

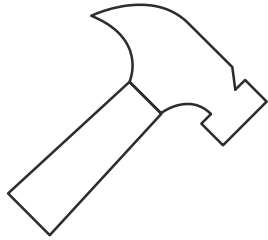
Preparing For Your Exhibit Experience in San Diego

Cindy Sharkey
Sr. Director of Sales Operations
Freeman

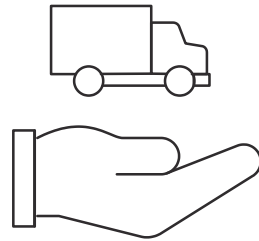


Freeman

Official Service Contractor



**Installation and
Dismantle Labor**



Labor

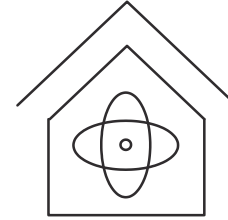
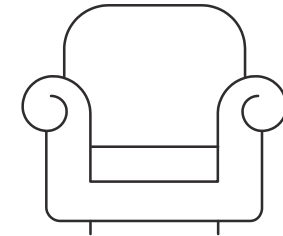
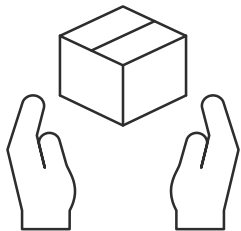


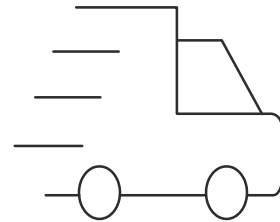
Exhibit Rentals



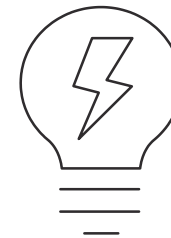
**Furnishings &
Carpet**



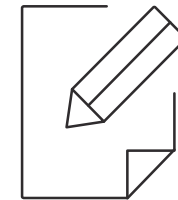
**Material Handling
Services**



Shipping



Utilities



**Graphics
and Signs**

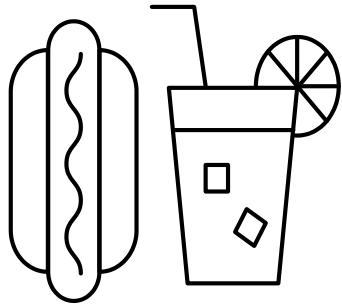


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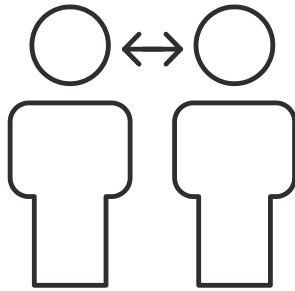
The banner features a dark blue background with a pattern of glowing blue and red spheres. On the left, there is a white circular graphic composed of dots and a curved arrow. The text is in white and light blue.

Non-Freeman Services

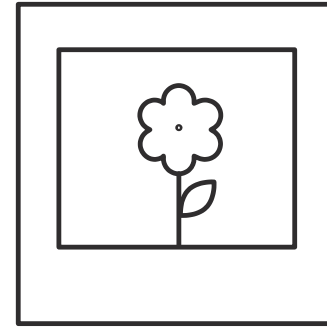
Order information, brochures, and contact information located on FreemanOnline®



CENTERPLATE
San Diego
Convention Center



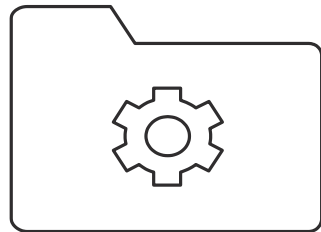
Smart City
Networks
Telephone &
Internet



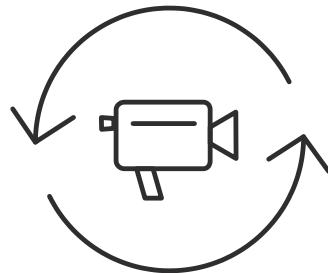
Expo Plant Service Inc



Cleaning



Convention Data
Services
Lead Retrieval



Paul Sakuma
Photography



Each Inline 10' x 10' Booth Include:

