FREEMAN

2012 US Lacrosse National Convention
January 13-15, 2012
Pennsylvania Convention Center
Philadelphia, Pennsylvania

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLUE, WHITE and RED back drape, 3' high WHITE side dividers, (1) 6' WHITE draped table, (2) side chairs, (1) wastebasket, 9' x 10' GRAY booth carpet and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The aisles will be carpeted in GRAY.

DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at www.freemanco.com/store by December 29, 2011.

Save money by ordering services and labor in advance. All services including display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Thursday	January 12, 2012	12:00 PM	-	5:00 PM
Friday	January 13, 2012	8:00 AM	-	12:00 PM

All booths MUST be set by 12 PM on Friday to allow cleaning time, removal of crates and a show management walk-through.

EXHIBITOR REGISTRATION

Thursday	January 12, 2012	5:00 PM	-	9:00 PM
Friday	January 13, 2012	8:00 AM	-	12:00 PM

EXHIBIT HOURS

Friday	January 13, 2012	1:00 PM	-	6:30 PM
Saturday	January 14, 2012	10:00 AM	-	5:00 PM

All booths MUST remain open until the show closes at 5 PM on Saturday.

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Saturday	January 14, 2012	5:00 PM	-	9:00 PM

We will return empty containers by January 14, 2012 at 7:00 PM.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Saturday, January 14, 2012 at 9:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Saturday, January 14, 2012 at 6:00 PM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 fax (469) 621-5618
FreemanNewYorkES@freemanco.com

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

SERVICE CENTER HOURS

Thursday	January 12, 2012	10:00 AM	-	5:00 PM
Friday	January 13, 2012	8:00 AM	-	5:00 PM
Saturday	January 14, 2012	10:00 AM	-	9:00 PM

FREEMAN ONLINE®
Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine®.
To place online orders you will be required to enter your unique Login ID and Password.
If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION
Warehouse shipping address:

Exhibiting Company Name / Booth #_____
2012 US Lacrosse National Convention
C/O FREEMAN
4201 TACONY STREET
PHILADELPHIA, PA 19124

Freeman will accept crated, boxed or skidded materials beginning Tuesday, December 06, 2011 at the above address. Material arriving after January 06, 2012 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth #_____
2012 US Lacrosse National Convention
C/O FREEMAN
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107-2299

Freeman will receive shipments at the exhibit facility beginning (insert date). 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.

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 (201) 299-7575.

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 Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

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HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by December 29, 2012.

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 trasport 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 www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.