

Preparing For Your Exhibit Experience

Stephanie Houck, CEM

Senior Director, Exposition Operations
SPARGO, Inc.

Cindy Sharkey

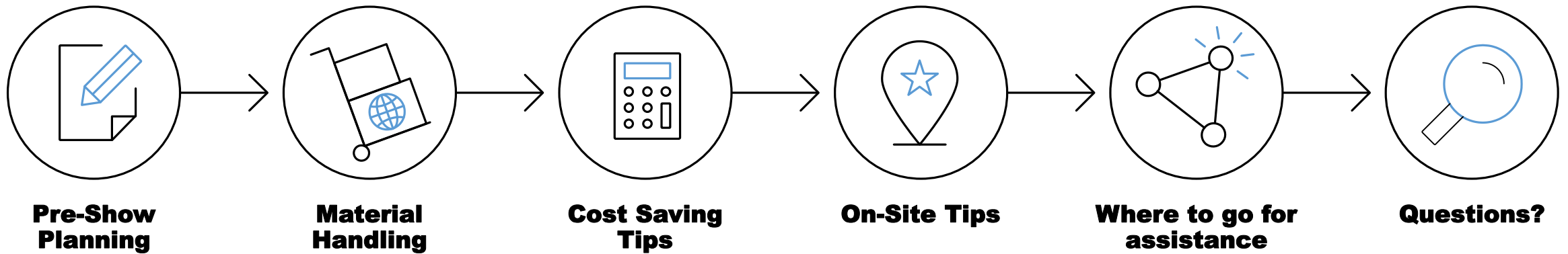
Sales Operations, Sr. Director
Freeman

ANESTHESIOLOGY[®] 2019

OCTOBER 19-23 | ORANGE COUNTY CONVENTION CENTER | ORLANDO, FL

American Society of **Anesthesiologists[®]**

Webinar Topics



ANESTHESIOLOGY 2019

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Pre-show planning

BEGIN PLANNING 45-180 DAYS FROM THE MOVE-IN DATE

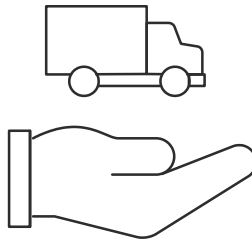


Freeman

Official Service Contractor



Cleaning



Machine Spotting Labor

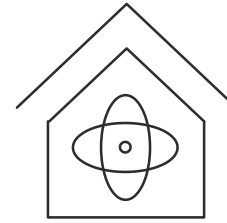
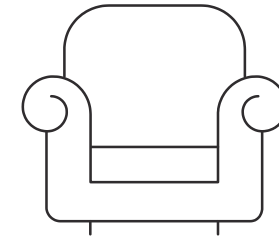
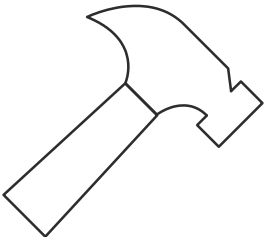


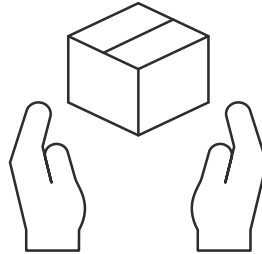
Exhibit Rentals



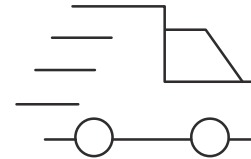
**Furnishings &
Carpet**



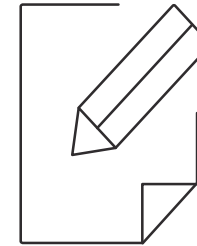
**Installation and
Dismantle Labor**



**Material Handling
Services**



Transportation



**Graphics
and Signs**

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Freeman Transportation

ALL-INCLUSIVE PRICING

ONE CONVENIENT INVOICE

ON-SITE TRANSPORTATION EXPERTS

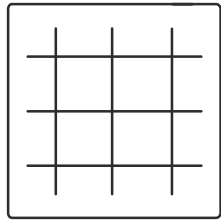
RELIABLE CUSTOMER SERVICE

CALL 1-800-995-3579 FOR A QUOTE

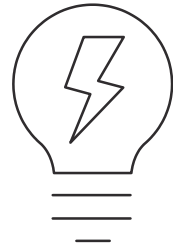


OCCC & Specialty Contractors

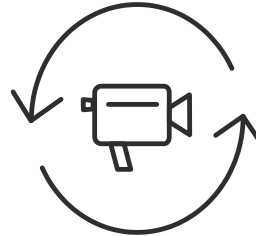
Order information, brochures, and contact information located on FreemanOnline®