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

8' high gray back drape

3' high white side dividers

Important:

Exhibit area is not carpeted

Aisles will be carpeted in mid-night blue



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Union Jurisdictions

What full-time exhibiting employees can do:

- **An exhibitor may move materials that are hand carry-able by one person in one trip.**
- **Unpacking and placement of merchandise.**
- **The unpacking, assembling, dismantling, and packing of displays and equipment may be done by one full-time employee of an exhibiting company if the task can be completed in one hour or less without the use of any tools.**
- **If this process exceeds the time limit of one hour, union personnel supplied by the Official Decorating Contractor must be used.**



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- Exhibitor Learning
 - Learning Center/Exhibit Hall Schedule
 - Deadline Checklist
 - Exhibit Space Package
 - Key Contact Information
 - Travel Services
- Exhibitor Policies
- Advertising, Marketing and Support Opportunities
- Housing, Registration and Ancillary Meeting Space Information
- Service Order Forms
 - Audio Visual Equipment: Projection
 - Catering: SDCC
 - Cleaning/Porter Service: SDCC
 - General Service Contractor FREEMAN: service order form
 - Internet/telecommunication: SmartCity
 - Lead Management Services: CDS

[EXHIBITOR SERVICE MANUAL →](#)

Contact

📍 SPARGO, Inc.

☎ Phone: 703-631-6200

✉ Email: ascbexhibits@spargoinc.com

Quick Links

General Information

Reserve a Booth

Floor Plan

Interested in Exhibiting?

Provide your information below for updates.

First Name *



SHOW STATUS PRE SHOW View Show Schedule
Nov 15 - 05:00 PM US/Pacific
Discount Price Deadline
59 DAYS 06 HRS 20 MIN
Nov 04 PRE-SHOW POST SHOW

SHOP PRODUCTS & SERVICES

SHIPPING

ORDER FROM PREVIOUS SHOW

ORDERS & INVOICES

SHOW CONTACTS

FOL MOBILE APP

Power Up!

Electrical delivery services from Freeman.

ORDER NOW

Show Information



Quick Facts



Show Contacts

Forms & Brochures

BOOTH EQUIPMENT

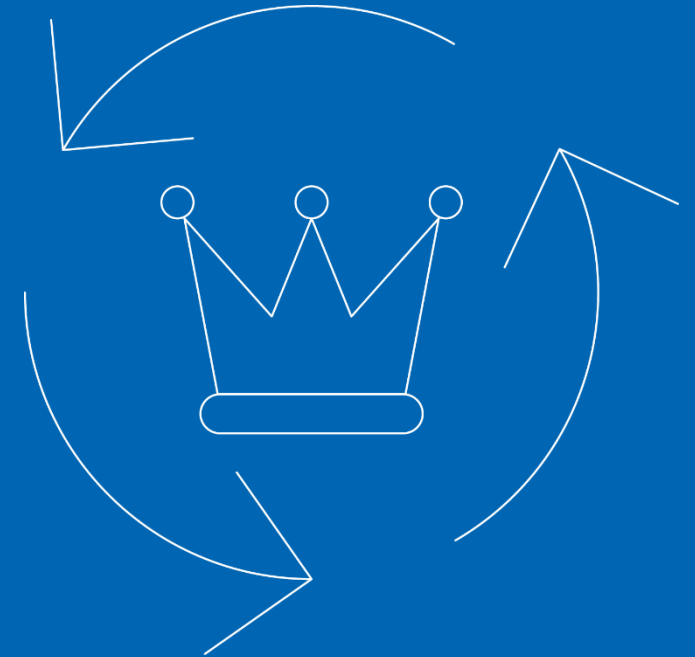
What's Included
In Your Booth

Additional Information

To receive an additional discount on select items, place your order online prior to the discount price deadline of November 15, 2018.

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 (714) 254-3410.

