SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high blue and white back drape and 3’ high blue side drape. Booths 300 sqft or less will receive (1) 7” x 44” one-line booth identification sign. Booths larger than 300 sqft may receive a 7” x 44” one-line booth identification sign upon request.

BALLROOM LEVEL EXHIBITS
Each ballroom level booth is financially responsible for the contracted 10’ x 10’ (or more) foot print and cost of 8’ high blue and white back drape, 3’ high blue side drape, (1) 6’ blue draped table, (2) Limerick chairs, (1) wastebasket, and (1) 7” x 44” one-line booth identification sign. The Potomac Ballroom level is carpeted.

EXHIBIT HALL CARPET
The exhibit area is not carpeted; however, the aisles will be carpeted in midnight blue.
Show management requires that all booths be carpeted or have approved floor covering. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

FIRST-TIME EXHIBITOR PROGRAM
Exhibiting at a trade show for the first time can be overwhelming. To help make your exhibiting experience more enjoyable, Freeman has developed a First-Time Exhibitor Program that is available to you on this show. Please call Freeman Exhibitor Services at (301) 918-7975.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by August 22, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ
Friday September 13, 2019 8:00 a.m. - 5:00 p.m.*
Saturday September 14, 2019 8:00 a.m. - 5:00 p.m.*
Sunday September 15, 2019 8:00 a.m. - 5:00 p.m.*
*Please note: Installation will be charged on overtime all day Saturday and Sunday, and after 5:00 p.m. on Friday. After hours / overnight builds will require security to be ordered for your booth at the expense of the exhibit. Please refer to the EMS Show Management forms for more information. Prior approval will be required.

EXHIBITOR MOVE-IN - BALLROOM LEVEL EXHIBITS
Sunday September 15, 2019 1:00 p.m. - 7:00 p.m.

TARGETED FREIGHT MOVE-IN SCHEDULE
Please refer to the targeted floor plan. All carriers must check in at the marshalling yard. Please refer to the enclosed map in the exhibitor kit. The targeted freight move-in does not apply to the Ballroom Level Exhibits. Thursday is strictly for freight delivery. There will be no installation labor allowed on Thursday. All labor can start on Friday, September 13 at 8:00 a.m.

EXHIBIT HOURS  *Hours subject to change.
Monday September 16, 2019 11:15 a.m. - 4:00 p.m.
Monday September 16, 2019 5:45 p.m. - 7:15 p.m.  12 Outstanding Airmen of the Year Reception
Tuesday September 17, 2019 9:30 a.m. - 4:00 p.m.
Wednesday September 18, 2019 9:30 a.m. - 4:00 p.m.
Wednesday September 18, 2019 6:00 p.m. - 7:15 p.m.  Air Force Birthday Reception

EXHIBIT HOURS - BALLROOM LEVEL EXHIBITS  *Hours subject to change
Monday September 16, 2019 7:00 a.m. - 4:00 p.m.
Tuesday September 17, 2019 7:30 a.m. - 4:00 p.m.
Wednesday September 18, 2019 7:30 a.m. - 2:30 p.m.
EXHIBITOR MOVE-OUT  *Hours subject to change*
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Wednesday September 18, 2019  7:30 p.m. - 11:59 p.m.
Thursday September 19, 2019  8:00 a.m. - 5:00 p.m.
Any labor services performed after 5:00 p.m. will incur overtime charges.
Overnight dismantles will require security to be ordered for your booth, please refer to the EMS Show Management forms for more information. Prior approval will be required.

Please note: Any freight out after 5:00 p.m. on Wednesday, September 18th will incur outbound overtime charges. Also, any freight moving out before 8:00 a.m. Thursday, September 19th will incur outbound overtime charges. Please refer to the material handling rate sheet.

EXHIBITOR MOVE-OUT - BALLROOM LEVEL EXHIBITS  *Hours subject to change*
Wednesday September 18, 2019  2:40 p.m. - 3:40 p.m.

IN-BOOTH MEETING REQUESTS OUTSIDE OF SCHEDULED EXHIBIT HALL HOURS
Any request for in-booth meetings outside of scheduled exhibit hall hours must be approved in advance by AFA. For required request form, please contact Perry Currier directly at pcurrier@afa.org.

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by Thursday, September 19, 2019 at 5:00 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 by Thursday, September 19, 2019 at 1:00 p.m.

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 (301) 918-7975 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:
FREEMAN
9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 fax (469) 621-5609
FreemanWashingtonES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(600) 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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by August 22, 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.
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 FreemanOnline.

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:**
Exhibiting Company Name / Booth #
AFA’S AIR, SPACE & CYBER CONFERENCE
C/O FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

Freeman will accept crated, boxed or skidded material beginning Monday, August 12, 2019 at the above address. Material arriving after September 05, 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, 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. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (301) 918-7975.

**Show Site Shipping Address:**
Exhibiting Company Name / Booth #
AFA’S AIR, SPACE & CYBER CONFERENCE
GAYLORD NATIONAL RESORT & CONVENTION CENTER
C/O FREEMAN
701 WATERFRONT STREET
NATIONAL HARBOR, MD 20745

Freeman will receive shipments at the exhibit facility beginning Friday, September 13, 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (301) 918-7975.

**Please note:** Any materials received by Freeman 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 (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 service you may contact Freeman (add the branch name) Exhibitor Services at (their phone number) 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 on FreemanOnline to take advantage of advance order discount rates, place your order by August 22, 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.

No one under the age of 18 is permitted in the exhibit hall during installation and dismantling hours.

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 Pre-Show FAQ

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

Call Freeman’s Exhibitor Services department at (301) 918-975 with any questions or needs you may have.