

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLACK and BROWN back drape and 3' high BLACK side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Please note that electrical service is not included in your booth equipment. To accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if electrical service is utilized without an order on file.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. The aisles will be carpeted in LATTE.

Please note that floor covering of your booth space is mandatory per your AAPG Contract and the AAPG Exhibitor Manual.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by [APRIL 26, 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

Thursday	May 17, 2018	1:00 p.m.	-	6:00 p.m.	600+ sqft only
Friday	May 18, 2018	8:00 a.m.	-	6:00 p.m.	400+ sqft only
Saturday	May 19, 2018	8:00 a.m.	-	8:00 p.m.	All Exhibitors
*Empties MUST be clear of aisles by 5:00 p.m.					
Sunday	May 20, 2018	8:00 a.m.	-	4:00 p.m.	All Exhibitors
*All exhibits must be complete by 4:00 p.m.					
*No crates, boxes or booth builds will be allowed after this time.					

Please note labor and material handling services performed after 5:00 p.m. on weekdays and all day Saturday and Sunday will be subject to overtime charges.

EXHIBIT HOURS

Sunday	May 20, 2018	5:00 p.m.	-	7:30 p.m.
Monday	May 21, 2018	9:00 a.m.	-	6:00 p.m.
Tuesday	May 22, 2018	9:00 a.m.	-	6:00 p.m.
Wednesday	May 23, 2018	9:00 a.m.	-	2:00 p.m.

EXHIBITOR MOVE-OUT

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

Wednesday	May 23, 2018	2:00 p.m.	-	8:00 p.m.	All Exhibitors
*Please DO NOT start tear down before 2:00 p.m. as there will be a Poster Presentation still in progress.					
Thursday	May 24, 2018	8:00 a.m.	-	2:00 p.m.	All Exhibitors

Please note labor and material handling services performed after 5:00 p.m. will be subject to overtime charges.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed.
- All exhibitor materials must be removed from the exhibit facility by **2:00 p.m. on May 24**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **12:00 p.m. on May 24**.

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

850 Spice Island Drive
 Sparks, NV 89431
 Ph: (775) 355-4600 Fax: (469) 621-5617
 FreemanRenoES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
 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 Services Center as follows:

Thursday	May 17, 2018	1:00 p.m.	-	6:00 p.m.
Friday	May 18, 2018	8:00 a.m.	-	6:00 p.m.
Saturday	May 19, 2018	8:00 a.m.	-	8:00 p.m.
Sunday	May 20, 2018	8:00 a.m.	-	6:00 p.m.
Monday	May 21, 2018	8:00 a.m.	-	5:00 p.m.
Tuesday	May 22, 2018	8:00 a.m.	-	5:00 p.m.
Wednesday	May 23, 2018	8:00 a.m.	-	8:00 p.m.
Thursday	May 24, 2018	8:00 a.m.	-	2:00 p.m.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by **APRIL 26, 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. You can also download and use the FOL Mobile App from the Apple or Android store, or here: <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 FreemanOnline, 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:

AAPG 2018
Exhibiting Company Name
Booth # _____
C/O FREEMAN / BTX-LOGITRANS
3775 W. California Ave., Ste. 300
Salt Lake City, UT 84104

Freeman will accept crated, boxed or skidded material beginning **APRIL 17, 2018** at the above address. Material arriving after **MAY 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 - 3:30 PM. If required, provide your carrier with this phone number: (775) 355-4600

Show Site Shipping Address:

AAPG 2018
Exhibiting Company Name
Booth # _____
SALT PALACE CONVENTION CENTER
C/O FREEMAN
100 S. West Temple
Salt Lake City, UT 84101

Freeman will receive shipments at the exhibit facility beginning **at 1:00 p.m. MAY 17, 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: (775) 355-4600

Please note: All items and materials that must be brought into the facility are 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 the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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 (775) 355-4600.

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 Reno Exhibitor Services at (775) 355-4600 or Freeman's Customer Support Center at (888)508-5054 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 **APRIL 26, 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, 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 you 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.freeman.com/FAQPreshow

For more information and helpful hints on postshow procedures and move-out, please go to www.freeman.com/FAQPostshow

Call Freeman's Exhibitor Services department at (775) 355-4600 with any questions or needs you may have.