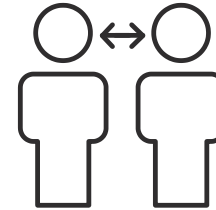
**Orange Country Convention
Center Rigging and
Hanging Signs**



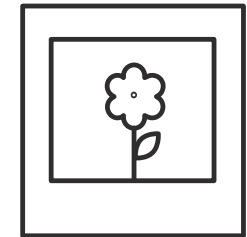
**Orange Country
Convention Center
Electrical, Plumbing,
Aerial Lighting**



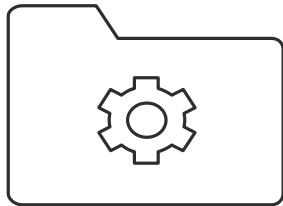
**PSAV
Audiovisual
Equipment**



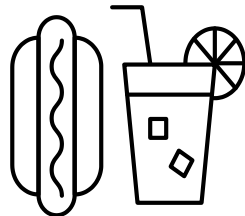
**Smart City
Solutions
Telephone
& Internet**



**TLC National
Convention Plant
Services**



**EXPERIENT
Lead Retrieval**



**Centerplate
Catering**

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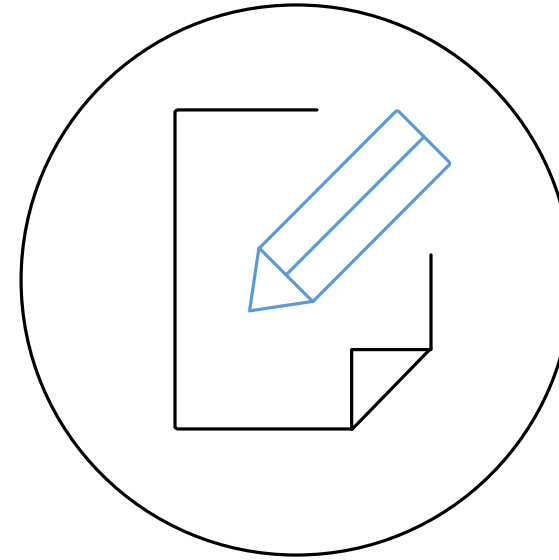
American Society of **Anesthesiologists[®]**

Inline Booths Include

**Commercial Booth Includes:
Per 10' x 10'**

**7" x 44" one-line identification sign
(300 sq. ft. or less)**

**8' high gray back drape
3' high gray side dividers**



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Union Jurisdictions

Orlando, FL

What full-time exhibiting employees can do:

- Hand-carry small packages from the main entrance or specified hand-carry areas (without the use of dollies, flat trucks or mechanical equipment)
- Use full-time employees to set up your exhibit
- Set out products you manufacture
- Hire Freeman labor with power tools and ladders

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General Information ▾ Search Exhibitors ▾ Exhibit ▾ **Exhibitor Resource Center** ▾ Additional Opportunities ▾

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American Society of **Anesthesiologists**®

Exhibit Information

October 19-21, 2019 | Orange County Convention Center | Orlando, FL



FreemanOnline®

All

What can we help you find?



CONTACT

ACCOUNT

WISH LISTS

CART

ANESTHESIOLOGY® 2019

OCTOBER 19-23 | ORLANDO



American Society of
Anesthesiologists™

Welcome to FreemanOnline!

FreemanOnline is your go-to resource for show information, schedules, contacts, shipping information, online ordering, and everything you need to make this your best exhibit ever!

The lowest prices for Freeman products and services are available only by ordering online!