Pre-show Planning Tips



Important Deadline Dates & Times

Advance Order Discount Deadline:
Thursday, November 15, 2018
Save up to 40%

Advance Warehouse Freight Receiving:
Tuesday, November 6, 2018

Last Day For Advance Warehouse Freight:
Thursday, November 29, 2018

Send Hanging Signs to Advance Warehouse
Cost Savings!

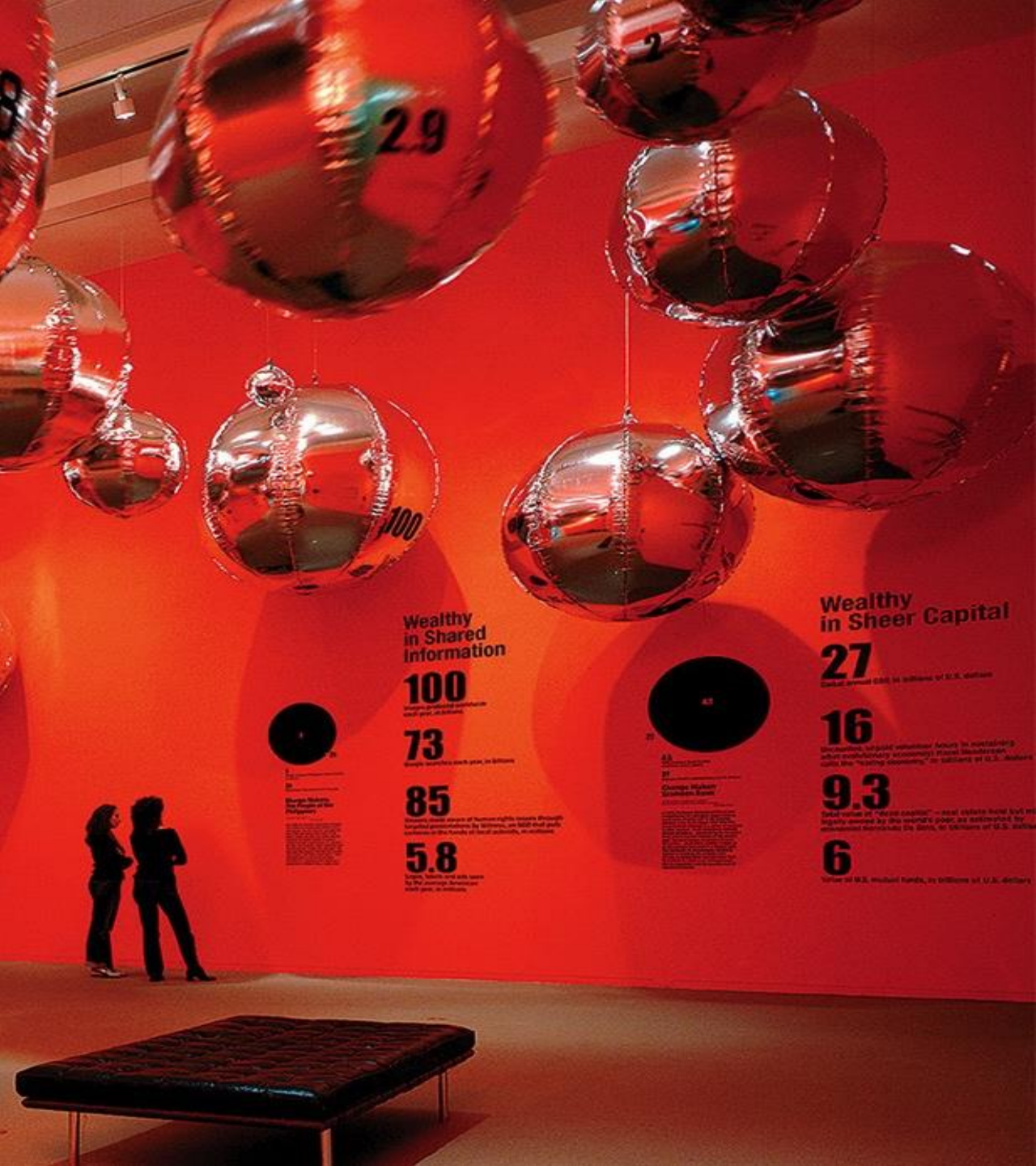
Show Site Receiving Begins:
Thursday, December 6, 2018

