

EASY IS NICE, ON ANY DEVICE.

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- 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 blue and gold back drape and 3' high green side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted, however, the aisles will be carpeted in blue. Show Management requires that all booths be carpeted or have approved floor covering. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

DISCOUNT PRICE DEADLINE DATE

To take advantage of advance order discount rates, place your order by [APRIL 1, 2020](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Wednesday	April 22	8:00 a.m.	-	5:00 p.m.
Thursday	April 23	8:00 a.m.	-	5:00 p.m.

All labor and inbound material handling services performed after 4:30 p.m. will have overtime charges applied.

EXHIBIT HOURS

Friday	April 24	4:30 p.m.	-	6:45 p.m.
Saturday	April 25	10:00 a.m.	-	3:30 p.m.
Sunday	April 26	10:00 a.m.	-	1:30 p.m.

EXHIBITOR MOVE-OUT

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

Sunday	April 26	1:30 p.m.	-	8:00 p.m.
Monday	April 27	8:00 a.m.	-	5:00 p.m.

Freeman will begin returning empty containers as soon as the aisle carpeting is removed.

All labor and outbound material handling services provided all day Sunday and after 4:30 p.m. Monday will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **5:00 p.m. on Monday, April 27**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **1:00 p.m. on Monday, April 27**.

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 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 (775) 355-4600 for a quote.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

2080 Brierley Way, Ste. 102

Sparks, NV 89434

Ph: (775) 355-4600 Fax: (469) 621-5617

FreemanRenoES@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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by **APRIL 1, 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 Freeman Online without using the email link, visit [FreemanOnline](#).

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:

2020 ACOG ANNUAL CLINICAL & SCIENTIFIC MEETING
Exhibiting Company Name
Booth # _____
C/O FREEMAN / KGM Motorcycle Transport
18770 80th Place S.
Kent, WA 98032

Freeman will accept crated, boxed or skidded material beginning **MARCH 23, 2020** at the above address. Material arriving after **APRIL 14, 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (775) 355-4600

Show Site Shipping Address:

2020 ACOG ANNUAL CLINICAL & SCIENTIFIC MEETING
Exhibiting Company Name
Booth # _____
WASHINGTON STATE CONVENTION CENTER
C/O FREEMAN
705 Pike St.
Seattle, WA 98101

Freeman will receive shipments at the exhibit facility beginning **APRIL 22, 2020**. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (775) 355-4600

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 (775) 355-4600.

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 Reno Exhibitor Services at (775) 355-4600 or Freeman's Customer Support Center at (888)508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

To take advantage of advance order discount rates, place your order by **APRIL 1, 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 preshow procedures and move-in, please go to www.freeman.com/FAQPreshow

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 (775) 355-4600 with any questions or needs you may have.