SHOW STATUS

PRE-SHOW

[View Show Schedule](#)

Sep 25 - 11:59 PM EST

Discount Price Deadline

44
DAYS

11
HRS

25
MIN

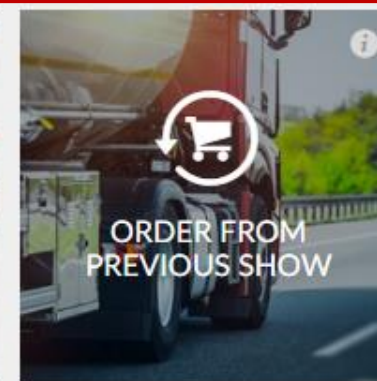
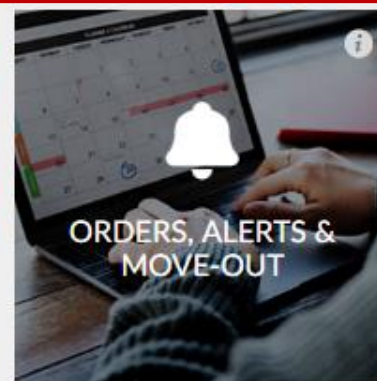
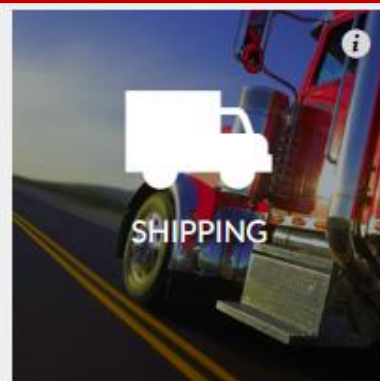
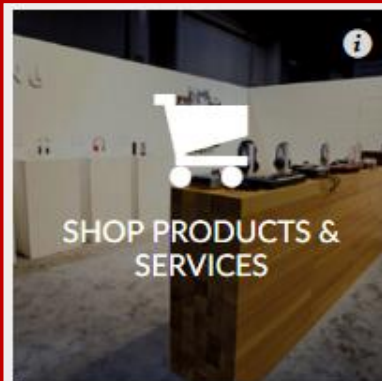
Sep 15
PRE-SHOW

POST SHOW

Do you want to order products/services as a third party? Select yes to go to third party (EAC) billing authorization page.

☒ Yes

☐ No



Show Information



Quick Facts



Show Contacts

 Forms & Brochures

BOOTH EQUIPMENT

 What's Included
In Your Booth

Additional Information

To receive an additional discount on select items, place your order online prior to the discount price deadline of September 25, 2019.

Our goal at Freeman is to help you have a successful event. If you need assistance or have any questions, please contact Exhibitor Services at (407) 816-7900.

Suggestions For You



Carpet



Furnishings



Cleaning Services



Frequently Missed
Items

Important Deadlines Dates & Times

PRE-SHOW

Advance Warehouse Freight Receiving Begins:

Monday, September 16, 2019

Freeman Advance Order Discount Deadline:

Wednesday, September 25, 2019

Save up to 40%

Last Day For Advance Warehouse Freight:

Wednesday, October 09, 2019

MOVE-IN

Tuesday, October 15, 2019

12:30 PM - 4:30 PM*

Wednesday, October 16, 2019

8:00 AM - 4:30 PM

Thursday, October 17, 2019

8:00 AM - 4:30 PM

Friday, October 18, 2019

8:00 AM - 6:00 PM

***For those approved for Early Move-In Only**

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Important Deadlines Dates & Times

EXHIBIT HOURS

Saturday, October 19, 2019	10:00 AM - 4:00 PM
Sunday, October 20, 2019	9:00 AM - 4:00 PM
Monday, October 21, 2019	9:00 AM - 1:00 PM

EXHIBITOR MOVE-OUT

Monday, October 21, 2019	1:00 PM - 7:00 PM
Tuesday, October 22, 2019	8:00 AM - 4:30 PM
Wednesday, October 23, 2019	8:00 AM - 10:00 AM

EMPTY RETURN:

Up to 6 hours

CARRIER CHECK-IN:

No later than Wednesday, October 23, 2019 at 8 AM

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questions ??????????

