

FREEMAN

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**SEMICON West 2019 &
ES DESIGN WEST 2019**
July 9-11, 2019
Moscone Center

FREEMAN quick facts

The Moscone Center is located in an urban environment with the truck marshaling area several miles away from facility. Freeman strongly urges our customers to ship your exhibit and/or product to our Advance Receiving Warehouse. This will ensure timely delivery and avoid excessive driver waiting surcharges at show site.

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

Each 10' x 10' booth will be set with 8' high **black** back drape, 3' high **black** side dividers and a 7" x 44" one-line identification sign printed based on what was submitted to Show Management on the application contract and/or the Event Guide information. Additional signs can be ordered from the Graphics & Signs Order Form (Section 6). Note: there are no utility aisles at SEMICON West, however, there is a mandatory 9" clearance on the backwall for all configurations, except for island configurations.

EXHIBIT HALL CARPET

Please note that all raw booth spaces do not include carpet. While some exhibit halls are permanently carpeted, it is mandatory to order carpet to achieve a more professional, cohesive look. Please order your carpet from the Freeman Carpet Order Form (Section 6). **Semicon West 2019 aisles will have black carpet, and ES Design West 2019 aisles will have latte carpet.**

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by June 14, 2019. Orders placed after June 14, 2019 will be charged the standard price and are subject to availability.

SHOW SCHEDULE

EXHIBITOR SET-UP PERIOD - (NORTH AND SOUTH HALL)

Wednesday, July 3, 2019	8:00 am - 5:00 pm (Targeted Booths Only)
Thursday, July 4, 2019	Dark Day
Friday, July 5, 2019	8:00 am - 5:00 pm
Saturday, July 6, 2019	8:00 am - 5:00 pm
Sunday, July 7, 2019	Dark Day
Monday, July 8, 2019	8:00 am - 6:00 pm
Tuesday, July 9, 2019	8:00 am - 10:00 am (Final Booth Check)

Exhibitors will have access to the halls during the entire set-up period, except on Thursday, July 4th and on Sunday, July 7, 2019, as the exhibit hall will be closed on these days. All crates and cartons must be marked empty for storage NO LATER THAN 10:00 am Monday, July 8, and all exhibits must be fully installed by **6:00 pm Monday, July 8**, unless otherwise indicated.

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

EXHIBIT HOURS

Tuesday	July 9, 2019	10:00 am - 5:00 pm
Wednesday	July 10, 2019	10:00 am - 5:00 pm
Thursday	July 11, 2019	10:00 am - 4:00 pm

EXHIBITOR DISMANTLE PERIOD

Thursday	July 11, 2019	4:00 pm - 8:00 pm
Friday	July 12, 2019	8:00 am - 8:00 pm
Saturday	July 13, 2019	8:00 am - 1:00 pm

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

SERVICE CENTER HOURS

We will have staff available at show site at the Freeman Service Desk as follows:

Wednesday	July 3, 2019	8:00 am - 5:00 pm (Targeted Booths Only)
Thursday	July 4, 2019	Dark Day
Friday	July 5, 2019	8:00 am - 5:00 pm
Saturday	July 6, 2019	8:00 am - 5:00 pm
Sunday	July 7, 2019	Dark Day
Monday	July 8, 2019	8:00 am - 6:00 pm
Tuesday	July 9, 2019	8:00 am - 5:00 pm
Wednesday	July 10, 2019	9:00 am - 5:00 pm
Thursday	July 11, 2019	9:00 am - 8:00 pm
Friday	July 12, 2019	8:00 am - 8:00 pm
Saturday	July 13, 2019	8:00 am - 1:00 pm

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 7 hours.
- All carriers must check-in no later than **Saturday, July 13 at 12:00 Noon**.
- All exhibitor materials not removed by **Saturday, July 13 at 12:00 Noon** will be re-routed via Freeman's choice or returned to the warehouse to await disposition at the exhibitor's expense.
- Last-in/first-out booths must be dismantled as soon as the aisle carpet has been removed. Cross aisle carpeting must be removed immediately upon show closing.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Please complete the Outbound Shipping form (Section 9) 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

245 S. Spruce Avenue, Suite 100
 South San Francisco, CA 94080
 +1.650.878.6100 • Fax: +1.469.621.5607
semiconwest@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

Phone: +1.800.995.3579 US & Canada
 +1.512.982.4187 Outside the US International
 Shipping Services or fax +1.469.621.5810
exhibit.transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by June 14, 2019. 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 +1.888.508.5054 Toll Free US and Canada or +1.512.982.4186 Local and International.

