

Preparing For Your Exhibit Experience in DC

Stephanie Houck, CEM

Senior Director, Exposition Operations
SPARGO, Inc.

Cindy Sharkey

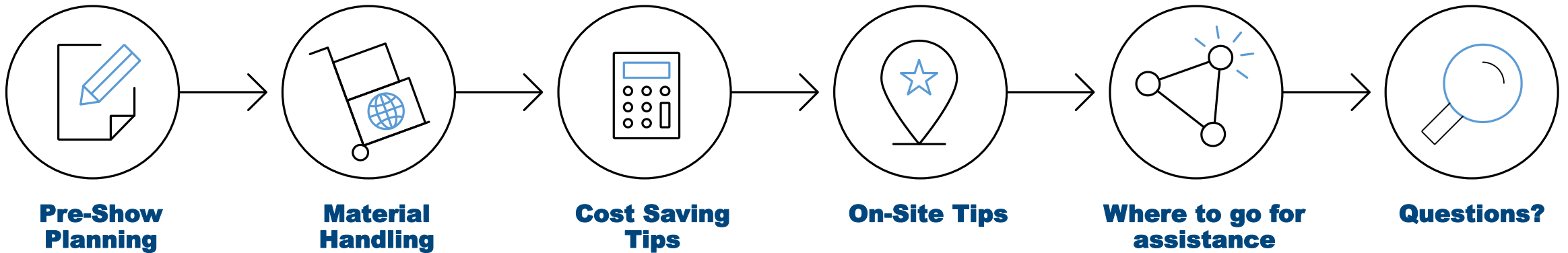
Senior Director, Sales Operations
Freeman



ASCB | EMBO 2019 meeting

Washington, DC • December 7-11

Webinar Topics



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Pre-show planning

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

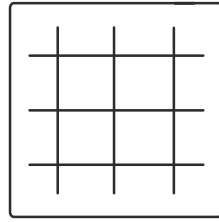


Freeman

Official Service Contractor



Cleaning



Hanging Signs Labor

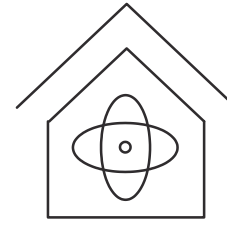
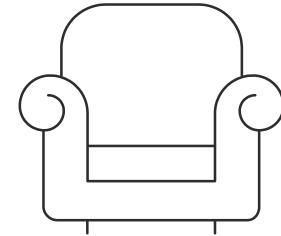
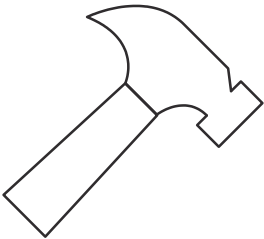


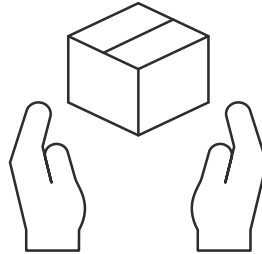
Exhibit Rentals



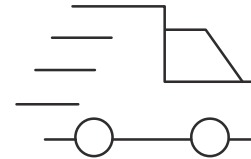
**Furnishings &
Carpet**



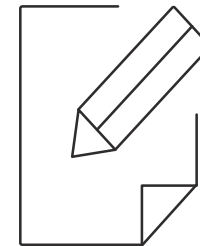
**Installation and
Dismantle Labor**



**Material Handling
Services**



Transportation



**Graphics
and Signs**



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Freeman Transportation

ALL-INCLUSIVE PRICING

ONE CONVENIENT INVOICE

ON-SITE TRANSPORTATION EXPERTS

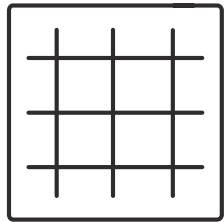
RELIABLE CUSTOMER SERVICE

CALL 1-800-995-3579 FOR A QUOTE

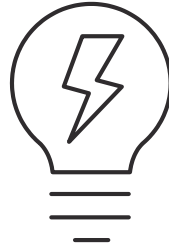


Walter E Washington Convention Center & Specialty Contactors

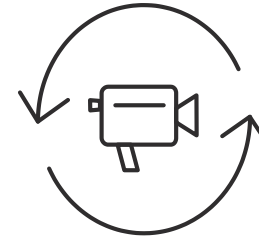
Order information, brochures, and contact information located on FreemanOnline®