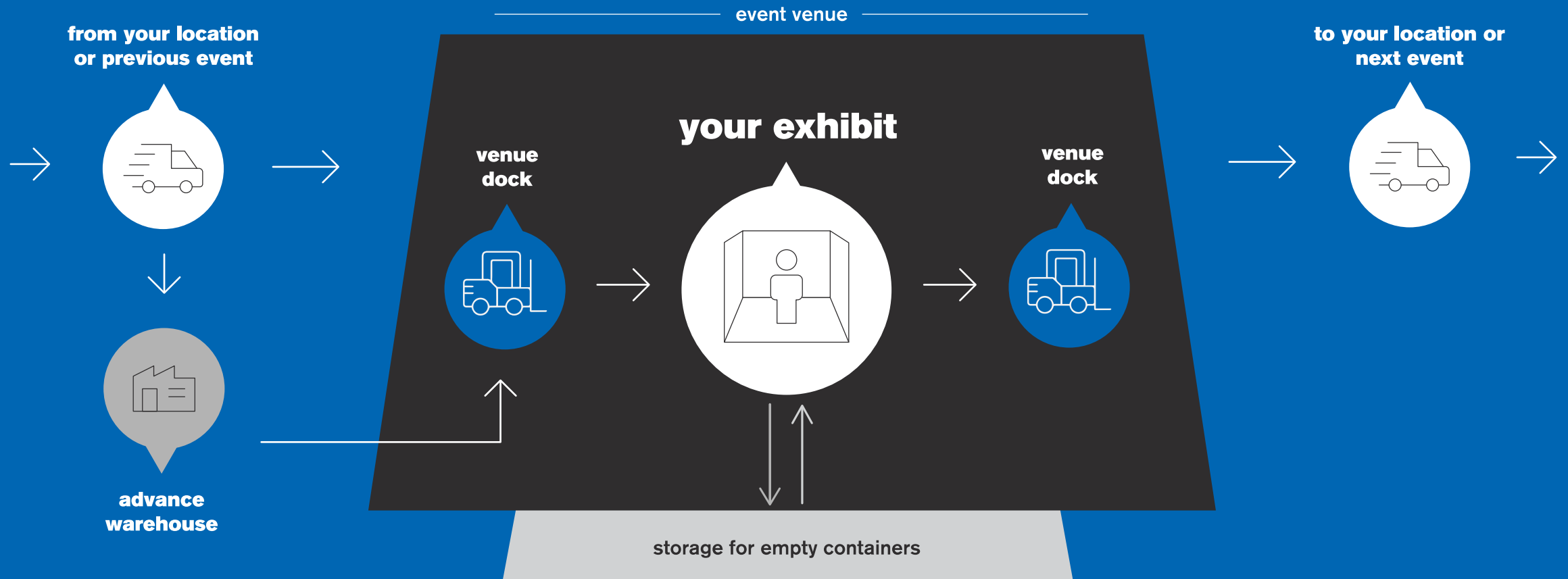
Material Handling



before event

during the event

after the event



advance warehouse
where exhibit materials are stored before an event



shipping
transport to the venue's shipping dock then from the shipping dock to the next event or customer location



material handling
move items from the dock, to the exhibit, back to the dock after the show

Outbound Shipping Form

MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS WILL BE DELIVERED DIRECTLY TO YOUR BOOTH.

FREEMAN
841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (404) 621-5610
FreemanAtlantaES@freeman.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **59TH ASH ANNUAL MEETING & EXPOSITION / DECEMBER 09 - 11, 2017**
CONTACT NAME: _____ BOOTH #: _____
E-MAIL ADDRESS: _____ PHONE #: _____
COMPANY NAME: _____

For fast, easy ordering, go to space.freeman.com
For Assistance, please call (404) 253-6494 to speak with one of our experts.

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____ ZIP/ POSTAL CODE: _____
DELIVERY ADDRESS: _____ STATE/ PROVINCE: _____ ATTN: _____
CITY: _____
PHONE#: _____
SPECIAL INSTRUCTIONS: _____
BILL TO: ☐ Same as Ship to: _____
COMPANY NAME: _____ ZIP/ POSTAL CODE: _____
DELIVERY ADDRESS: _____ STATE/ PROVINCE: _____
CITY: _____

METHOD OF SHIPMENT

Select a Carrier:
☐ Freeman Exhibit Transportation
No need to schedule your outbound shipment. Changes will appear on your Freeman invoice.
Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.
☐ Other Carrier
Carrier Name: _____
Carrier Phone: _____

Select a Level of Service:
☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 P.M. second business day
☐ Deferred: Delivery within 3-5 business days
☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload

Select Shipment Options (if applicable)
☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack
☐ Lift gate required
☐ Air ride required
☐ Residential

Select Desired Number of Labels:
Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.



