

EASY IS NICE, ON ANY DEVICE

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray back drape and 3' high gray side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. The aisles will be carpeted in tuxedo. Booths are required to have carpet or flooring approved by Show Management. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates. Place your order by **OCTOBER 16, 2020**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Friday	November 6, 2020	8:00 a.m.	-	7:00 p.m.
Saturday	November 7, 2020	8:00 a.m.	-	7:00 p.m.
Sunday	November 8, 2020	8:00 a.m.	-	2:00 p.m.

EXHIBIT HOURS

Sunday	November 8, 2020	4:00 p.m.	-	6:30 p.m.
Monday	November 9, 2020	10:45 a.m.	-	2:30 p.m.
Tuesday	November 10, 2020	10:30 a.m.	-	1:00 p.m.

EXHIBITOR MOVE-OUT

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

Tuesday	November 10, 2020	1:00 p.m.	-	9:00 p.m.
Wednesday	November 11, 2020	8:00 a.m.	-	4:00 p.m.

PLEASE NOTE: Overtime charges for labor and material handling will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form(s) for rates.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by **Wednesday, November 11, 2020 at 4:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Wednesday, November 11, 2020 at 12:00 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 Material Handling section on the order 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 pick-up of 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 a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of 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 (615) 884-5785 for a quote.

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **OCTOBER 16, 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 # _____
Healthcare Design Expo + Conference
 C/O FREEMAN
 1701 Lebanon Pike Circle
 Nashville, TN 37210

Freeman will accept crated, boxed or skidded materials beginning **OCTOBER 7, 2020** at the above address. Materials arriving after **OCTOBER 30, 2020** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. 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 refrigeration 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 receiving hours are Monday through Friday between the hours of 8:00 a.m. and 3:30 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (615) 884-5785.

Showsite shipping address:

Exhibiting Company Name / Booth # _____
Healthcare Design Expo + Conference
 C/O FREEMAN
 Music City Center
 700 Korean Veterans Blvd
 Nashville, TN 37203

Freeman will receive shipments at the exhibit facility beginning **NOVEMBER 6, 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: (615) 884-5785.

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.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

1701 Labanon Pike Circle
Nashville, TN 3720
Ph: (615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada
+1 (512) 982-4187 Outside the US
+1 (817) 607-5183 International Shipping Services
(469) 621-5810 Fax
exhibit.transportation@freeman.com

SERVICE CENTER HOURS

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

Friday	November 6, 2020	8:00 a.m.	-	7:00 p.m.
Saturday	November 7, 2020	8:00 a.m.	-	7:00 p.m.
Sunday	November 8, 2020	8:00 a.m.	-	6:00 p.m.
Monday	November 9, 2020	8:00 a.m.	-	6:00 p.m.
Tuesday	November 10, 2020	9:00 a.m.	-	9:00 p.m.
Wednesday	November 11, 2020	8:00 a.m.	-	4:00 p.m.

PURCHASE TERMS

The Purchase Terms, as may be revised by Freeman without notice, apply to all orders submitted to Freeman for any goods or services. To review the current Purchase Terms, [click here](#).

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 Freeman Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (615) 884-5785.

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 Nashville Exhibitor Services at (615) 884-5785 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates. Place your order by **OCTOBER 16, 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 not allowed on the show floor at any time during installation and/or 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.

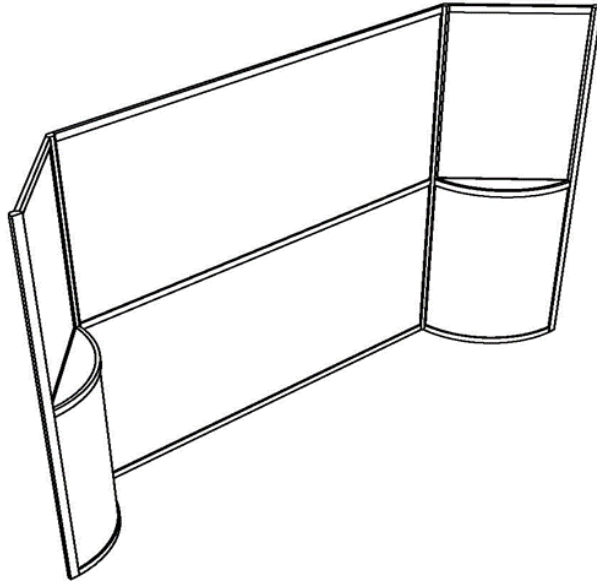
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

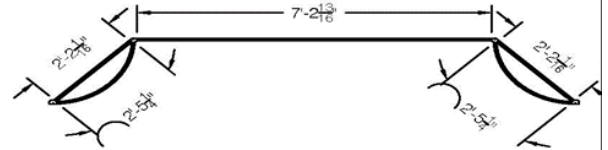
For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).

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

Call Freeman's Exhibitor Services department at (615) 884-5785 with any questions or needs you may have.



