

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 8' x 10' booth will be set with 8' high red backwall drape, 3' high blue side dividers, (1) 6' blue draped table, 2 Limerick® chairs by Herman Miller and (1) corrugated wastebasket. Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

**EXHIBIT HALL CARPET**

The exhibit area is carpeted. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates. Place your order by Wednesday, April 17, 2019.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

Wednesday May 8 10:00 a.m. - 1:00 p.m.

**All exhibits must be fully installed by 1:00 p.m., Wednesday, May 8, 2019.**

**EXHIBIT HOURS**

Wednesday May 8 1:00 p.m. - 3:00 p.m.

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Wednesday May 8 3:00 p.m. - 7:00 p.m.

**SERVICE CENTER HOURS**

We will have staff available at show site at the Exhibitor Services Center as follows:

Wednesday May 8 9:00 a.m. - 8:00 p.m.

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty crates starting at **3:00 p.m. May 8, 2019.**
- All exhibitor materials must be removed from the exhibit facility by **7:00 p.m., Wednesday, May 8, 2019.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **4:30 p.m., Wednesday, May 8, 2019.**

**POST SHOW PAPERWORK AND LABELS**

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

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during 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. Please call our Exhibitor Services Department at (773) 473-7080 for a quote

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

8201 West 47th Street  
 McCook, IL 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada  
 Fax (469) 621-5810  
 (817) 607-5100 Local & International

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by **Wednesday, April 17, 2019**. 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](http://FreemanOnline).

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

**SHIPPING INFORMATION**

Warehouse shipping address:

**NATIONALEASE - MAINTENANCE MANAGERS MTG & PRODUCT**  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 c/o FREEMAN  
 2500 West 35th Street  
 Chicago, IL 60632

**NOTE:** Any shipment that has a single piece that weighs over 5,000 lbs. **MUST** have that shipment delivered direct to Show Site and **NOT** to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **Wednesday, April 10, 2019** at the above address. Materials arriving after **Tuesday, April 30, 2019** will be received at the warehouse with an additional after deadline charge.

**Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.**

**Do NOT ship advance freight to the The Palmer House Hilton. The hotel has NO storage facilities and the freight will incur additional handling charges from the hotel. Freeman will accept DIRECT freight shipments at the Palmer House Hilton, 17 East Monroe Street, Chicago, IL 60603 on (Wednesday, May 8, 2019) ONLY for all exhibit halls.**

**Please Note:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

**LABOR INFORMATION**

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for Display Labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

**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 Freeman Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

**Order early to take advantage of advance order discount rates. Place your order by Wednesday, April 17, 2019.**

#### **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 your booth. This can cause serious injury or damage to materials.

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

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure 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 (EAC's). Thank you for your cooperation.

### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.