

SERVICE INFORMATION

BOOTH EQUIPMENT

Each table top exhibit will include: 1 - 6'L x 42"H counter draped black and 1 stool. Wall to wall carpet in midnight blue.

EXHIBIT HALL CARPET

The exhibit area is carpeted wall to wall in midnight blue.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by January 22, 2020.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Wednesday February 12, 2020 3:00 PM - 5:00 PM

EXHIBIT HOURS

Thursday February 13, 2020 7:00 AM - 6:30 PM

Friday February 14, 2020 7:00 AM - 6:15 PM

EXHIBITOR MOVE-OUT

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

Friday February 14, 2020 6:15 PM - 7:15 PM

Note: Overtime charges apply prior to 8:00 AM and after 5:00 PM during weekdays.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, February 14, 2020 at 7:15 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, February 14, 2020 at 6:30 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.

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 (650) 878-6100 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

245 S. Spruce Avenue, Suite 100
 South San Francisco, CA 94080
 (650) 878-6100 • Fax: (469) 621-5607
 FreemanSanFranciscoES@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

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #
2020 Genitourinary Cancers Symposium
 C/O FREEMAN
 245 S. SPRUCE AVE., STE. 100
 S. SAN FRANCISCO, CA 94080

Freeman will accept crated, boxed or skidded materials beginning **Monday, January 13, 2020** at the above address. Material arriving after **Tuesday, February 04, 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: (650) 878-6100.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
2020 Genitourinary Cancers Symposium
 C/O FREEMAN
 MOSCONE CENTER WEST
 800 HOWARD ST.
 SAN FRANCISCO, CA 94103

Freeman will receive shipments at the exhibit facility beginning **Wednesday, February 12, 2020**. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (650) 878-6100.

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 (650) 878-6100.

WE APPRECIATE YOUR BUSINESS!