



**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high **GREEN** back drape, 36" high **GREEN** side dividers and a 7" x 44" one-line identification sign.

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; however, the aisles will be carpeted in **GREEN**.

**DISCOUNT PRICE DEADLINE DATE**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **Friday, August 27, 2010**.

Save money by ordering labor in advance. All display and rigging labor orders placed at show site will be charged an additional 25% above the advance rate.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information and helpful hints on preshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

|          |                    |  |
|----------|--------------------|--|
| Friday   | September 10, 2010 | 8:00 AM - 4:30 PM * TARGETED MOVE - IN |
| Saturday | September 11, 2010 | 8:00 AM - 4:30 PM * TARGETED MOVE - IN |
| Sunday   | September 12, 2010 | 8:00 AM - 4:30 PM * FINAL SET UP ONLY  |

All exhibits must be fully installed by **Sunday, September 12, 2010 at 4:30 PM.**

**\* PLEASE REFER TO THE TARGET MOVE IN PLAN FOR YOUR ASSIGNED MOVE IN DATE AND TIME\***

**EXHIBIT HOURS**

|         |                    |                    |
|---------|--------------------|--------------------|
| Monday  | September 13, 2010 | 10:00 AM - 5:00 PM |
| Tuesday | September 14, 2010 | 10:00 AM - 5:00 PM |

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

|           |                    |                    |
|-----------|--------------------|--------------------|
| Tuesday   | September 14, 2010 | 5:00 PM - 10:00 PM |
| Wednesday | September 15, 2010 | 8:00 AM - 5:00 PM  |
| Thursday  | September 16, 2010 | 8:00 AM - 12:00 PM |

**SERVICE CENTER HOURS**

We will have staff available at the Freeman Service Center as follows:

|           |                    |                    |
|-----------|--------------------|--------------------|
| Friday    | September 10, 2010 | 8:00 AM - 4:30 PM  |
| Saturday  | September 11, 2010 | 8:00 AM - 4:30 PM  |
| Sunday    | September 12, 2010 | 8:00 AM - 4:30 PM  |
| Monday    | September 13, 2010 | 8:00 AM - 5:00 PM  |
| Tuesday   | September 14, 2010 | 8:00 AM - 10:00 PM |
| Wednesday | September 15, 2010 | 8:00 AM - 5:00 PM  |
| Thursday  | September 16, 2010 | 8:00 AM - 12:00 PM |

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately **7 hours**.
- All exhibitor materials must be removed from the exhibit facility by **Thursday, September 16, 2010 at 12:00PM.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Thursday, September 16, 2010 at 9:00 AM.**
- **Please be advised that overtime charges may apply during Move-In and Move-Out.**

**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.

**Please note:** All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

2200 Consulate Drive  
Orlando, Florida 32837  
(407) 857-1500 fax (469) 621-5605

**FREEMAN TRANSPORTATION**

(800) 995-3579 fax (214) 615-6515

**FREEMAN ONLINE®**

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 in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit [www.myfreemanonline.com](http://www.myfreemanonline.com) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

**SHIPPING INFORMATION**

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
**HD BOUTIQUE 2010**  
**FREEMAN**  
**C/O YRC**  
**11301 NW 134TH STREET**  
**MIAMI, FLORIDA 33178**

**WAREHOUSE RECEIVING HOURS:  
MONDAY-FRIDAY 8AM-3:30PM**

*Please note the warehouse will be closed  
Monday, September 6th, in observance of the  
Labor Day Holiday*

Freeman will accept crated, boxed or skidded material beginning **Wednesday, August 11, 2010** at the above address. Material arriving after **Tuesday, September 7, 2010** will be received at the warehouse with an additional after deadline charge.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
**HD BOUTIQUE 2010**  
**C/O FREEMAN**  
**MIAMI BEACH CONVENTION CENTER**  
**1901 CONVENTION CENTER DRIVE**  
**MIAMI BEACH, FLORIDA 33139-1820**

**PLEASE HAVE YOUR CARRIERS  
CHECK IN AT THE MARSHALING YARD.  
DIRECTIONS AND MAP IS INCLUDED IN  
THIS SERVICE MANUAL.**

Freeman will receive shipments at the exhibit facility beginning **Friday, September 10, 2010**, according to the target move in schedule. 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.

**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 407-816-7900.

**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 Orlando Exhibitor Services at 407-819-7900 or Freeman's Customer Support Center at 888-508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by **AUGUST 27, 2010**.

#### **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.

You are not allowed to ship Hazardous Materials. If you do so, you will be in violation of federal law, and may be subject to civil penalties of not more than \$27,000 for each offense.

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Call Freeman's Exhibitor Services department at (407-816-7900) with any questions or needs you may have.