Carriers To Check In By:
Wednesday, December 12, 2018 at 10:00 AM



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Hanging Sign Tips

Applies to Island booths 400 sq. ft. or more

Must ship to Advance Warehouse no later than Thursday, November 29, 2018

Must ship separately than display

Submit a Structural Integrity Form

Submit a Diagram for placement



F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: NOVEMBER 6, 2018

DEADLINE DATE IS: NOVEMBER 29, 2018

TO: _____
EXHIBITOR NAME

**C/O FREEMAN
6060 NANCY RIDGE DR
SUITE C
SAN DIEGO, CA 92121**

HANGING SIGNS

EVENT: _____ *2018 ASCB|EMBO Meeting*

BOOTH NO: _____ **NO.** _____ **OF** _____ **PIECES**

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: NOVEMBER 6, 2018

DEADLINE DATE IS: NOVEMBER 29, 2018

TO: _____
EXHIBITOR NAME

**C/O FREEMAN
6060 NANCY RIDGE DR
SUITE C
SAN DIEGO, CA 92121**

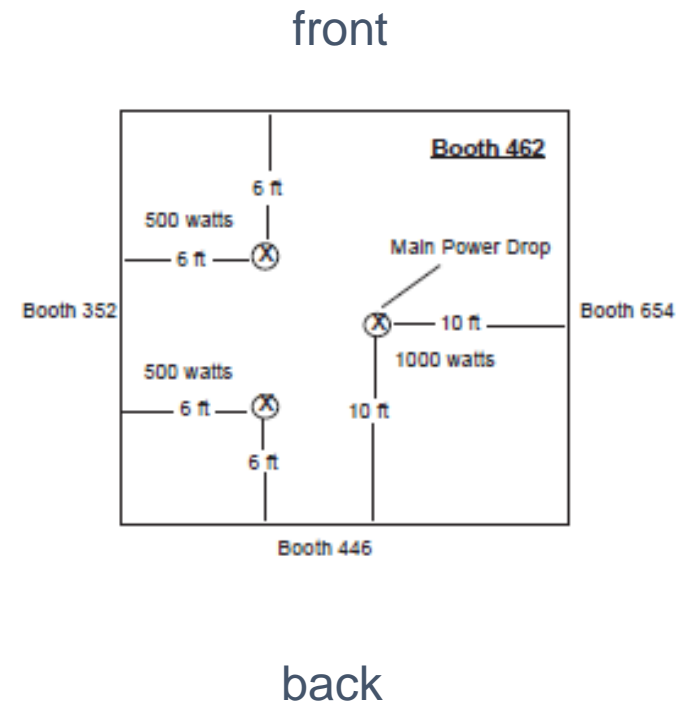
HANGING SIGNS

EVENT: _____ *2018 ASCB|EMBO Meeting*

BOOTH NO: _____ **NO.** _____ **OF** _____ **PIECES**

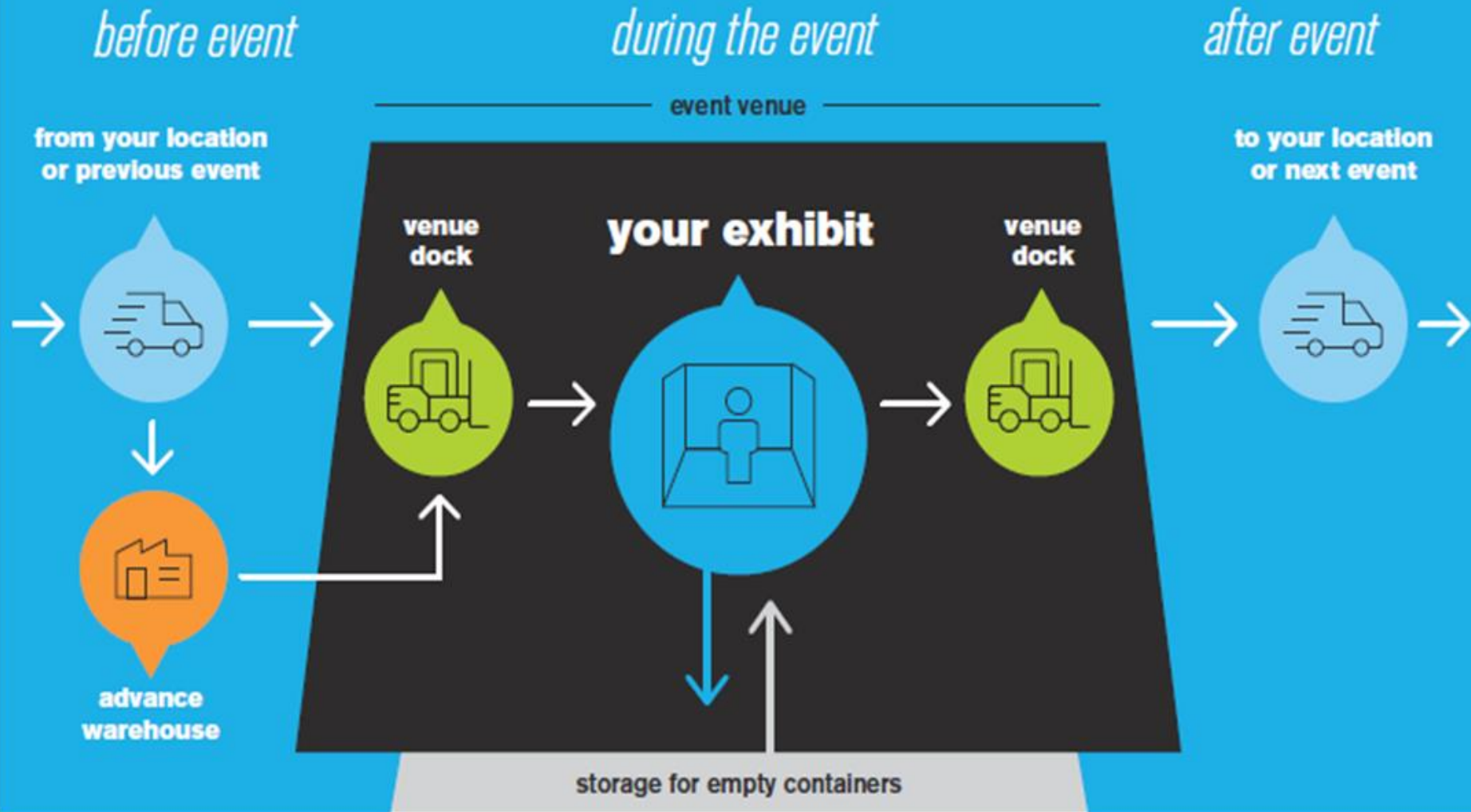
Electrical Tips

- **Order in Advance by November 15, 2018**
- **Include an electrical floor plan w/details – always!**
- **Location and load of main power drop**
- **Location and load of all outlets**
- **Booth orientation - please provide surrounding aisle and/or booth #'s**
