

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high gray back drape, 3' high gray side drape, (1) 6' gray draped table, (2) Limerick chairs, (1) wastebasket, and (1) 7" x 44" one-line booth identification sign.

**EXHIBIT HALL CARPET**

The exhibit area is carpeted.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates, place your order by December 16, 2017.**

**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](http://www.freemanco.com/preshowFAQ)

*Please note: All freight must be shipped to Freeman's Advance Warehouse.*

Tuesday	January 03, 2017	4:00 p.m. - 8:00 p.m.
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**EXHIBIT HOURS**

Wednesday	January 04, 2017	10:00 a.m. - 7:00 p.m.
Thursday	January 05, 2017	8:30 a.m. - 6:00 p.m.
Friday	January 06, 2017	8:30 a.m. - 4:30 p.m.
Saturday	January 07, 2017	8:30 a.m. - 1:30 p.m.

**EXHIBITOR MOVE-OUT**

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

Saturday	January 07, 2017	1:30 p.m. - 4:30 p.m.
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**We will begin returning empty containers at the close of the show.**

**DISMANTLE AND MOVE-OUT INFORMATION**

- All exhibitor materials must be removed from the exhibit facility by Saturday, January 07, 2017 at 4:30 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in at the below address by Saturday, January 07, 2017 at 3:30 p.m.:

Baltimore Renaissance Harborplace  
202 E Pratt Street  
Baltimore, MD 21202

**PLEASE NOTE: The above address is only for post-show pick-ups during exhibitor move-out. Please do NOT send any materials to the Baltimore Renaissance Harborplace in advance. Advance shipments must be shipped to Freeman's Advance Warehouse. See "Shipping Information" on the following page.**

**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

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 fax (469) 621-5609  
FreemanWashingtonES@freemanco.com

### FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1 (512) 982-4187 Outside the US or +1 (817) 607-5183  
Shipping Services or fax +1 (469) 621-5810 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

### FREEMAN ONLINE®

**Take advantage of discount pricing by ordering at [www.freemanco.com/store](http://www.freemanco.com/store) by December 16, 2017.**

Using the enhanced Freeman Online, 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. Additionally, you can now access Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "**Create an Account**" link. To access Freeman Online without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store). you can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

### SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**APA EASTERN REGIONAL MEETING 2017**  
C/O Freeman  
9900 Business Parkway  
Lanham, MD 20706

Freeman will accept crated, boxed or skidded materials beginning Monday, December 05, 2016, at the above address. Material arriving after December 28, 2016 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 a.m. - 3:30 p.m. If required, provide your carrier with this phone number: (301) 918-7975

***\*ALL materials must be shipped to the above Warehouse Shipping Address. Please do NOT send any materials to show site.\****

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

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

### ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 301-918-7975.

**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 feature you may contact Freeman Exhibitor Services at (301) 918-7975 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by December 16, 2017.

#### **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, 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 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**

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

Call Freeman's Exhibitor Services department at (301) 918-7975 with any questions or need you may have.