



**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/white back drape, and 3' high white side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

**EXHIBIT HALL CARPET**

Exhibit Hall is carpeted in ballroom carpet.

**FIRST-TIME EXHIBITOR PROGRAM**

Exhibiting at a trade show for the first time can be overwhelming. To help make your exhibiting experience more enjoyable, Freeman has developed a First-Time Exhibitor Program that is available to you on this show. Please call Freeman Exhibitor Support at (888) 508-5054.

**DISCOUNT PRICE DEADLINE DATE**

**Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by January 31, 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 FAQ page](#).

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

Monday	February 28, 2022	1:00 PM - 8:00 PM	Exhibitor Move-In for 800 sqft booths or larger
Tuesday	March 01, 2022	8:00 AM - 8:00 PM	Exhibitor Move-In for 400 sqft booths or larger
Tuesday	March 01, 2022	1:00 PM - 8:00 PM	General Move-In
Wednesday	March 02, 2022	8:00 AM - 4:00 PM	

*Overtime charges will apply to all labor from 4: 0 PM to 8:00 AM Monday through Friday.*

*All crates must be removed from the show floor no later than 1 :00 PM on Wednesday.*

*All booth structures must be show ready by 4:00 PM Wednesday.*

*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.*

**EXHIBIT HOURS \*Hours Subject to Change**

Wednesday	March 02, 2022	6:00 PM - 8:00 PM	*Welcome Reception
Thursday	March 03, 2022	9:30 AM - 4:20 PM	
Friday	March 04, 2022	7:00 AM - 11:35 AM	

**EXHIBITOR MOVE-OUT \*Hours Subject to Change**

Friday	March 04, 2022	12:30 PM - 8:00 PM
Saturday	March 05, 2022	8:00 AM - 12:00 PM

*\*Overtime charges will apply to all labor starting at 4:30 PM on Friday and all day on Saturday. Any freight loaded out after 4:30 PM on Friday will incur overtime charges and all day on Saturday. 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.*

**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 Amanda Grandel directly at [agrandel@afa.org](mailto:agrandel@afa.org)

**IN-BOOTH SOUND GUIDELINES**

The use of loud devices for amplification of sound, music, microphones, etc., shall be restricted. Exhibitors may use amplification equipment in booths as long as the audio level does not disrupt the activities of other exhibitors and as long as the measured audio level does not exceed 70 dB as measured at the booth perimeter by AFA. Exhibitors found to be exceeding the specific sound level will be asked by AFA or its agent to correct the deficiency. If the exhibitor does not immediately comply, the exhibitor may, at AFA's sole discretion, be required to curtail all use of audio amplification or to cease exhibiting.

*(Note that each exhibitor is responsible for applicable content licensing required (BMI, ASCAP, Etc.)*

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Saturday, March 05, 2022 at 12:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday, March 05, 2022 at 10:00 AM.

**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.

**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 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 our Exhibitor Support Department at (888) 508-5054 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

(888) 508-5054

[ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [FreemanOnline](#) by January 31, 2022.** 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 Exhibitor Support at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**2022 AFA Warfare Symposium**

C/O Freeman

10088 General Dr

Orlando, FL 32824

Freeman will accept crated, boxed or skidded materials beginning Monday, January 31, 2022, at the above address. Material arriving after February 21, 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.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**2022 AFA Warfare Symposium**

C/O Freeman

Rosen Shingle Creek

9939 Universal Blvd

Orlando, FL 32819

Freeman will receive shipments at the exhibit facility beginning Monday, February 28, 2022. 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 your carrier with this phone number: (888) 508-5054.

**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.**

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 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 Freeman Service Center. 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 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 Exhibitor Support 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 January 31, 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, 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.

No one under the age of 18 is permitted in the exhibit hall during installation and dismantle 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 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.