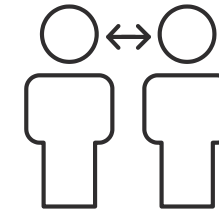
DCH FOTO
Photography



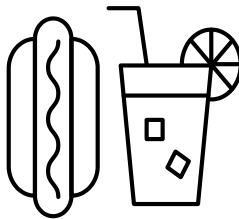
HI-TECH ELECTRIC &
Rigging



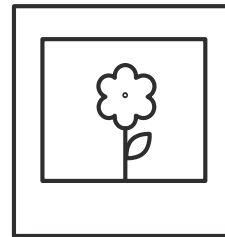
Projection
Audiovisual
Equipment



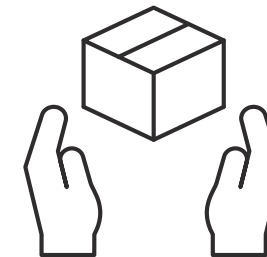
Smart City
Solutions
Telephone
& Internet



ARAMARK
Catering



Urban Jungle
Plant Services



Simmons Security



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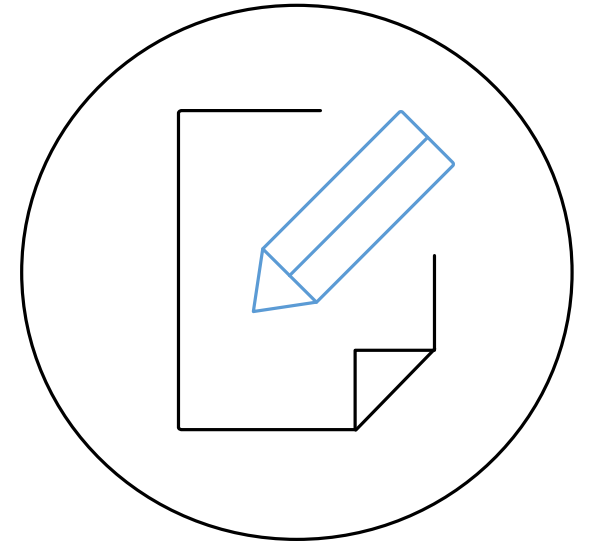
Each 10' x 10' Inline Booths Include

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

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

Exhibit area is not a carpeted but suitable flooring covering is required

Aisles will be carpeted in midnight blue



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Union Jurisdictions

Washington, DC

What full-time exhibiting employees can do:

- Hand-carry small packages from the main entrance or specified hand-carry areas in one-trip, one individual (without the use of dollies, flat trucks or mechanical equipment)
- 10' x 10' Booths - Use full-time employees to set-up your exhibit without the use of power tools and labor
- Larger than 10' x 10' booths – Use of 2 full-time employees for two hours without the use of power tools and labor. (1) install & (1) dismantle.
- Permitted to use small hand tools (hammers, screwdrivers, ratchets, pry bars etc...)

What full-time exhibiting employees can't do:

- Use of power tools (electric drills, power saws) on booths of any size
- Use of dollies, flat trucks or mechanical equipment

Login to the Exhibitor Resource Center

[GENERAL INFORMATION](#)[EXHIBIT](#)[EXHIBITOR RESOURCE CENTER](#)[SUPPORT](#)[ADVERTISE](#)

[Home](#) / [Exhibitor Resource Center](#) / Exhibitor Service Manual

EXHIBITOR SERVICE MANUAL

Exhibitor Essentials

- [ASCB Welcome Letter](#)
- [ASCB Meeting App \(coming soon\)](#)
- [ASCB Travel Awards](#)
- [Deadline Checklist](#)
- [Directions and Parking Information](#) – Walter E. Washington Convention Center
- [Exhibitor Appointed Contractor](#)
 - [Exhibitor Appointed Contractor Form and Insurance is submitted through the Exhibitor Portal](#)
- [Exhibitor Webinar Schedule](#)
- [Freeman Quick Facts](#)
- [Key Contacts](#)
- [Labor/Union Regulations](#)
- [Exhibit Hall Schedule](#)
- [Official Contractors](#)

Exhibitor Policies

- [ASCB Exhibitor Rules and Regulations](#)
- [Labor/Union Regulations](#)

