

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10 x 10 booth will be set with 8' high Black backwall drape, 3' high Black side dividers, (1) 6' x 30" black skirted table (2) Limerick® chairs by Herman Miller and (1) wastebasket.

Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is **NOT** carpeted. Floor covering is required. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form. Aisle carpet is Midnight Blue.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by WEDNESDAY, FEBRUARY 27, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

Wednesday March 20 9:00 a.m. - 5:00 p.m.

All exhibits must be fully installed by 5:00 p.m. on Wednesday, March 20, 2019.

Note: Overtime rates will apply during move-in after 4:30 p.m., Wednesday, March 20, 2019.

EXHIBIT HOURS

Thursday March 21 9:30 a.m. - 5:00 p.m.

Friday March 22 8:30 a.m. - 1:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Friday March 22 1:00 p.m. - 5:00 p.m.

Note: Overtime rates will apply during move-out after 4:30 p.m., Friday, March 22, 2019.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates once the aisle carpet is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by **5:00 p.m. on Friday, March 22, 2019.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **3:00 p.m. on Friday, March 22, 2019.**

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 (773) 473-7080 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

8201 West 47th Street
 McCook, IL 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada or (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

FREEMAN ONLINE®

Order early to take advantage of advance order discount rates, place your order by WEDNESDAY, FEBRUARY 27, 2019. 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. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

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 www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online, 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:

MACUL CONFERENCE 2019
Exhibiting Company Name
Booth # _____
Freeman
c/o UPS Freight
6150 Inkster Road
Romulus, MI 48174

Freeman will accept crated, boxed or skidded materials beginning **WEDNESDAY, FEBRUARY 20, 2019** at the above address. Shipments received at the warehouse after **TUESDAY, MARCH 12, 2019** will be charged an additional after deadline fee. 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 of 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 9:00 a.m - 4:00p.m. Certified weight tickets must accompany all shipments. To trace the arrival of your shipment, or for directions to the warehouse please call (313) 295-1300.

Show site shipping address:

MACUL CONFERENCE 2019
Exhibiting Company Name
Booth # _____
c/o FREEMAN
Cobo Center
1 Washington Blvd.
Detroit, MI 48226

Freeman will receive shipments at the above exhibit facility on **WEDNESDAY, MARCH 20, 2019**. 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.

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. 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.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the Cobo Center Exhibitors Rights to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

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 Detroit Exhibitor Services at (313) 393-0250 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 to take advantage of advance order discount rates, place your order by WEDNESDAY, FEBRUARY 27, 2019.

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 the age of 16 are not permitted on the show floor during exhibitor move-in and move--out for safety reasons.

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

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For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Call Freeman's Exhibitor Services department at (773) 473-7080 with any questions or needs you may have.