SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10 x 10 booth will be set with 8’ high black backwall drape, 3’ high black side dividers. Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area is NOT carpeted; however, the aisles will be carpeted in Tuxedo (charcoal/black mix). Please note that floor covering is mandatory. You may rent booth carpet from Freeman or you may use your own carpet or show management approved similar floor covering; however, it must cover your entire area (no concrete showing).

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by **FRIDAY, MARCH 8, 2019**.

SHOW SCHEDULE

HEAVY MACHINERY MOVE IN *BY APPOINTMENT ONLY

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>March 30</td>
<td>8:00 a.m. – 4:30 p.m.*</td>
</tr>
<tr>
<td>Sunday</td>
<td>March 31</td>
<td>8:00 a.m. – 4:30 p.m.*</td>
</tr>
<tr>
<td>Monday</td>
<td>April 1</td>
<td>8:00 a.m. – 4:30 p.m.*</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>April 2</td>
<td>7:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 3</td>
<td>6:00 a.m. – 10:00 a.m.</td>
</tr>
</tbody>
</table>

EXHIBIT HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>April 3</td>
<td>12:00 p.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 4</td>
<td>9:30 a.m. – 5:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>April 5</td>
<td>9:00 a.m. – 1:00 p.m.</td>
</tr>
</tbody>
</table>

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to [http://www.freeman.com/PostShowFAQ](http://www.freeman.com/PostShowFAQ)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>April 5</td>
<td>1:00 p.m. – 10:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>April 6</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
</tbody>
</table>

NOTE: Overtime rates will apply during the entire move out.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting once aisle carpet is removed.
- All exhibitor materials must be removed from the exhibit facility by **5:00 p.m., Saturday, April 6, 2019**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **11 a.m., Saturday, April 6, 2019**.

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.
EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (773) 473-7080 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:
FREEMAN
8201 West 47th Street
McCook, IL  60525
(773) 473-7080  •  Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.
9260 W. 55th Street
McCook, Illinois 60525
(708) 255-7100  •  Fax (469) 255-7105

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada  •  Fax (469) 621-5810
(817) 607-5100 Local & International  •  Email: exhibit.transportation@freeman.com

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freeman.com by FRIDAY, MARCH 8, 2019. 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 FreemanOnline from any device — desktop, laptop, tablet or via our new Freeman Online 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. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online 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 and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION
Warehouse shipping address:

NASCC: THE STEEL CONFERENCE
Exhibiting Company Name
Booth #__________

UPS FREIGHT WAREHOUSE
C/O FREEMAN
8500 N Hall Street
St. Louis, MO 63147

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman’s Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning FRIDAY, MARCH 1, 2019 at the above address. Materials arriving after FRIDAY, MARCH 22, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials or freight requiring refrigerated or frozen storage. Certified weight tickets must accompany all shipments.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.
Freeman will receive shipments at the above address beginning **Saturday, March 30, 2019**. 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. 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**

If utilizing Freeman labor, please refer to the appropriate order form to place your order for Labor. Exhibitors will need to pick up and release their labor at the Service Desk. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the Labor Jurisdictions form for additional information.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

**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 Chicago Exhibitor Services at (773) 473-7080 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 FRIDAY, MARCH 8, 2019.

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 pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ

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

Call Freeman’s Exhibitor Services department at (773) 473-7080 with any questions or needs you may have.