

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 8' x 10' booth will be set with 8' high blue back drape, 3' high blue side drape, (1) 6' blue draped table, (2) Limerick chairs, (1) wastebasket, and (1) 7" x 44" one-line booth identification sign.

**EXHIBIT HALL CARPET**

The exhibit area is carpeted.

**DISCOUNT PRICE DEADLINE DATE**

**Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 17, 2020.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

***Please note: All freight must be shipped to Freeman's Advance Warehouse. No direct shipment to showsite will be allowed.***

Sunday                      March 08, 2020                      8:00 a.m. - 3:00 p.m.

***Labor services performed Sunday will incur overtime charges. Material handling services performed Sunday will incur double time charges.***

**EXHIBIT HOURS**

Monday                      March 09, 2020                      8:00 a.m. - 11:00 p.m.

Tuesday                      March 10, 2020                      8:00 a.m. - 11:00 p.m.

Wednesday                      March 11, 2020                      8:00 a.m. - 11:00 p.m.

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Thursday                      March 12, 2020                      9:00 a.m. - 4:00 p.m.

**We will begin returning empty containers at the close of the show.**

**DISMANTLE AND MOVE-OUT INFORMATION**

- All exhibitor materials must be removed from the exhibit facility by Thursday, March 12, 2020 at 4:00 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 at the below address by Thursday, March 12, 2020 at 3:00 p.m.

Hilton Baltimore  
 401 W Pratt Street  
 Baltimore, MD 21201

***PLEASE NOTE: The above address is only for post-show pick-ups during exhibitor move-out. Please do NOT send any materials to the Hilton Baltimore in advance. Advance shipments must be shipped to Freeman's Advance Warehouse. See "Shipping Information" on the following page.***

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services 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 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 our Exhibitor Services Department at (301) 918-7975 for a quote.

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

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 fax (469) 621-5609  
FreemanWashingtonES@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 email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [FreemanOnline](#) by February 17, 2020.** 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 FreemanOnline without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline, please call our Customer Support Center 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 #**  
**61ST ENC**  
**C/O FREEMAN**  
**9900 BUSINESS PARKWAY**  
**LANHAM, MD 20706**

Freeman will accept crated, boxed or skidded material beginning Friday, February 07, 2020 at the above address. Material arriving after February 28, 2020 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. If required, provide your carrier with this phone number: (301) 918-7975.

***\*ALL materials must be shipped to the above Warehouse Shipping Address. Please do NOT send any materials to show site.\****

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

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.

**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 our Exhibitor Services Department at (301) 918-7975.

**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 Freeman Washington Exhibitor Services at (301) 918-7975 or Freeman's Customer Support Center 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 February 17, 2020.

#### **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.

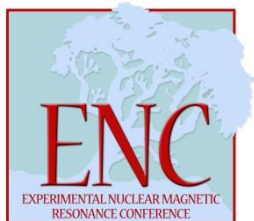
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Call Freeman's Exhibitor Services department at (301) 918-7975 with any questions or needs you may have.



## EXHIBIT BOOTH & HOSPITALITY SUITE SCHEDULE 2020

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**EXHIBIT BOOTHS** – Located in the foyer space just outside the session and poster rooms the booths will be very visible to attendees. The welcome reception will be set up around your booths. For Monday-Thursday traffic you will have maximal traffic during the morning coffee break. We anticipate that attendees will also mingle with booths before and after sessions. You really are free to set your own hours.

You may want to consider being at your booth for the start of hospitality suites in the evenings as the suites are very accessible to the booth area.

No security is provided.

Please see schedule below for **move-in** and **move-out times** as well as advertised booth hours that will be published in the program book. When it is quiet during sessions, we absolutely ENCOURAGE you to jump into the session rooms.

### **Sunday, March 8**

8:00 am - 3:00 pm

**Exhibit booth move-in**; you must be completely installed by 3pm to allow for set-up of Welcome Reception in the booth area 4-6pm.

4:00 - 6:00 pm

Advertised booth attending hours for the Welcome Reception.

### **Monday - Wednesday, March 9 - 11**

8:30 - 4:00 pm

Advertised booth attending hours. There will be the most traffic during the 10:15-10:45 am coffee breaks. Booths are located just outside the session rooms.

Evening hours "After 7:00 pm"

Exhibit booths are welcome to be open and staffed during the evening hours when hospitality suites are open.

### **Thursday, March 12**

8:30 - 4:00 pm

Advertised booth attending hours. There will be the most traffic during the

4:00 - 5:00 pm

**Exhibit Booth move-out**

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**HOSPITALITY SUITES** – Please see schedule below for move-in and move-out times. ENC permits an open door policy for suites throughout the week; however, no organized hospitality may be offered outside the following schedule.

### **Sunday, March 8**

From 8:00 am

**Suite move-in and set-up** (your freight will be delivered to your room on Saturday)

Evening hours "After 7:00 pm"

**Optional** suite opening. Listed in program as "After 7:00 pm, Optional Hospitality Suite Openings"

### **Monday - Wednesday, March 9 - 11**

Evening hours "After 7:00 pm"

Listed in printed program and website as "After 7:00 pm, Hospitality Suites"

### **Thursday, March 12**

8 am – 4:00 pm

**Suite Move-out**