SHIPPING INFORMATION

HANGING SIGNS AND CARPET/PADDING MUST BE SHIPPED TO THE ADVANCE WAREHOUSE ADDRESS TO INSURE TIMELY INSTALLATION. PLEASE USE THE SPECIAL SHIPPING LABELS INCLUDED IN THIS KIT TO CLEARLY IDENTIFY THESE ITEMS. Warehouse shipping address:

SEMICON West 2019 & ES Design West 2019
 Exhibiting Company Name
 Booth # _____ Hall _____
 C/O FREEMAN / PDS-Palmisano Delivery Svc
 435 23rd Street
 San Francisco, CA 94107

Our warehouse will be closed
 Thursday, July 4, in observance of the
 holiday.

To avoid additional after deadline charges, materials must arrive by June 26, 2019. Freeman will accept crated, boxed or skidded materials beginning **June 03, 2019** at the above address. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. **Warehouse receiving hours are 8:00 am - 3:30 pm, Monday-Friday, except holidays. Drivers must check in no later than 3:30 pm in order to be off-loaded on arrival date.** Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: +1.650.878.6100.

If your material will be sent to show site and your booth is located in the North or South Hall please ship your materials to:

Show Site Shipping Address:

SEMICON West 2019 & ES Design West 2019
Exhibiting Company Name
Booth # _____ Hall _____
MOSCONE CENTER
C/O FREEMAN
747 HOWARD STREET
SAN FRANCISCO, CA 94103

NOTE: All Common Carriers and Van Lines should check-in at the Marshalling Yard. (See enclosed map.) Certified Weight Tickets must accompany all shipments.

Freeman will receive shipments at the exhibit facility either **on your targeted date and times or for all exhibitors beginning Friday, July 05, 2019**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. Note: No access to exhibit areas and/or shipments will be received on July 4th and on July 7th (Dark Days). If required, provide your carrier with this phone number: +1.650.878.6100.

This show will be marshalled – please refer to the marshalling yard map and information in Section 9. IMPORTANT: Advise your delivering carrier not to mix your shipment with deliveries for SEMICON West freight. Doing so may subject your material handling charges to a mix load charge of 25% additional due to the additional time and handling required at show site. Please refer to the material handling form for additional information.

COST SAVINGS ALERT:

Overhead hanging properties **MUST** be sent directly to **THE ADVANCE RECEIVING WAREHOUSE**. The **STANDARD PRICE RATE** will apply to any hanging properties shipped directly to show site.

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 Installation & Dismantle Order Form (Section 8) for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please contact our Exhibitor Services Department at +1.650.878.6100 or +1.888.508.5054 or semiconwest@freemanco.com.

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 Exhibitor Services at +1.650.878.6100 or Freeman's Customer Support Center at +1.888.508.5054 US & Canada or +1.512.982.4187 Local & International. You may also email your request to:

semiconwest@freemanco.com

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by June 14, 2019.

SHIPPING

Freeman recommends shipping to the advance warehouse address. There are several advantages. Savings on your material handling costs - the rate for advance receiving is less than the direct to show site receiving rate. Receive an electronic confirmation of receipt for your delivery at the warehouse. On target delivery to show site which allows for seamless coordination with your exhibit installation schedule. Avoid the on site delivery delays and costs common to a dense urban environment. 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 you booth. This can cause serious injury or damage to materials.

Children are not permitted in the exhibit hall at any time during the set-up and and dismantle period.

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 the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the associaton, 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 designated contractors (EDC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

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

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at +1.650.878.6100 or +1.888.508.5054 with any questions or needs you may have.