INSTRUCTIONS: COMPLETE ALL SHADED AREAS. RETURN COMPLETED AGREEMENT TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

MATERIAL HANDLING AGREEMENT
PLACE PRO NUMBER HERE

DATE: 08/01/2013 01:59 PM
BOOTH NO: 3900
SHIPPER'S NUMBER: 298134-124
MVA #: 124

FROM: PHARMACY AUTOMATION SUPPLIES
NACOS TSE 2013
SANDS EXPO CENTER
201 SANDS AVE
LAS VEGAS, NV 891697000

TO: PHARMACY AUTOMATION SUPPLIES
146 S PINNACLE DR
ROMEDEVILLE, ILLINOIS 62446 USA

DATE/TIME RECEIVED: _____ AM PM

IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE-OUT DAY, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:
1. RE-ROUTE VIA FREEMAN'S CHOICE
2. DELIVERY BACK TO WAREHOUSE AT EXHIBITOR'S EXPENSE

RE-ROUTE VIA: _____ SIGNATURE: _____
DATE: _____ TIME: _____ AM PM

SPECIAL INSTRUCTIONS: Have loading dock, phone: 630-953-0485
DECLARED VALUE: \$ (Optional)

CARRIER: FREEMAN EXHIBIT TRANSPORTATION
PHONE #: (800) 955-3579

CIRCLE NUMBER OF SEPARATE DESTINATIONS IN BOOTH:
Desired Level of Service: _____
As freight will be billed on: Actual or Dimensional Weight, whichever is greater.

CHECKER	NO. PIECES	DESCRIPTION AND EXCEPTIONS, USED/REPACKED PARAPHISUALIA, EXHIBITION OR SHOW, A/C	WEIGHT (LBS) SUBJ. TO COMES
		Crate (wooden)	
		Crate (cardboard)	
		Trunks / Cases (fiber) (color)	
		Slide / Pallets	
		Carpet (color)	
		Carpet Picking Rolls	

BY SIGNING THIS AGREEMENT, YOU ARE AGREEING TO BE BOUND BY FREEMAN'S TERMS AND CONDITIONS. THESE TERMS AND CONDITIONS ARE IN YOUR SHOW KIT OR CAN BE OBTAINED AT THE SERVICE DESK. BY SIGNING BELOW, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS. EXHIBITOR SHALL BE RESPONSIBLE FOR ALL SHIPPING TERMS INCURRED. EXHIBITOR'S SIGNATURE (OR THE SIGNATURE OF EXHIBITOR'S AGENT) CERTIFIES & WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS.

CHECKER NAME: _____
TRAILER NO: _____
EXHIBITOR: PHARMACY AUTOMATION SUPPLIES
SIGNATURE: _____ DATE: _____
EMERGENCY PHONE: _____ PRINT NAME: _____

NEITHER BOX IS CHECKED. SHIPMENT WILL BE SENT COLLECT.
BILL FREIGHT CHARGES TO: FREEMAN EXHIBIT TRANSPORTATION
6555 WEST SUNSET ROAD
LAS VEGAS, NV 89118

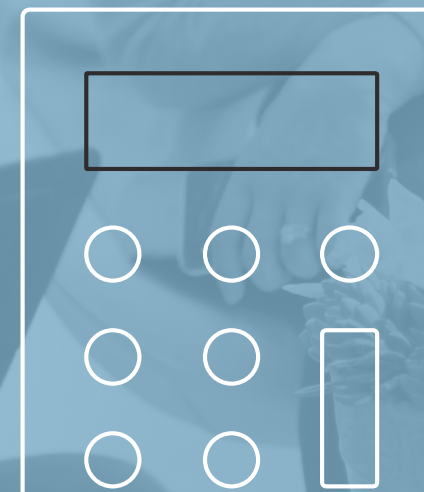
BY SIGNING THIS, I AGREE TO ENTER AT MY OWN RISK AND HOLD FREEMAN HARMLESS FROM ALL LIABILITY ARISING FROM MY ACTIVITIES ON THE PREMISES.

