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

HEALTH AND SAFETY
Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. Click Here for our Health and Safety Resources.

BOOTH EQUIPMENT
Each linear exhibitor will be provided with 8’ high black back drape and 3’ high black side dividers at no cost when ordered by June 4, 2021. Booths 300 sqft or less will also receive a 7” x 44” one-line identification sign. Please see the Freeman Background Drape order form to submit your request.

EXHIBIT HALL CARPET
The exhibit area is not carpeted; however, all booths are required to have carpet or management approved flooring. Booth rental carpet is available through Freeman, please see the enclosed carpet brochure and order form for options and rates. Aisles will be carpeted in tuxedo unless a different color is designated by your pavilion organizer.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by June 04, 2021.

METHOD OF PAYMENT
Your Method of Payment must be on file by June 04, 2021 in order for Freeman to receive your freight. Sixty (60) days prior to move-in, all exhibiting companies will be invoiced $7.25 per sq. ft. of assigned exhibit space for Show Site Material Handling Services.

SHOW READY PROGRAM
To ensure all booth cleaning and aisle carpet cleaning are completed prior to the show opening on July 7th at 9:30 AM, a “show ready program” will be enforced. All stands must be set by 10:00 PM on Tuesday, July 06, 2021. Failure to comply will result in additional charges. Reference the Show Ready Program located within the Freeman section of the Exhibitor Services manual for specific details.
SHOW SCHEDULE

Please reference the enclosed color-coded target freight plan for assigned freight move-in information.

TARGET FREIGHT MOVE-IN / 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>Move-In Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>July 02, 2021</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>July 03, 2021</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>July 04, 2021</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Monday</td>
<td>July 05, 2021</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 06, 2021</td>
<td>8:00 AM - 5:00 PM</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>Move-Out Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>July 09, 2021</td>
<td>2:30 PM - 11:30 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>July 10, 2021</td>
<td>8:00 AM - 11:59 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>July 11, 2021</td>
<td>8:00 AM - 11:00 AM</td>
</tr>
</tbody>
</table>

DISMANTLE AND MOVE-OUT INFORMATION
Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. Fiber cases and cartons will be returned first, followed by crates. Due to the large volume of empties, we anticipate this process will take approximately 8 - 10 hours. All exhibitor materials must be removed from the exhibit facility by Sunday, July 11, 2021 at 11:00 AM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, July 11, 2021 at 9:00 AM.

EXHIBITOR SERVICE HOURS
Our Exhibitor Support team will be available from 8 AM - 5 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of the show close to assist with additional exhibitor needs.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Support 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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
(888) 508-5054 fax (469) 621-5605
ExhibitorSupport@freeman.com
FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by June 04, 2021. Using the enhanced Freeman Online, 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 Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit FreemanOnline.

If you need assistance with Freeman Online please call our Exhibitor Support Department at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION
Please do not send any container shipments to the Advance Warehouse address as Freeman will not accept them and they will be turned away. Container shipments must be sent to the show site address only.

Warehouse Shipping Address:
  Exhibiting Company Name / Booth # _________
  COVERINGS 21
  C/O FREEMAN
  10088 GENERAL DRIVE
  ORLANDO, FL 32824

Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse.

Freeman will accept crated, boxed or skidded materials beginning Wednesday, June 02, 2021, at the above address. Material arriving after June 25, 2021 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 4,000 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 (888) 508-5054.
Show Site Shipping Address:

Exhibiting Company Name / Booth # _________

COVERINGS 21
C/O FREEMAN
ORANGE COUNTY CONVENTION CENTER
9400 UNIVERSAL BLVD
ORLANDO, FL 32819-9340

Freeman will receive targeted shipments (refer to the targeted floor plan) at the exhibit facility beginning Friday, July 02, 2021. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide carrier with this phone number: (888) 508-5054.

* Please refer to the enclosed target floor plans for your assigned target freight move-in.

Exhibitors will be invoiced an additional $16.00 per cwt for off-target shipments. Please do not ship split shipments as they may greatly affect our ability to unload your materials on your targeted move-in date. Any shipment that arrives for unloading after 5:00 PM on Tuesday, July 6, 2021 will be subject to an additional $16.00 per CWT surcharge. Certified weight tickets required for all shipments.

Please note: All 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.

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

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 Service 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 Support Department at (888) 508-5054.

WE APPRECIATE YOUR BUSINESS!
TRANSLATION SERVICES
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 feature you may contact Freeman’s Exhibitor Support Department at (888) 508-5054 US & Canada or +1(817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by June 04, 2021.

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.

Per show management, children are not allowed on the show floor 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 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 Support department at (888) 508-5054 with any questions or needs you may have.