

**EASY IS NICE, ON ANY DEVICE**

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

The Booth Package will include 8' high BLACK back drape and 3' high BLACK side dividers. The Pavilion Booth Package will include 8' high RED back drape and 3' high RED side dividers. Booth ID Signs are complimentary if ordered before May 28, 2018. Please fill out the Booth ID Sign Order Form if you miss this deadline.

**EXHIBIT HALL CARPET**

The exhibit area is not carpeted; however, the main aisles will be carpeted in CAYENNE (red), the pavilion aisles in BLACK, and the remaining aisles in TUXEDO.

Please Note: All booths are required to have floor covering per Show Management.

A one-time booth vacuuming before the show opens is provided for carpets ordered through Freeman. If you require additional daily cleaning, please see the Cleaning Order Form for more information.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates, place your order by May 28, 2018**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to

[www.freeman.com/FAQPreshow](http://www.freeman.com/FAQPreshow)

**Please refer to the Targeted Direct Freight Delivery Only Plan for the Designated Freight Arrival Schedule. The Target Plan will be strictly enforced. No shipments will be accepted prior to or after the allocated target date.**

Monday	June 18, 2018	7:00 AM - 5:00 PM
Tuesday	June 19, 2018	7:00 AM - 5:00 PM
Wednesday	June 20, 2018	7:00 AM - 5:00 PM

**EXHIBIT HOURS**

Thursday	June 21, 2018	10:00 AM - 6:00 PM
Friday	June 22, 2018	10:00 AM - 6:00 PM

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on post-show procedures and move-out, please go to

[www.freeman.com/FAQPostshow](http://www.freeman.com/FAQPostshow)

Friday	June 22, 2018	6:00 PM - 11:59 PM
Saturday	June 23, 2018	12:00 AM - 2:00 AM
Saturday	June 23, 2018	6:00 AM - 11:00 PM
Sunday	June 24, 2018	6:00 AM - 10:00 AM

**DISMANTLE AND MOVE-OUT INFORMATION**

We will begin returning empty containers once aisle carpet is removed, this process could take up to 9 hours. All exhibitor materials must be removed from the exhibit facility by Sunday, June 24, 2018 at 9:00 AM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, June 24, 2018 at 7:00 AM.

**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**

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

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 US & Canada or +1(512) 982-4187  
 or +1(817) 607-5183 Local & International Shipping  
 Services or fax (469) 621-5810 or  
 email: exhibit.transportation@freeman.com

**SERVICE CENTER HOURS**

We will have staff available at the Freeman Service Center as follows:

Monday	June 18, 2018	7:00 AM - 5:00 PM
Tuesday	June 19, 2018	7:00 AM - 5:00 PM
Wednesday	June 20, 2018	7:00 AM - 5:00 PM
Thursday	June 21, 2018	8:00 AM - 6:30 PM
Friday	June 22, 2018	8:00 AM - 11:59 PM
Saturday	June 23, 2018	6:00 AM - 11:00 PM
Sunday	June 24, 2018	6:00 AM - 10:00 AM

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by May 28, 2018.** 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. Additionally, you can now access FreemanOnline 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 FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device 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 # \_\_\_\_\_  
**AIA Conference on Architecture 2018**  
 C/O FREEMAN  
 1 RAILROAD PL  
 MASPETH, NY 11378

Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse."

Freeman will accept crated, boxed or skidded materials beginning Monday, May 21, 2018, at the above address. Material arriving after June 11, 2018 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. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**AIA Conference on Architecture 2018**  
 C/O FREEMAN  
 JACOB K. JAVITS CONVENTION CENTER  
 655 W 34TH ST  
 NEW YORK, NY 10001-1188

Freeman will receive shipments at the exhibit facility beginning Monday, June 18, 2018. 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. If required, provide your carrier with this phone number: (201) 299-7575.

**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. Refer to the Material Handling form for charges for this service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges.

#### **aisle CARPET REMOVAL / RETURNING OF EMPTY CONTAINERS**

We will start rolling up the aisle carpet at 6:00 PM on Friday, June 22nd. This will take approximately 1.5 hours. When this process is finished, empty containers will be returned to all the booths. This process may take **up to 9 hours** to be completed. Please keep all aisles clear to enable us to complete this process as quickly as possible, and schedule your dismantle labor and carrier pick up accordingly.

**NOTE: Small and/or valuable items should not be left unattended at any time during the move out process. Please remove or secure these items.**

#### **\*\*\* IMPORTANT -- ENVIRONMENTAL RESPONSIBILITY REGARDING CARPET & EXHIBITS \*\*\***

AIA requires exhibitors to ship out all carpet, pad and exhibit properties that are brought into the JKJCC (this does not apply to carpet rented through Freeman). It goes against our Green Policy to abandon these items on the show floor. If you plan on disposing carpeting, carpet padding or display components, please contact the Javits Center's Sr. Director of Environmental Services Adriana Fargelli ([afargelli@javitscenter.com](mailto:afargelli@javitscenter.com)) or, while at the Javits Center, visit the Javits Center Service Desk to obtain a post-event "trash out" quotation. **All charges for exhibitor materials left behind will be billed back to the exhibitor from show management, no exceptions.**

#### **OUTBOUND MATERIAL HANDLING & SHIPPING LABELS**

A Freeman Outbound Material Handling form must accompany EACH outbound shipment. This form, along with shipping labels, may be obtained at the Freeman Service Desk. **NOTE: Shipping is not an automatic process. You must contact your carrier and schedule a pick up.** Do not leave your Outbound Material Handling form(s) in your booth. They **must** be turned into the Freeman Service Desk when all of your freight is packed and labeled for its destination. All Outbound Material Handling forms must be turned in no later **10:00 AM on Sunday, June 24<sup>th</sup>**. Freeman is not responsible for shipments left on the floor without an Outbound Material Handling form.

#### **CARRIERS / SHIPPING DEADLINES**

All carriers (except UPS and FedEx) must sign in at 36th and 12<sup>th</sup> Avenue (*follow the Freeman Storefront Driver Check-in Office instructions in the manual*). Shipments will be handled on a first come, first serve basis according to the order in which the Outbound Material Handling forms were turned in to the Freeman Service Desk and when the carrier checked in. **All carriers must check in by 7:00 AM on Sunday, June 24<sup>th</sup>**. If your carrier fails to show up for your shipment by the check in time, your freight will be re-routed onto the show carrier at your expense. The official show carrier is Freeman Exhibit Transportation (FET) for Ground and Air, and Kuehne + Nagel for International.

**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 Service Desk. Refer to the order form for 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 (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 New York Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by May 28, 2018

#### **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 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**

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

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freeman.com/FAQPreshow](http://www.freeman.com/FAQPreshow)

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