CARRIER: FREEMAN EXHIBIT TRANSPORTATION
DRIVER SIGNATURE: _____ DATE: _____
DRIVER PRINT NAME: _____

Green - Driver
Yellow - Exceptions
Pink - Conflict
Gold - Exhibitor

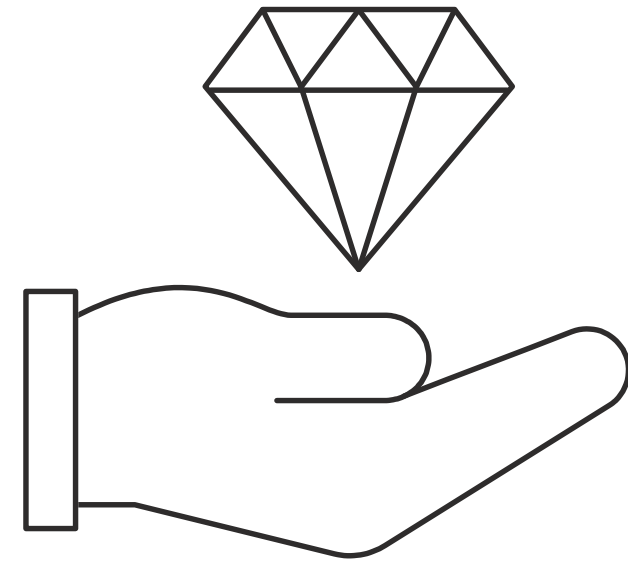
PIECES RECEIVED: _____
FDC00971 (05/10)

Cost Saving Tips



Cost Saving Tips

- 01 **Order both online and by the deadline date**
- 02 **Shipping to the Advance warehouse**
- 03 **Consolidated shipments (200 lbs. min)**
- 04 **Reduce your exposure to special handling**
- 05 **Carrier to skid/shrink wrap boxes and cases**
- 06 **Avoid shipping loose or pad-wrapped pieces**
- 07 **Schedule labor on straight time**
- 08 **Pay attention to shipping deadlines**



On-Site Tips





When you **arrive**

- 01** Make your way to your exhibit space
- 02** Furniture arrives per the delivery schedule located at the Freeman Service Desk
- 03** If ordered labor, check-in at the Freeman Service Desk
- 04** Obtain empty stickers from the Freeman Service Desk
- 05** Bring all tracking numbers & order confirmations
- 06** Wear comfortable shoes
- 07** Count on Freeman personnel to answer your exhibit-related questions!



Freeman Service Center

EASY ACCESS TO FREEMAN

Location: Rear of hall (end of aisles 400 – 500)