- **Advance orders installed prior to your arrival**
- **Freeman Carpet will be installed prior to arrival**



questions ??????????

Shipping vs. Material Handling



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

Material Handling Agreements

Create a Material Handling Agreement:

- Outbound Shipping Form
- Freeman Online (Material Handling)
- Freeman On-Site Service Desk

Turn in at the Freeman Service Desk at the close of the show

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

SHIPPER'S NUMBER
298134-124
 MHA #: 124

PLACE PRO NUMBER HERE

DATE 08/01/2013 01:59 PM

BOOTH NO. 3900

DATE/TIME RECEIVED _____ AM PM

FROM:
PHARMACY AUTOMATION SUPPLIES
 AMEX
 NACDS TSE 2013
 SANDS EXPO CENTER
 201 SANDS AVE
 LAS VEGAS, NV 891692500

TO:
PHARMACY AUTOMATION SUPPLIES
 146 S PINNACLE DR
 ROMEVILLE, ILLINOIS 60446 USA

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

SPECIAL INSTRUCTIONS DECLARED VALUE: \$ _____ (Optional)
 Have loading dock, phone: 630-953-0485
 CARRIER: FREEMAN EXHIBIT TRANSPORTATION PHONE #: (800) 995-3579

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

CIRCLE NUMBER OF SEPARATE DESTINATIONS IN BOOTH: 1 2 3 4 OR MORE
Desired Level of Service Ground Specialized Next Day Air 2nd Day Air 3-5 Day Service
 Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.