PERSPECTIVE



PLAN

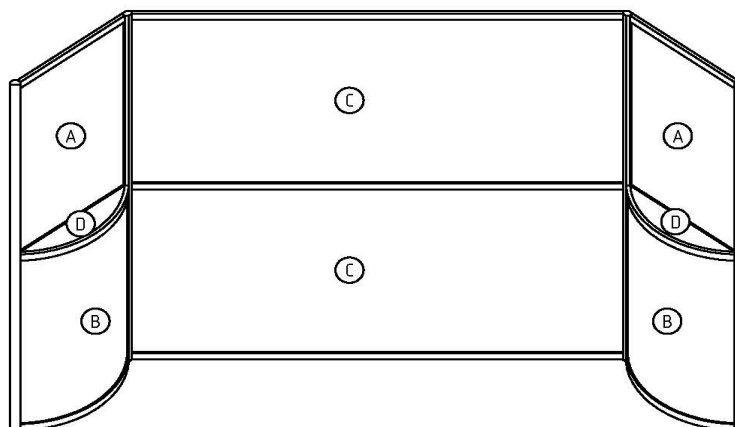


ELEVATION

Unnamed

I.D.	Qty	Type	Size	Area (SqFt)	Part Number	Description	Material	Color	Notes
	2	P50	96"			8'-0"	Aluminum	Silver	
	2	P40	96"			8'-0"	Aluminum	Silver	
	6	H45	26"			1/2MD	Aluminum	Silver	
	3	H45	86-3/4"			2-1/4M	Aluminum	Silver	
	4	CH45	29-1/8"			100cm	Aluminum	Silver	
A	4	Wall Panel	26-1/2" x 45-7/8"	8.5		1/2MD x 4'-0-7/8" (H45/H45)	Impac	Grey	
B	2	Wall Panel	29-5/8" x 45-7/8"	6.1		100cm x 4'-0-7/8" (CH45/CH45)	PVC	Custom	
C	2	Wall Panel	87-1/4" x 45-7/8"	27.8		2-1/4M x 4'-0-7/8" (H45/H45)	Impac	Grey	
D	2	Counter Top	See Detail	0		Custom Standard Inset	Wood	White	

PARTS LIST



FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210

Ph: (615) 884-5785 • Fax: (469) 621-5615
FreemanNashvilleES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2020

FREEMAN method of payment

NAME OF SHOW: **Healthcare Design Expo + Conference / November 8-10, 2020**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X _____

CITY/STATE/ZIP: _____

CONTACT NAME: _____ PHONE #: _____

CONTACT EMAIL: _____

Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/493182>

2. Submit your order

Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

NAME OF SHOW: **Healthcare Design Expo + Conference / November 8-10, 2020**

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

GALLERY PACKAGE OPTIONS**PACKAGE 1 - YOU SEND US YOUR PRINT READY FILES**

We will print your graphic panels, deliver them to the show and hang them for \$17.50 per square foot. Your order and artwork must be received no later than **OCTOBER 16, 2020** to guarantee completion. At the close of the show, we can pack them and have them ready for pickup. *You make the return shipping arrangements.* Please refer to the Graphics Shipping Information.

Description	Total # of Panels	Total Sq. Ft.	Price per Sq. Ft.	Subtotal	9.5% Tax	Total
<input type="checkbox"/> Check here to select Package 1	_____	_____	\$17.50	\$_____	\$_____	\$_____
Example (4 panels @ 8.5 sqft each)	4	34	\$17.50	\$595.00	\$51.17	\$646.17

PACKAGE 2 - YOU DESIGN AND PRINT YOUR GRAPHICS

You ship your graphics to the show and we will deliver the graphics to your gallery and hang them for \$381.50. At the close of the show, we will re-pack them and have them ready for pickup. *You make the return shipping arrangements.*

Description	Total
<input type="checkbox"/> Check here to select Package 2	\$381.50

DESIGN SERVICES

Design Services are available for \$81.50 per hour.

Description	Total Hours	Price per Hour	Total
<input type="checkbox"/> Check here to select Design Services	_____	\$81.50	\$_____

LITERATURE HOLDER

Description	Qty.	Price	Subtotal	9.5% Tax	Total
<input type="checkbox"/> Check here to order holders	_____	\$28.00	\$_____	\$_____	\$_____

Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/493182>

Important Notes:

- **Orders received without full payment will not be processed.**
- **To place an order after the deadline date, please contact Freeman Exhibitor Services at (615) 884-5785.**

(493182)

GALLERY GRAPHICS SHIPPING INFORMATION

Shipping Gallery graphic panels after the event for Freeman produced graphic.

There will be a charge of \$100.00 to pack up the Gallery graphic panels.

PACKING

- The \$100.00 includes shrink wrap, bubble wrap and one 8' skid.
- The onsite Freeman Representative for each gallery exhibitor will need to make arrangements at the Freeman Exhibitor Service Desk.
- Please make a request to have the gallery package graphic panels prepared to ship.

SHIPPING

Each Exhibitor is responsible for:

- Arranging The shipping of the packaged panels.
- Completing a Material Handling Agreement.
- Returning and confirming the arrangements with the Freeman representative at the Freeman Exhibitor Service Desk.

PLEASE FILL OUT SHIPPING LABEL IN ITS ENTIRETY.

From: HEALTHCARE DESIGN EXPO + CONFERENCE
 COMPANY NAME: _____
 BOOTH #: _____

To: COMPANY NAME: _____

ADDRESS LINE 1: _____

ADDRESS LINE 2: _____

CITY / STATE / ZIP: _____

Contact: _____

Telephone #: _____ Piece # _____ of _____

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 7, 2020

RECEIVING DATE BEGINS: OCTOBER 7, 2020

DEADLINE DATE IS: OCTOBER 30, 2020

DEADLINE DATE IS: OCTOBER 30, 2020

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

C/O: FREEMAN
1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

WAREHOUSE / GALLERY

WAREHOUSE / GALLERY

EVENT: Healthcare Design Expo + Conference

EVENT: Healthcare Design Expo + Conference

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE NOVEMBER 6, 2020

CANNOT DELIVER BEFORE NOVEMBER 6, 2020

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
MUSIC CITY CENTER
700 KOREAN VETERANS BLD

NASHVILLE, TN 37203

C/O: FREEMAN
MUSIC CITY CENTER
700 KOREAN VETERANS BLD

NASHVILLE, TN 37203

SHOW SITE / GALLERY

SHOW SITE / GALLERY

EVENT: Healthcare Design Expo + Conference

EVENT: Healthcare Design Expo + Conference

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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