

SERVICE INFORMATION

EXHIBITOR FREIGHT

Due to limited storage at the MANCHESTER GRAND HYATT SAN DIEGO, we recommend all exhibitor freight be sent directly to the Freeman warehouse.

Warehouse Shipping Address:

**Exhibiting Company Name / Booth #
 ADP MEETING OF THE MINDS 2017
 C/O Freeman
 6060 Nancy Ridge Dr., Ste. C
 San Diego, CA 92121**

Freeman will accept crated, boxed or skidded material beginning FEBRUARY 17, 2017 at the above address. Advance warehouse pricing will be extended up until MARCH 13, 2017 at 3:30 PM. Materials arriving after this date will be assessed an additional after deadline charge. 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: (714) 254-3410 The warehouse is closed on February 20th in observance of the holiday.

Note: All warehouse, inbound show site and outbound shipments will be assessed overtime charges for move-in and move-out. Please refer to the Material Handling Order Form for applicable rates.

Freeman will receive shipments at the exhibit facility beginning MARCH 19, 2017 at 12:00 PM. Shipments arriving before this date will most likely be refused by the facility. **Any additional charges incurred by the MANCHESTER GRAND HYATT SAN DIEGO for early freight acceptance will be charged directly to the exhibitor and will be in addition to the material handling charges.**

BOOTH EQUIPMENT

Please refer to the Sponsor/Exhibitor Prospectus for what is included in your sponsor package.

GRAPHICS SUBMISSION DEADLINE DATE

Sponsor booth graphics must be submitted by February 15, 2017.

DEADLINE DATE

Place your order by FEBRUARY 24, 2017.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Sunday	March 19, 2017	12:00 PM	-	1:30 PM
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EXHIBIT HOURS

Sunday	March 19, 2017	2:00 PM	-	7:00 PM
Monday	March 20, 2017	9:30 AM	-	6:30 PM
Tuesday	March 21, 2017	8:30 AM	-	4:30 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Tuesday	March 21, 2017	4:30 PM	-	6:30 PM
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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 March 21, 2017 at 6:30 PM. Please arrange with your carrier to pick-up your outbound freight directly from the facility.

MANCHESTER GRAND HYATT SAN DIEGO

ONE MARKET PL
SAN DIEGO, CA 92101

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by March 21, 2017 at 5:45 PM. If required, provide your carrier with this phone number: (714) 254-3410

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

901 E. South Street
Anaheim, CA 92805
(714) 254-3410 fax (469) 621-5606
FreemanAnaheimES@freemanco.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@freemanco.com

Please note: All items and materials that must be brought into the facility 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.

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 714-254-3410.

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 feature you may contact Freeman Exhibitor Services at (714) 254-3410 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 FEBRUARY 24, 2017.

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.

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 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 preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (714) 254-3410 with any questions or needs you may have.