - Cancelled due to conflict with Federal Emergency Management Agency (FEMA) activities at the Javits Center following terrorist attack on the city.

November 4-6, 2001 - National Organization of Minority Architects (NOMA) International Congress & Exposition - Las Vegas, Nevada; Telephone: 301.941.1065.

November 8-9, 2001 (& Nov. 6-7, 2003) - Midwest Industrial Woodworking ExpoSM (Formerly the Midwest-Grand Rapids Woodworking & Furniture Supply Fair®) - Grand Center, Grand Rapids, MI; Contact: Trade Shows, Inc., PO Box 2000, Claremont, NC 28610; Telephone: 828-459-9894; FAX: 828-459-1312; E-mail: tsiwoodworkingshows@twave.net. Website: www.tsiwoodworkingshows.com.

Nov. 16-17, 2001, Industrial Strength Woodworking Expo & Conference, sponsored by Custom Woodworking Business and Wood & Wood Products magazines, Portland, OR.

Nov. 20 - 23, 2001 - International Furniture Fair Tokyo (IFFT) 2001 - Tokyo Big Sight, Japan; Email: info@idafij.or.jp; Internet: <http://idafij.com>

November 29, 2001 - NeoCon West - BIFMA association forum on Ergonomics Guideline, 4 to 5 p.m.

November 29-30, 2001, 2001 (Nov. 20-21, '02)- NeoCon West - Los Angeles, CA; Contact: Merchandise Mart Properties, Inc.; Telephone: 312.527.7600; Internet: www.neoconwest.com

November 30 & December 1, 2001 - Florida Woodworking & Furniture Supply Show®; Orlando, FL; Featuring machinery, tooling, supplies and services for the furniture, cabinet, casegoods, millwork and industrial wood products industries. Now featuring solid surface fabricating suppliers. Contact: Trade Shows, Inc., PO Box 2000, Claremont, NC 28610; Telephone: 828-459-9894; FAX: 828-459-1312; E-mail: tsiwoodworkingshows@twave.net. Website: www.tsiwoodworkingshows.com.

Dec. 11-13, 2001, National Ergonomics Conference & Exposition - Las Vegas NV; Telephone: 800.222.2596

February 15 & 16, 2002- Carolinas Industrial Woodworking ExpoSM, Greensboro Coliseum Complex, Greensboro, NC; Contact: Trade Shows, Inc., PO Box 2000, Claremont, NC 28610; Telephone: 828.459.9894; FAX: 828.459.1312; Internet: www.tsiwoodworkingshows.com.

February 28 to March 5, 2002 - International Office Furniture Trade Show, OFITEC 2002 - Madrid, Spain; Internet: www.ofitec.ifema.es

April 10-11, 2002 - NeoCon South - Atlanta, GA; Contact: Merchandise Mart Properties, Inc.; Telephone: 312.527.7598; Internet: www.merchandisemart.com

October 22-26, 2002 - ORGATEC 2002 - Cologne, Germany (biannual) Contact: German American Chamber of Commerce; 212.974.8837; Internet Site: www.koelnmesse.de / orgatec; E-mail: orgatec@koelnmesse.de

October 30-31, 2002 - NeoCon New York - Jacob K. Javits Convention Center, New York NY; Contact: Merchandise Mart Properties Inc.; Telephone: 800.677.6278; Internet www.merchandisemart.com

January 30-February 1, 2003 - BIFMA International's Annual Management Conference - Coral Gables, Florida; Telephone: 616.285.3963; Fax: 616.285.3765; Email: email@bifma.org; Internet: www.bifma.org