

THE POWER OF FREEMAN ONLINE IN THE PALM OF YOUR HAND

Introducing Freeman Online Mobile, providing you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. Download the app today at folmobile.freemanco.com to:

- Access important show information
- Place orders for Freeman products and services at show site
- Track Freeman freight
- Receive Assistance through Concierge Services
- Receive notifications
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high **plum** back drape, 3' high **plum** side dividers and a 7" x 44" one-line identification sign.

Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however the aisles will be carpeted in **Tuxedo**. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by June 29, 2016.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Thursday	July 21, 2016	8:00 AM	-	4:00 PM
Friday	July 22, 2016	8:00 AM	-	4:00 PM
Saturday	July 23, 2016	8:00 AM	-	4:00 PM
Sunday	July 24, 2016	8:00 AM	-	4:00 PM
Monday	July 25, 2016	8:00 AM	-	4:00 PM

Please note that overtime/ doubletime rates will apply for labor and material handling all day Saturday, July 23, and all day Sunday, July 24.

EXHIBIT HOURS

Tuesday	July 26, 2016	9:30 AM	-	6:00 PM
Wednesday	July 27, 2016	9:30 AM	-	6:00 PM
Thursday	July 28, 2016	9:30 AM	-	3:30 PM

EXHIBITOR MOVE-OUT

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

Thursday	July 28, 2016	3:30 PM	-	7:00 PM
Friday	July 29, 2016	8:00 AM	-	4:00 PM

We will begin returning empty containers at the close of the show. Please note that overtime/ doubletime rates will apply for labor and material handling after 4:30 PM on Thursday.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by **Friday, July 29, 2016 at 4:00 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 **Friday, July 29, 2016 at 1:00 PM**.

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) 621-5602
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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by June 29, 2016. Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman Online®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit www.freemanco.com/store and click on the "Login". If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #
SIGGRAPH 2016
C/O FREEMAN
900 E. SANTA ANA ST
ANAHEIM, CA 92805

Freeman will accept crated, boxed or skidded materials beginning **Monday, June 20, 2016** at the above address. Material arriving after **Wednesday, July 13, 2016** will be received at the warehouse with 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.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
SIGGRAPH 2016
C/O FREEMAN
ANAHEIM CONVENTION CENTER
1850 WEST ST
ANAHEIM, CA 92802

NOTE: All Common Carriers and Van Lines should check-in at the Marshalling Yard. (See enclosed map.) Certified Weight Tickets must accompany all shipments.

Freeman will receive shipments at the exhibit facility beginning **Thursday, July 21, 2016**. 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.

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 this service.

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 June 29, 2016.

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.

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

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For more information and helpful hints on post-show 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.