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.

Also, as a reminder, AAAAI has implemented Health and Safety Protocols for the 2022 AAAAI Annual Meeting which we suggest you review as you begin to prepare for the show.

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high blue and white back drape, 3’ high gray side drapes. Booths 300 sq ft or less will receive a 7” x 44” one-line identification sign. Booths larger than 300 sq ft may receive a 7” x 44” one-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit hall is not carpeted; however, the aisles will be carpeted in tuxedo. Show Management requires all exhibitors provide flooring for their booth.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by Thursday, January 27, 2022.

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
Thursday February 24, 2022 8:00 AM - 5:00 PM
Friday February 25, 2022 8:00 AM - 8:00 PM

EXHIBIT HOURS
Saturday February 26, 2022 9:45 AM - 3:15 PM
Sunday February 27, 2022 9:45 AM - 3:15 PM
Monday February 28, 2022 9:45 AM - 2:00 PM

EXHIBITOR MOVE-OUT
Monday February 28, 2022 2:00 PM - 10:00 PM
Tuesday March 1, 2022 8:00 AM - 3:00 PM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process should be completed by Monday, February 28, 2022, at 8:00 PM.

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by Tuesday, March 1, 2022 at 3:00PM.
• 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 1, 2022 at 1:00PM.

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.
**quick facts**

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**  
(888) 508-5054  Fax (469) 621-5614  
ExhibitorSupport@freeman.com

**FREEMAN EVENT TECHNOLOGY**  
(800) 868-6886  
EventTechServices@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 Thursday, January 27, 2022. 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 #  
**2022 AAAAAI ANNUAL MEETING**  
C/O Crane/Freeman  
808 W GENEVA DR  
TEMPE, AZ  85282

Freeman will accept crated, boxed or skidded material beginning Monday, January 24, 2022, at the above address. Material arriving after Friday, February 18, 2022, 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 - 4:00 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 
2022 AAAAI ANNUAL MEETING
PHOENIX CONVENTION CENTER C/
C/O Freeman
100 N 3RD ST, HALLS 4 & 5
PHOENIX, AZ  85004-2231

Freeman will receive shipments at the exhibit facility beginning Thursday, February 24, 2022. 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.

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>February 24, 2022</td>
<td>8:00 AM -  5:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>February 25, 2022</td>
<td>8:00 AM -  8:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>February 26, 2022</td>
<td>7:45 AM -  4:15 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>February 27, 2022</td>
<td>8:45 AM -  4:15 PM</td>
</tr>
<tr>
<td>Monday</td>
<td>February 28, 2022</td>
<td>8:45 AM -  10:00 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>March 1, 2022</td>
<td>8:00 AM -  3:00 PM</td>
</tr>
</tbody>
</table>

Our Freeman Service Center will be located on the backside of the 200 aisle.

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 Thursday, January 27, 2022.

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 18 years old are only permitted in the exhibit hall on show days during open show hours.

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

EXHIBITOR FREQUENTLY ASKED QUESTIONS
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