CHECKER	NO. PIECES	DESCRIPTION AND EXCEPTIONS, USED/REPACKED PARAPHERNALIA, EXHIBITION OR SHOW, NOI	WEIGHT (LB) SUBJ. TO CORR.	DATE/TIME CARRIER SIGNED
		Crates (wooden)		
		Cartons (cardboard)		
		Trunks / Cases (fiber) (color) _____		
		Skids / Pallets _____ Shrinkwrapped _____ Loose		
		Carpets (color) _____ Wrapped _____ Loose		
		Carpet Padding Rolls _____ Wrapped _____ Loose		

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 CHARGES INCURRED. EXHIBITOR'S SIGNATURE (OR THE SIGNATURE OF EXHIBITOR'S AGENT) CERTIFIES & WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS.

IF NEITHER BOX IS CHECKED, SHIPMENT WILL BE SENT COLLECT. COLLECT PREPAID

BILL FREIGHT CHARGES TO:
FREEMAN EXHIBIT TRANSPORTATION
 6555 WEST SUNSET ROAD
 LAS VEGAS, NV 89118

CHECKER NAME: _____ DATE LOADED: _____
 TRAILER NO.: _____ START TIME: _____
 FINISH TIME: _____

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.

EXHIBITOR: **PHARMACY AUTOMATION SUPPLIES**
 SIGNATURE: _____ PRINT NAME: _____
 EMERGENCY PHONE: _____

CARRIER: **FREEMAN EXHIBIT TRANSPORTATION**
 DRIVER SIGNATURE: _____ DRIVER PRINT NAME: _____
 DATE: _____ PIECES RECEIVED: _____

Freeman Transportation

- **All-Inclusive Pricing**
- **One Convenient Invoice**
- **On-site Transportation Experts**
- **Reliable Customer**
- **Call for Support 800-995-3579**

Hours of Operation:

Mon - Fri: 7am - 7pm (CST)

Sat: 8am - 5pm (CST)

