

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side drape and a 7" x 44" one-line identification sign. **BY ORDER OF THE FIRE MARSHAL, NOTHING MAY BE ATTACHED TO THIS DRAPE.**

**EXHIBIT HALL CARPET**

The exhibit area is carpeted, though you may order carpet to match your decor.

**DISCOUNT PRICE DEADLINE DATE**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by February 15, 2010.

Save money by ordering labor in advance. All 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 preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Sunday February 28, 2010 8:00 AM - 7:00 PM

**Access to the exhibit floor will be allowed to all delegates (Sponsors/Exhibitors/Attendees) from 7AM-7:30PM on Monday, March 1st and Tuesday, March 2nd and 7AM-12PM on Wednesday, March 3rd.**

**Specific Break Times for attendees to visit the exhibit area are:**

Monday	March 01, 2010	11:30 AM - 12:00 PM 1:30 PM - 2:30 PM 3:45 PM - 4:15 PM
Tuesday	March 02, 2010	10:30 AM - 12:00 PM 1:30 PM - 2:30 PM 3:45 PM - 4:15 PM
Wednesday	March 03, 2010	10:15 AM - 10:45 AM

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Wednesday March 03, 2010 12:00 PM - 6:00 PM

**DISMANTLE AND MOVE-OUT INFORMATION**

- All exhibitor materials must be removed from the exhibit facility by Wednesday, March 03, 2010 at 6:00 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 Wednesday, March 03, 2010 at 5:00 PM.

**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.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

FREEMAN	FREEMAN EXHIBIT TRANSPORTATION
13101 Almeda Rd.	(800) 995-3579 fax (817) 385-0983
Houston, TX 77045	
(713) 433-2400 fax (469) 621-5613	
FreemanHoustonES@freemanco.com	

**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](http://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 (1-888-508-5054).

**SHIPPING INFORMATION**

**Warehouse Shipping Address:**

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**DIGITAL PLANT MARCH 2010**  
 C/O FREEMAN  
 2000 CAVALCADE  
 HOUSTON, TX 77009

Freeman will accept crated, boxed or skidded material beginning Friday, January 29, 2010 at the above address. Material arriving after February 23, 2010 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 - 4:30 PM.

**Show Site Shipping Address:**

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**DIGITAL PLANT MARCH 2010**  
 C/O FREEMAN  
 HILTON AMERICAS HOUSTON  
 1600 LAMAR ST, GRAND BALLROOM A-F & IL - 4TH LEVEL  
 HOUSTON, TX 77010

Freeman will receive shipments at the exhibit facility beginning Sunday, February 28, 2010 at 8:00 AM. 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.

**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.

**MATERIAL HANDLING OVERTIME CHARGES**

- \*Freight will be moved into the facility on Sunday, February 28, 2010 and will be subject to overtime rates.
- \*Freight moved out of the facility after 4:30 PM on Wednesday, March 03, 2010 will be subject to overtime rates.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 713-433-2400.

**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 Houston Exhibitor Services at 713-433-2400 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 February 15, 2010.

#### 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 preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at (713-433-2400) with any questions or needs you may have.