



The Moscone Center is located in an urban environment with the truck marshaling area several miles away from facility. Freeman strongly urges our customers to ship your exhibit and/or product to our Advance Receiving Warehouse. This will ensure timely delivery and avoid excessive driver waiting surcharges at show site.

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 AND TABLE TOP PACKAGES

What's Included for Booths:

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers and a 7" x 44" one-line identification sign.

What's Not Included for Booths:

Furnishings (tables & chairs), wastebasket or electrical*

What's Included for Tabletop Packages:

Each tabletop will be set with one 6'L x 24"W x 30" H black skirted table, two Black Diamond side chairs, one wastebasket, carpet, and a 7" x 44" one-line identification sign.

What's not Included for Tabletop Packages:

Electrical.*

Please note that electrical service is not included but to accommodate possible power requirements, electrical outlets will be installed in every inline booth and tabletop area. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

Exhibitors staying in the same location for BiOS22 and PW22:

If you are staying in the same booth location for both BiOS and Photonics West, any Freeman rental items such as carpet, furniture, or electrical, can be ordered once for BiOS and kept throughout Photonics West for 1 rental fee.

For Photonics West, if your booth location moves or additional furnishings are needed, please be sure to order your rental items for each event separately. Additional furnishing charges will apply.

EXHIBIT HALL CARPET

Exhibition Halls D and E are already carpeted but not padded and exhibitors are not required to add carpet. However, if you need to order carpet to complete the overall "look" of your display, rental carpet is available through Freeman. Please refer to the [Carpet Brochure](#) and [Carpet Order Form](#).

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [December 23, 2021](#).

DISMANTLE AND MOVE-OUT INFORMATION

- BiOS only exhibitor materials must be removed from the exhibit facility by **Sunday, January 23, 2022 at 8:00 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 to Marshalling Yard by **Sunday, January 23, 2022 at 4:00 p.m.**

MOVING TO A NEW BOOTH LOCATION FOR PHOTONICS WEST

Freeman will move your booth items between BiOS and Photonics West booth locations, at no additional charge.

- 1) Pack up and secure items
- 2) Fill out and return the outbound material handling form at the Service Desk
- 3) Packed booth material will be relocated for you
- 4) Monday between 8:00 a.m. - 5:00 p.m., you may reset your booth

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	January 21, 2022	11:00 a.m. - 5:00 p.m. (Island only)
Friday	January 21, 2022	1:00 p.m. - 5:00 p.m. (All Exhibitors)
Saturday	January 22, 2022	7:30 a.m. - 11:30 a.m. (All Exhibits must be set by 11:30 a.m.)

All drivers should be checked in at the marshalling yard no later than 3:00 p.m. on Friday, January 21, 2022

All exhibits must be fully installed by Saturday, January 22, 2022 at 11:30 a.m.

Combined BiOS / Photonics West DIRECT FREIGHT SHIPMENTS

Companies participating in both BiOS and Photonics West must ship freight according to each Targeted Direct Freight schedule. Only BiOS freight can be received during BiOS Targeted Freight and vice versa. **Freight cannot be combined and shipped together to be received during the BiOS Direct Freight schedule.**

EXHIBIT HOURS

Saturday	January 22, 2022	12:00 p.m. - 6:00 p.m.
Sunday	January 23, 2022	10:00 a.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

Sunday	January 23, 2022	4:00 p.m. - 8:00 p.m.
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We will begin returning empty containers once the show breaks at 4:00 p.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) 621-5607
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 December 23, 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

Freeman strongly urges our customers to ship your exhibit and/or product to our Advance Receiving Warehouse. This will insure timely delivery and avoid excessive driver waiting surcharges at show site.

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
SPIE BIOS Expo 2022
C/O PDS / Freeman
365 E Grand Ave
South San Francisco, CA 94080

Freeman will accept crated, boxed or skidded material beginning **Wednesday, December 22, 2021** at the above address. Material arriving after **Friday, January 14, 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 - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

OVERHEAD SIGN SHIPPING

Overhead hanging properties **MUST** be sent directly to THE ADVANCE RECEIVEING WAREHOUSE to receive the **Advanced Price Rate**. The **STANDARD PRICE RATE** will apply to any hanging properties shipped directly to show site.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
SPIE BIOS Expo 2022
Moscone Center
C/O Freeman
747 Howard St
San Francisco, CA 94103

Freeman will receive shipments at Moscone Center beginning **Friday, January 21, 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.

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 is required for booths 10' x 20' and larger or if hand tools are needed for your exhibit installation and dismantle. This is a union requirement and customarily ordered in advance at the exhibitors expense. 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 for [Display Labor](#) for Straight time and Overtime hours.

The direct freight target schedule refers to the time your carrier has been assigned to check-in at the marshalling yard to begin the unloading process. Although you may access the exhibit hall according to the exhibitor move-in schedule, labor for set-up should not be scheduled until after your freight target window. If you cannot adhere to your assigned target date and wish to request a change, please complete the Target Change Request form and return it to the contact information listed on the form.

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 December 23, 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 your booth. This can cause serious injury or damage to materials.

Everyone who attends the exhibition should be registered and have a badge. Badges for children are free and available onsite at the registration desk. Children under 14 years of age must be accompanied by an adult at all times. Guardians are asked to help maintain a professional, disturbance-free exhibition environment. Children under 18 are not allowed in the exhibition area during move-in and move-out. Refer to SPIE policy: [Click Here](#)

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.