

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue and white back drape and 3' high brown side drape. Booths 300 sq. ft. or less will receive (1) 7" x 44" one-line booth identification sign. Booths larger than 300 sq. ft. may receive a 7" x 44" one-line booth identification sign upon request.

### EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisles will be carpeted in midnight blue. Exhibitors are required to provide carpet/floor covering for their booth. Please refer to the Carpet Brochure and Order Form.

### DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 20, 2020.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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

Thursday	March 12, 2020	8:00 AM - 5:00 PM
Friday	March 13, 2020	8:00 AM - 8:00 PM

### EXHIBIT HOURS

Saturday	March 14, 2020	9:45 AM - 3:15 PM
Sunday	March 15, 2020	9:45 AM - 3:15 PM
Monday	March 16, 2020	9:45 AM - 2:00 PM

### EXHIBITOR MOVE-OUT

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

Monday	March 16, 2020	2:00 PM - 10:00 PM
Tuesday	March 17, 2020	8:00 AM - 3:00 PM

### DISMANTLE AND MOVE-OUT INFORMATION

We will begin returning empty containers once aisle carpet is removed. All exhibitor materials must be removed from the exhibit facility by Tuesday, March 17, 2020 at 3:00 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 Tuesday, March 17, 2020 at 1:00 PM.

### 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 (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 (469) 621-5810 or email exhibit.transportation@freeman.com

**SERVICE CENTER HOURS**

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

Thursday	March 12, 2020	8:00 AM - 5:00 PM
Friday	March 13, 2020	8:00 AM - 8:00 PM
Saturday	March 14, 2020	7:45 AM - 4:15 PM
Sunday	March 15, 2020	8:45 AM - 4:15 PM
Monday	March 16, 2020	8:45 AM - 10:00 PM
Tuesday	March 17, 2020	8:00 AM - 3:00 PM

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by February 20, 2020.

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 # \_\_\_\_\_  
**2020 AAAAI ANNUAL MEETING**  
 C/O FREEMAN  
 9820 BLUE GRASS RD  
 PHILADELPHIA, PA 19114

Freeman will accept crated, boxed or skidded material beginning Wednesday, February 12, 2020 at the above address. Material arriving after March 05, 2020 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 - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**2020 AAAAI ANNUAL MEETING**  
 C/O FREEMAN  
 PENNSYLVANIA CONVENTION CENTER  
 1101 ARCH STREET  
 PHILADELPHIA, PA 19107-2299

Freeman will receive shipments at the exhibit facility beginning Thursday, March 12, 2020. 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: (201) 299-7575.

**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.

**ADDITIONAL SHOW INFORMATION**

Please note: Inbound and outbound shipments after 4:30 PM during move-in and move-out will be assessed overtime charges.

**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 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 February 20, 2020.

#### **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 your booth. This can cause serious injury or damage to materials.

Children under the age of 16 are only allowed in the exhibit hall during show hours; they are not allowed during any setup or teardown times. If children age 16-17 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.