



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 10' x 10' booth will be set with 8' high blue and white back drape and 3' high blue side drape. Booths 300 sqft or less will receive (1) 7" x 44" one-line booth identification sign. Booths larger than 300 sqft 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. *Show management requires that all booths be carpeted or have approved floor covering. 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 August 20, 2021.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Friday	September 17, 2021	See Targeted Floor Plan
Saturday	September 18, 2021	See Targeted Floor Plan
Sunday	September 19, 2021	8:00 a.m. - 5:00 p.m. *

***Please note: Installation will be charged on overtime all day Saturday and Sunday, and after 5:00 p.m. on Friday. After hours / overnight builds will require security to be ordered for your booth at the expense of the exhibitor. Please refer to the EMS Show Management forms for more information. Prior approval will be required.**

TARGETED FREIGHT MOVE-IN SCHEDULE

Please refer to the targeted floor plan. All carriers must check in at the marshalling yard. Please refer to the enclosed map in the exhibitor kit. Contact Exhibitor Support at ExhibitorSupport@freeman.com if you are bringing any vehicles, airplanes, helicopters or equipment requiring specialized material handling equipment. Our Operations team will work with you directly to coordinate a designated time for your move in.

EXHIBIT HOURS **Hours subject to change*

Monday	September 20, 2021	11:45 a.m. - 4:00 p.m.	
Monday	September 20, 2021	5:35 p.m. - 7:35 p.m.	<i>OAY Celebration Reception</i>
Tuesday	September 21, 2021	9:00 a.m. - 4:00 p.m.	
Wednesday	September 22, 2021	9:00 a.m. - 4:10 p.m.	

EXHIBITOR MOVE-OUT **Hours subject to change*

Wednesday	September 22, 2021	4:15 p.m. - 11:45 p.m.
Thursday	September 23, 2021	8:00 a.m. - 12:00 p.m.

Any labor services performed after 5:00 p.m. will incur overtime charges.

Overnight dismantles will require security to be ordered for your booth, please refer to the EMS Show Management forms for more information. Prior approval will be required.

Please note: Any freight out after 5:00 p.m on Wednesday, September 22nd will incur outbound overtime charges. Also, any freight moving out before 8:00 a.m. Thursday, September 23 will incur outbound overtime charges. Please refer to the material handling rate sheet.

IN-BOOTH MEETING REQUESTS OUTSIDE OF SCHEDULED EXHIBIT HALL HOURS

Any request for in-booth meetings outside of scheduled exhibit hall hours must be approved in advance by AFA. For required request form, please contact Perry Currier directly at pcurrier@afa.org.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Thursday, September 23, 2021 at 12:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, September 23, 2021 by 10:00 a.m.
- Booths 600 sqft and under, please have carriers check-in by Thursday, September 23, 2021 by 8:00 a.m.

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. 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 show close to assist with additional exhibitor needs.

POST SHOW PAPERWORK AND LABELS

Exhibitor Support 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 Exhibitor Support at (888) 508-5054 for an estimate.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

(888) 508-5054 Fax (469) 621-5609
ExhibitorSupport@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 Exhibit.Transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by August 20, 2021. 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 Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online, please call Exhibitor Support 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 #
AFA's Air, Space & Cyber Conference
C/O TForce Freight / Freeman
6571 Washington Blvd
Elkridge, MD 21075

Freeman will accept crated, boxed or skidded material beginning August 19, 2021 at the above address. Material arriving after September 9, 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 #

AFA's Air, Space & Cyber Conference

Gaylord National Resort & Convention Center

C/O Freeman

701 Waterfront St

National Harbor, MD 20745

Freeman will receive shipments at the exhibit facility beginning Friday, September 17, 2021. 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: (888) 508-5054.

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.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [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 Labor 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 Exhibitor Support at (888) 508-5054.

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 Exhibitor Support 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 August 20, 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, 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.

Children under the age of 18 are not allowed in the exhibit halls during move-in or move-out.

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 (EACs). Thank you for your cooperation

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.