Email: exhibit.transportation@freeman.com

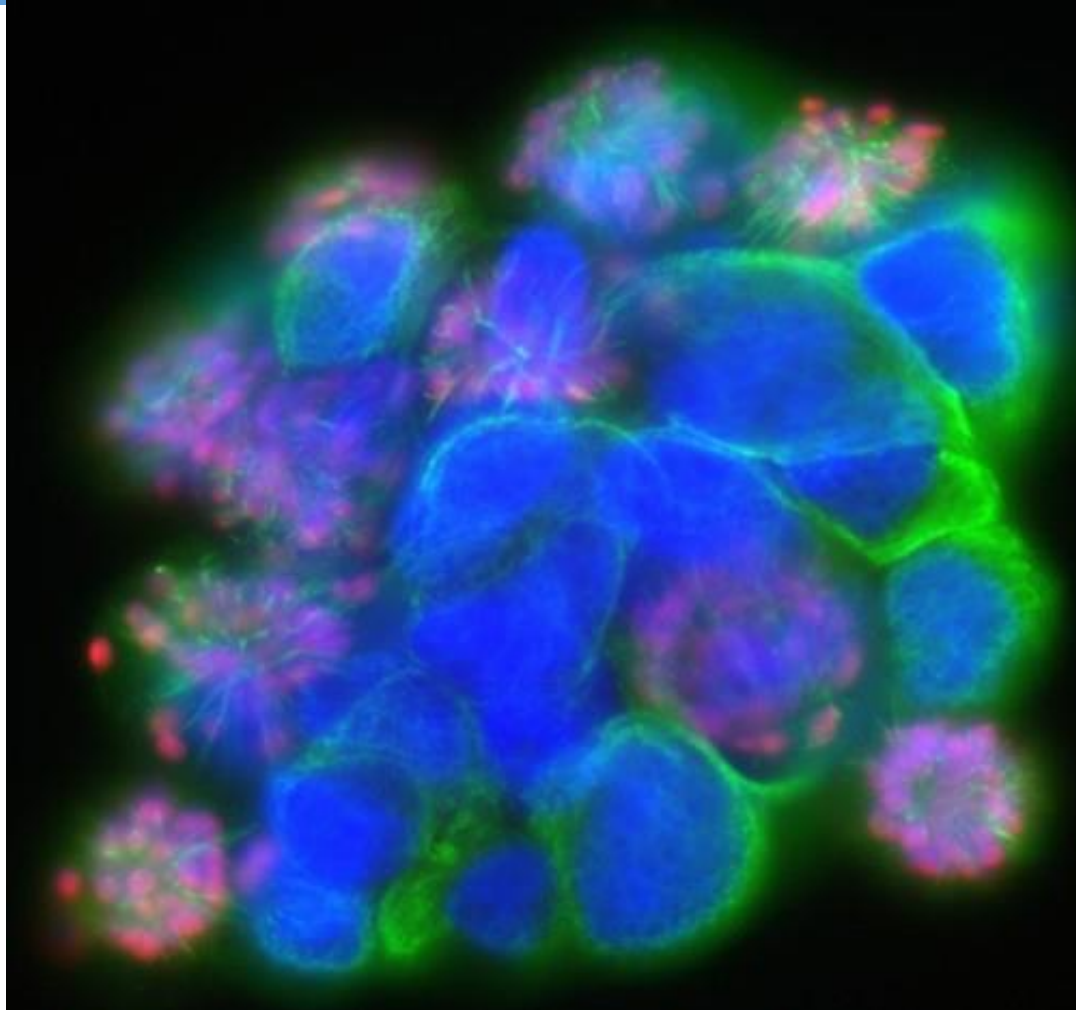


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Cost Saving Tips

F R E E M A N



- **Order both online and by the deadline date**
- **Consolidated shipments (200 lbs. min)**
- **Avoid shipping direct on Sat, Sun and after 4:30 pm**
- **Reduce your exposure to special handling**
- **Carrier to skid/shrink wrap boxes and cases**
- **Avoid shipping loose or pad-wrapped pieces**
- **Schedule labor on straight time**
- **Pay attention to shipping deadlines**
- **Exhibitor carpet from a third party or owned will incur material handling charges**





Onsite Tips

Freeman Service Center

- **Open for extended hours**
- **Dedicated phone number**
- **Delivery schedule**
- **Pick up empty stickers**
- **Arrange for outbound shipping**
- **Order show services**
- **Track freight shipments**
- **Review Invoices**
- **Any and all questions**



Easy Access to Freeman

Empty Storage

- **Tag cartons, fibers and crates with “EMPTY” stickers.**
- **Begin returning “empties” at the close of the show.**
- **Empty return to take approximately 2 ½ hours once aisle carpet is pulled-up.**
- **Cartons and cases first then all crates.**
- **Carriers need to check-in no later than:**
10 AM on Wednesday, December 12th.



FREEMAN

Your dedicated specialists



Our promise to you!



Exhibitor Services

Local Freeman Contact Information:

Tel (714) 254-3410

M-F 8AM – 5PM PST

Customer Contact Center

Tel (888) 508-5054

M-F 7AM – 7PM CST

Sat 8AM – 5PM CST



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questions ??????????

Thank you for your participation in today's webinar.

QUESTIONS?

Sharon Wong-Stewart
Manager, Exposition Operations
SPARGO, Inc.

571-279-0028 (direct line)

sharon.wong-stewart@spargoinc.com

NEXT WEBINAR:

FINAL PREPARATIONS

Wednesday, November 14: 2:00 pm – 2:45 pm (EST)

