

SERVICE INFORMATION

PREFAB BOOTH DISPLAY RULES

Damages not deemed relative to typical rental use that may result in additional charges to exhibitor include but, are not limited to:

- Any hardware, staples, screws or nails not removed of any size
- Excessive holes left in walls by any hardware, staples, screws or nails
- Screw or nail holes larger than 0.25" (6.3mm) in diameter
- Graphics, wall coverings, graffiti spray paint, art drawings, wallpaper, glue or adhesives not removed or that cause panel surface to be stripped upon removal. (Please note: if Freeman produces and installs the graphics, Freeman will be responsible for removing those graphics on their behalf).
- Painting of any kind on booth wall panels

Additionally, any missing accessories and wall hardware such as LED Lights, Extension Cords and Booth Wall End Caps will be invoiced to you at Freeman's discretion.

EXHIBIT HALL CARPET

The exhibit area and aisles will be carpeted in blue.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **May 29, 2019**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN - 20'X20' PRE-FAB BOOTHS OR LARGER ONLY

Advanced Approval Required please contact George Ferrer at gferrer@reedexpo.com for approval.

Wednesday June 19, 2019 8:00 AM - 5:00 PM - 20' x 20' Pre-Fab Booths or Larger Only

EXHIBITOR MOVE-IN - GENERAL SET-UP

Thursday June 20, 2019 8:00 AM - 5:00 PM - General Set-Up

Friday June 21, 2019 8:00 AM - 5:00 PM - General Set-Up

Exhibit booths must be show ready by 4:00 PM on Friday.

REGISTRATION HOURS

Thursday June 20, 2019 8:00 AM - 5:00 PM - Exhibitors Only

Friday June 21, 2019 8:00 AM - 5:00 PM - Exhibitors Only

Saturday June 22, 2019 8:00 AM - 5:30 PM - Exhibitors & Fans

Sunday June 23, 2019 8:00 AM - 5:30 PM - Exhibitors & Fans

EXHIBIT HOURS

Saturday June 22, 2019 9:00 AM - 10:00 AM - VIP

Saturday June 22, 2019 10:00 AM - 6:00 PM - General Admission

Sunday June 23, 2019 9:00 AM - 10:00 AM - VIP

Sunday June 23, 2019 10:00 AM - 6:00 PM - General Admission

EXHIBITOR MOVE-OUT

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

[Post-Show FAQ](#)

Sunday June 23, 2019 6:00 PM - 10:00 PM

Monday June 24, 2019 8:00 AM - 5:00 PM

DISMANTLE AND MOVE-OUT INFORMATION

We will return empty containers by Sunday, June 23, 2019 at 10:00 PM.

All exhibitor materials must be removed from the exhibit facility by Monday, June 24, 2019 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Monday, June 24, 2019 at 11:00 AM.

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 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 (201) 299-7575 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 fax (469) 621-5618
 FreemanNewYorkES@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 +1(469) 621-5810 email: exhibit.transportation@freemanco.com

SERVICE CENTER HOURS

We will have staff available at the Freeman Service Center as follows:

Thursday	June 20, 2019	8:00 AM - 5:00 PM
Friday	June 21, 2019	8:00 AM - 5:00 PM
Saturday	June 22, 2019	8:00 AM - 5:00 PM
Sunday	June 23, 2019	8:00 AM - 11:00 PM
Monday	June 24, 2019	8:00 AM - 5:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by May 29, 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 # _____
POPSUGAR Play/Ground
 C/O FREEMAN
 909 NEWARK TURNPIKE
 KEARNY, NJ 0732

The Freeman office & warehouse will be closed on Monday, May 27th in observance of the Memorial Day holiday.

Freeman will accept crated, boxed or skidded materials beginning Friday, May 17, 2019, at the above address. Material arriving after June 12, 2019 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 - 2:30 PM. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
POPSUGAR Play/Ground
 C/O FREEMAN
 PIER 94
 711 12TH AVENUE
 NEW YORK, NY 10019-5043

Freeman will receive shipments at the exhibit facility beginning Wednesday, June 19, 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: (201) 299-7575.

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 this 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.

VEHICLE RESTRICTIONS

Due to the loading dock configuration, trucks are not to exceed 13' high and 55' long. Any truck over the 55' length restriction will be subject to a "truck & driver" minimum charge of \$367.50.

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 for 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 (201) 299-7575.

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 New York Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by May 29, 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, 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 your 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 [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 (201) 299-7575 with any questions or needs you may have.