

SERVICE INFORMATION

BOOTH EQUIPMENT

MAIN EXHIBIT HALL:

Each 10' x 10' booth will be set with 8' high black backwall drape, 3' high black side dividers, a numbered carpet sticker, and a 7" x 44" two-line identification sign.

NOTE: Island booths DO NOT include the booth equipment noted above. Split Island booths include all noted equipment above except 3' high black side dividers.

PRODUCTIVITY AND FUELS PAVILION:

Each 10' x 10' booth will be set with 8' high green backwall drape, 3' high green side dividers, a numbered carpet sticker, and a 7" x 44" two-line identification sign.

NOTE: Island booths DO NOT include the booth equipment noted above.

NEW EXHIBITOR PAVILION (ROOM 137-139):

Each 9' x 10' booth will be set with 8' high black backwall drape, 3' high black side dividers, a numbered carpet sticker, and a 7" x 44" two-line identification sign.

NOTE: Carpeting will be provided in the New Exhibitor Pavilion.

MAIN EXHIBIT HALL CARPET

The Main Exhibit Hall is NOT carpeted; however, the aisles will be carpeted as follows:

The Main Exhibit Hall will have blue aisle carpeting and the Productivity and Fuels Pavilion will have green aisle carpeting.

NOTE: As stated in the trade show contract, each Exhibitor in the Main Exhibit Hall shall provide carpet or other suitable floor covering for your entire exhibit space during all exhibit hours. (Carpeting will be provided in the New Exhibitor Pavilion.)

HANGING SIGN POLICY

To ensure that advanced labor rates are charged, Exhibitors must order labor in advance AND ship their hanging sign to the advanced warehouse. Hanging signs shipped direct to the Indiana Convention Center will be charged on-site labor rates.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by MONDAY, FEBRUARY 10, 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](#)

Sunday	March 1	8:00 a.m. - 5:00 p.m. - Targeted Move-In: Refer to Target Plan
Monday	March 2	8:00 a.m. - 5:00 p.m. - Targeted Move-In: Refer to Target Plan
*Tuesday	March 3	8:00 a.m. - 2:00 p.m. - Targeted Move-In: Refer to Target Plan New Exhibitor Pavilion
Wednesday	March 4	8:00 a.m. - 10:00 a.m. - Hand Carry ONLY

NOTE: Please refer to the Target Move-In Schedule Plan for assigned scheduled target date and time. Target Plan is located in the Move-in & Floor Plan Information tab of the service manual.

Off Target Penalty: Exhibitors who do not have equipment/vehicles in their booth at the targeted time may be subject to an "off-target" penalty of \$1000.00 per unit of equipment or vehicle.

**NOTE: Double Time Labor rates will apply ALL DAY Sunday, March 1, 2020.
Overtime Labor rates will apply after 4:30 p.m., Monday, March 2, 2020.**

***All exhibits must be fully installed by 3:00 p.m., Tuesday, March 3, 2020.**

EXHIBIT HOURS

Wednesday	March 4	9:00 a.m. - 4:00 p.m. - New Exhibitor Pavilion
	March 4	10:00 a.m. - 5:00 p.m. - Main Exhibit Hall
Thursday	March 5	9:00 a.m. - 4:00 p.m. - New Exhibitor Pavilion
	March 5	10:00 a.m. - 5:00 p.m. - Main Exhibit Hall
Friday	March 6	9:00 a.m. - 12:00 p.m. - Main Exhibit Hall

EXHIBITOR MOVE-OUT

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

Thursday	March 5	4:00 p.m. - 6:00 p.m. - New Exhibitor Pavilion ONLY
Friday	March 6	12:00 p.m. - 7:00 p.m. - New Exhibitor Pavilion Main Exhibit Hall
Saturday	March 7	8:00 a.m. - 2:00 p.m. - Main Exhibit Hall

NOTE: Overtime Labor rates will apply after 4:30 p.m. on Thursday, March 5, 2020, Friday, March 6, 2020 and ALL DAY on Saturday, March 7, 2020.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Service Center as follows:

Sunday	March 1	8:00 a.m. - 5:00 p.m.
Monday	March 2	8:00 a.m. - 5:00 p.m.
Tuesday	March 3	8:00 a.m. - 5:00 p.m.
Wednesday	March 4	8:00 a.m. - 5:00 p.m.
Thursday	March 5	8:00 a.m. - 5:00 p.m.
Friday	March 6	8:00 a.m. - 7:00 p.m.
Saturday	March 7	8:00 a.m. - 2:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION (MAIN EXHIBIT HALL)

- Freeman will immediately begin returning empty crates starting on **Friday, March 6, 2020, once the aisle carpet has been removed and the vehicle move-out process is complete.**
Carpet Removal: 12:00 Noon - 1:00 p.m.
Vehicle Removal: 1:00 p.m. - 2:00 p.m.
Empty Return: 2:00 p.m. - 8:00 p.m.
- To ensure all exhibitor materials are removed from the Main Exhibit Hall by the Exhibitor Move-out deadline, please have all carriers check-in by **12:00 p.m., Saturday, March 7, 2020.**
- All exhibitor materials must be removed from the Main Exhibit Hall by **2:00 p.m., Saturday, March 7, 2020.**

DISMANTLE AND MOVE-OUT INFORMATION (NEW EXHIBITOR PAVILION)

- Freeman will immediately begin returning empty crates beginning at **4:00 p.m., Thursday, March 5, 2020.** All empty crates should be delivered by 5:00 p.m.
- Freeman will start loading out freight from New Exhibitor Pavilion at **2:00 p.m. on Friday, March 6, 2020.**
- All exhibitor materials must be removed from the New Exhibitor Pavilion by **12:00 p.m., Saturday, March 7, 2020.**

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.

Freeman will NOT ship out New Exhibitor Pavilion materials until Friday, March 6, 2020. Domestic expedited shipping services will be available on Thursday, March 5, 2020 through the Ricoh Business Center located in the Indiana Convention Center. If you have questions, contact Ricoh Business Center at 317-262-4435.

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 (773) 473-7080 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

8201 West 47th Street
 McCook, IL 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

FREEMAN AUDIO VISUAL & COMPUTER

9260 W. 55th Street
 McCook, IL 60525
 (708) 255-7168 • Fax (469) 621-5603
 Email: valerie.mendoza@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 • Fax (817) 385-0983

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **MONDAY, FEBRUARY 10, 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:

THE WORK TRUCK SHOW
 Exhibiting Company Name
 Booth # _____
FREEMAN
 c/o TF LOGISTICS
 4430 STOUT FIELD NORTH DRIVE
 INDIANAPOLIS, IN 46241

Freeman will accept crated, boxed or skidded materials beginning **MONDAY, FEBRUARY 3, 2020** at the above address. Materials arriving after **FRIDAY, FEBRUARY 21, 2020** will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.

Show site shipping address:

THE WORK TRUCK SHOW
 Exhibiting Company Name
 Booth # _____
 c/o **FREEMAN**
INDIANA CONVENTION CENTER
 100 SOUTH CAPITOL AVENUE
 INDIANAPOLIS, IN 46225

NOTE FOR INBOUND ONLY: All Carriers and Van Lines should check-in at the Marshalling Yard (see enclosed map). Certified Weight Tickets must accompany all shipments. Target time is per truck check-in and does not necessarily represent the time your truck will be unloaded.

Show-Site freight and Display Vehicles must be delivered on your assigned scheduled target date and time. Please reference the Target Move-In Schedule Plan that is located in the Trade Show Floor Plan tab of the service manual.

Freeman will receive shipments at the above address beginning **SUNDAY, MARCH 1, 2020 at 8:00 a.m. Freight to be scheduled to arrive on assigned targeted move-in date and time.** 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.

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.

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

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for Display Labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

- **NOTE: ALL MOTORS MUST BE RENTED THROUGH FREEMAN. Exhibitors will not be permitted to attach anything to the facility without utilizing labor and supervision through Freeman.**

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

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 Chicago Exhibitor Services at (773) 473-7080 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 **MONDAY, FEBRUARY 10, 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 you 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 (773) 473-7080 with any questions or needs you may have.