Open for extended hours

Dedicated phone number

Delivery schedule

Pick up empty & trash stickers

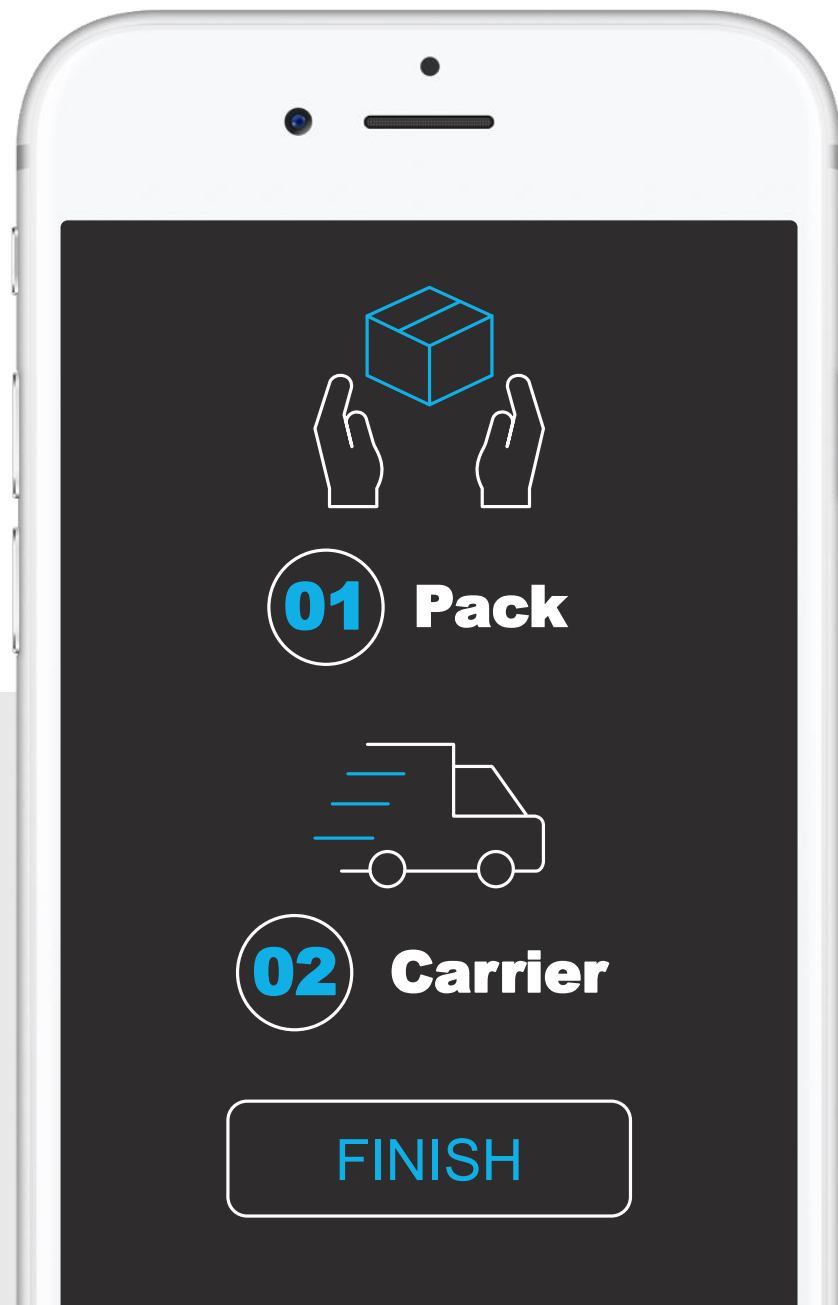
Arrange for outbound shipping

Order show services

Track freight shipments

Review Invoices

Any and all questions



“I really liked the fact that you assigned a customer service agent to me and provide me with a cell number.”

-EXHIBITOR AT HIMMS

“I found my concierge to be extremely helpful since she was able to come to my booth rather than me having to find the Freeman area at the show, this made a huge difference in how I view Freeman.”

-EXHIBITOR AT WORLD GAS CONFERENCE

Freeman Concierge

Show Flyer

EASY ACCESS TO FREEMAN

FREEMAN

service and support

to enhance your experience



Welcome to your booth!

Freeman is at your service, in person and online. We want to make sure you have everything you need to get moved in and set up, so your booth is ready to go when the show opens. Our team members are here to help, so please contact your show site concierge for information about exhibitor services, labor, freight, or any other questions. Our goal is to help you exceed your goals and elevate your experience.

Thank you — we look forward to helping you have a great show!



Concierge for your booth:

John Smith — 1-XXX-XXX-XXXX

Picture
here



Your Freeman service center location and phone number:

Central Hall — 1-XXX-XXX-XXXX



Your Freeman audio visual contact and phone number:

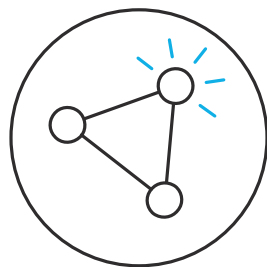
John Smith — 1-XXX-XXX-XXXX

While at show site, use the handy FreemanOnline mobile app to track freight, order last minute products and services, submit concierge services requests, register to receive important notifications, and much more.



Download the FreemanOnline app at folmobile.freemanco.com





**Where to go
for assistance?**

Local Freeman Office (Orlando)
(407) 816-7900

Monday thru Friday
8:00 AM – 5:00 PM EST

FreemanOrlandoES@freeman.com

Customer Support Center
(888) 508-5054

Monday thru Friday
7:00 AM – 7:00 PM CST

Saturday 8:00 AM – 5:00 PM CST

questions ??????????

Thank you for your participation in today's webinar.

QUESTIONS?

Stephanie Houck, CEM
Senior Director, Exposition Operations
SPARGO, Inc.

703-679-3972 (direct line)

stephanie.houck@spargoinc.com

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