

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 8' x 10' booth will be set with 3' high white side drape.

EXHIBIT HALL CARPET

The exhibit area is carpeted with existing hotel carpet. Rental Flooring is available, please refer to Flooring Brochure and Order form for options.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [January 28, 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

Please note: Due to changes for 2022, the process for shipping has changed and all freight must be shipped to Freeman Advance Warehouse. No direct shipments to show site will be allowed. Refer to the Labor and Material Handling form in the kit to review this information. Any labor and/or material handling services performed after 4:30 p.m. Monday will incur overtime charges.

EXHIBITOR MOVE-IN

Friday	February 25, 2022	8:00 a.m. - 5:00 p.m.
Saturday	February 26, 2022	8:00 a.m. - 5:00 p.m.

LEARNING CENTER MOVE-IN

Friday	February 25, 2022	8:00 a.m. - 5:00 p.m.
Saturday	February 26, 2022	8:00 a.m. - 11:30 a.m.

EXHIBIT HOURS

Saturday	February 26, 2022	5:30 p.m. - 7:00 p.m.
Sunday	February 27, 2022	9:00 a.m. - 5:00 p.m.
Monday	February 28, 2022	9:00 a.m. - 5:00 p.m.
Tuesday	March 01, 2022	9:00 a.m. - 12:00 p.m.

LEARNING CENTER HOURS

Saturday	February 26, 2022	12:00 p.m. - 5:00 p.m.
Sunday	February 27, 2022	9:00 a.m. - 5:00 p.m.
Monday	February 28, 2022	9:00 a.m. - 5:00 p.m.
Tuesday	March 01, 2022	9:00 a.m. - 12:00 p.m.

EXHIBITOR MOVE-OUT

Tuesday	March 01, 2022	12:00 p.m. - 7:00 p.m.
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LEARNING CENTER MOVE-OUT

Tuesday	March 01, 2022	12:00 p.m. - 7:00 p.m.
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Freeman will begin returning empty containers as soon as the show closes.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibit materials to be picked up by carriers will be transported to the Freeman Warehouse at the close of the show.

Warehouse Address:

Freeman
9900 Business Parkway
Lanham, MD 20706

Materials must be picked up at the Freeman Warehouse by carriers between the hours of 8:00 a.m. - 3:00 p.m. by Thursday, March 3, 2022. To ensure all materials are removed from the warehouse on time, please have your carrier check in by 2:00 p.m. on Thursday, March 3, 2022. If materials are not picked up within the designated hours, exhibitors will be responsible for any additional charges.

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 **January 28, 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 #
Cardiovascular Research Technologies 2022
C/O TForce Freight / Freeman
6571 Washington Blvd
Elkridge, MD 21075

ALL materials must be shipped to the above Advance Shipping address and must include Exhibiting Company Name / Booth number. Please do NOT send any materials to show site.

Freeman will accept crated, boxed or skidded material beginning January 19, 2022 at the above address. Material arriving after 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 4,000 pounds or a single piece of freight beyond the dimensions of 96" H x 68" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:00 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054:

- **All OT charges will occur after 4:30 PM**
- **Freight can not weigh more than 4,000lbs.**
- **Freight can not exceed 96"H x 68"W.**

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 January 28, 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 you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

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.