SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high black and blue 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.

RESEARCH AREA - BOOTH EQUIPMENT & CARPET
Each 10’ x 10’ Research Area booth, with a maximum of 2 booths, will also include the following if ordered in advance using the enclosed Complimentary Booth Package order form:

- One - 6’ Draped Table or One - 6’ Draped Counter with Black Skirt
- Three - Limerick® Chairs by Herman Miller or Two - Limerick® Stools by Herman Miller
- One - 500 watt outlet (must be ordered by advance deadline on enclosed Colorado Convention Center electrical form. Indicate "Research Booth Complimentary Power" on the form)

Gray carpet, without padding, will be laid in each Research Area booth (2 booth maximum). If you wish to change carpet color and/or add padding at the discount rates orders with payment must be received no later than October 21, 2019. Orders placed after October 21, 2019 will be charged at the standard published rates. Orders placed at show site will be assessed a labor charge in addition to the rental price.

Booths larger than 10’ x 20’ are not eligible to receive the Complimentary Booth Package and/or carpet.

EXHIBIT HALL CARPET
The exhibit area is not carpeted; however the aisles will be carpeted in Tuxedo. Show Management requires all booths to be carpeted or have suitable floor covering. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form for option and rates.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by October 21, 2019.

DISPLAY OF TRUCKS OR LARGE EQUIPMENT
Trucks or large pieces of equipment need to be scheduled and moved in on Thursday, November 14, 2019 during the first day of installation. After the first day of installation, once other booths are set and fiber cable is laid, bringing in large pieces of equipment or trucks is very problematic and may be prohibited. Please contact Exhibits Management and Freeman to alert us if you plan to bring a truck or large piece of equipment and we will modify your freight target date. Exhibits Management Contact: sc@heiexpo.com
SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>November 14, 2019</td>
<td>8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>November 15, 2019</td>
<td>8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>November 16, 2019</td>
<td>8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>November 17, 2019</td>
<td>8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>November 18, 2019</td>
<td>8:00 a.m. - Noon</td>
</tr>
</tbody>
</table>

*Move-in for SC19 is Targeted. Please refer to the color-coded Targeted floor plan for your designated move-in date and time. All labor services performed after 4:30 p.m. will have overtime charges applied.*

EXHIBIT HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>November 18, 2019</td>
<td>7:00 p.m. - 9:00 p.m. Gala</td>
</tr>
<tr>
<td>Tuesday</td>
<td>November 19, 2019</td>
<td>10:00 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 20, 2019</td>
<td>10:00 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 21, 2019</td>
<td>10:00 a.m. - 3:00 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 Post-Show FAQ

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>November 21, 2019</td>
<td>3:00 p.m. - Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>November 22, 2019</td>
<td>8:00 a.m. - Noon</td>
</tr>
</tbody>
</table>

Freeman will begin returning empty containers after the aisle carpeting has been removed. All labor services performed after 4:30 p.m. will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, November 22, 2019 at noon. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, November 22, 2019 at 9:00 a.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 (303) 320-5100 for a quote.
SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
4493 Florence St.
Denver, CO 80238
(303) 320-5100 fax (469) 621-5614

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by Monday, October 21, 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 #
SC19
C/O Freeman
4493 Florence St.
Denver, CO 80238

Freeman will accept crated, boxed or skidded material beginning October 14, 2019 at the above address.
Material arriving after November 4, 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: (303) 320-5100.

Show Site Shipping Address:
Exhibiting Company Name / Booth #
SC19
Colorado Convention Center
C/O Freeman
700 14th St.
Denver, CO 80202-3221

Freeman will receive shipments at the exhibit facility beginning November 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. If required, provide your carrier with this phone number:
(320) 320-5100.

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 (303) 320-5100.

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 Denver Exhibitor Services at (303) 320-5100 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 October 21, 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 children allowed in the exhibit hall during installation and dismantle.

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 (303) 320-5100 with any questions or needs you may have.