Exhibitor Resource Center

The [Exhibitor Resource Center](#) is where you will find the [Exhibitor Service Manual](#) and the [Exhibitor Portal](#), which provide important information, show-related services and answers to frequently asked questions.:

- [Exhibitor Listing Information](#) - (Deadline - Wednesday, September 4)
 - [Expand your presence before, during and after the annual meeting. Upgrade your listing today!](#)
- [Freeman Online Ordering](#) - (Advance Price Deadline - Thursday, November 14)
- [Required Forms](#): (Deadline Friday, October 25)
 - [Booth Rendering Submission Form](#)
 - [Drawing/Raffle/Giveaway Form](#)
 - [Exhibitor Appointed Contractor/Notification of Intent to Use an EAC/Non-official Contractor](#)
 - [Food and Beverage Distribution Request Form](#)
 - [Onsite Contact](#)

Your company password is required to access the [Exhibitor Portal](#). Passwords were emailed to the exhibit contact. For password assistance, please contact [Sharon Boutin](#).

[Exhibitor Login](#)[Exhibit Hall Schedule](#)[Exhibitor Housing](#)[Exhibitor Registration](#)[Exhibitor Rules and Regulations](#)[Exhibitor Service Manual](#)[Exhibitor Webinar Schedule](#)[Key Contacts](#)[Official Contractors](#)

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FreemanOnline®

All

What can we help you find?



CONTACT



ACCOUNT



WISH LISTS



CART

2019 ASCBJEMBO MEETING

Walter E Washington Convention Center | Washington, DC | December 8-10, 2019

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](#)

Nov 14 - 11:59 PM EST

Discount Price Deadline

80
DAYS

11
HRS

23
MIN

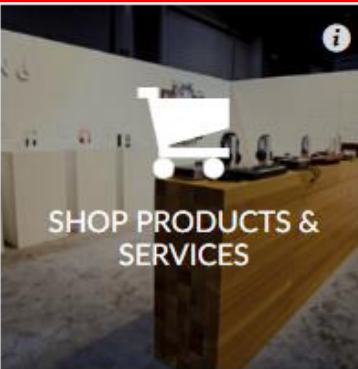


Nov 04

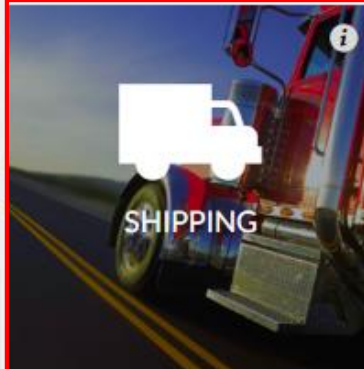
PRE-SHOW

POST SHOW

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



SHOP PRODUCTS &
SERVICES



SHIPPING



ORDER FROM
PREVIOUS SHOW

Show Information



Quick Facts



Show Contacts

 Forms & Brochures

Additional Information

To receive an additional discount on select items, place your order online prior to the discount price deadline of November 14, 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 (301) 918-7975.

BOOTH EQUIPMENT

 What's Included
In Your Booth

Suggestions For You



Carpet



Furnishings



Cleaning Services



Frequently Missed
Items



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Important Deadlines Dates & Times

PRE-SHOW

Advance Warehouse Freight Receiving Begins:
Tuesday, November 5, 2019

Freeman Advance Order Discount Deadline:
Thursday, November 14, 2019
Save up to 40%

Last Day For Advance Warehouse Freight:
Wednesday, November 27, 2019

MOVE-IN

Thursday, December 5, 2019	1:00 PM - 5:00 PM
Friday, December 6, 2019	8:00 AM - 5:00 PM
Saturday, December 7, 2019	8:00 AM – 12:00 PM*

***Lite set-up from 12:00 PM – 5:00 PM**



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Important Deadlines Dates & Times

EXHIBIT HOURS

Sunday December 8, 2019	9:30 AM - 4:00 PM
Monday, December 9, 2019	9:30 AM - 4:00 PM
Tuesday, December 10, 2019	9:30 AM - 4:00 PM

EXHIBITOR MOVE-OUT

Tuesday, December 10, 2019	4:00 PM – 9:00 PM
Wednesday, December 11, 2019	8:00 AM - NOON

EMPTY RETURN:

Up to 4 hours by 8:00 PM on Tuesday, December 10

CARRIER CHECK-IN:

No later than Wednesday, December 11, 2019 at 10:00 AM



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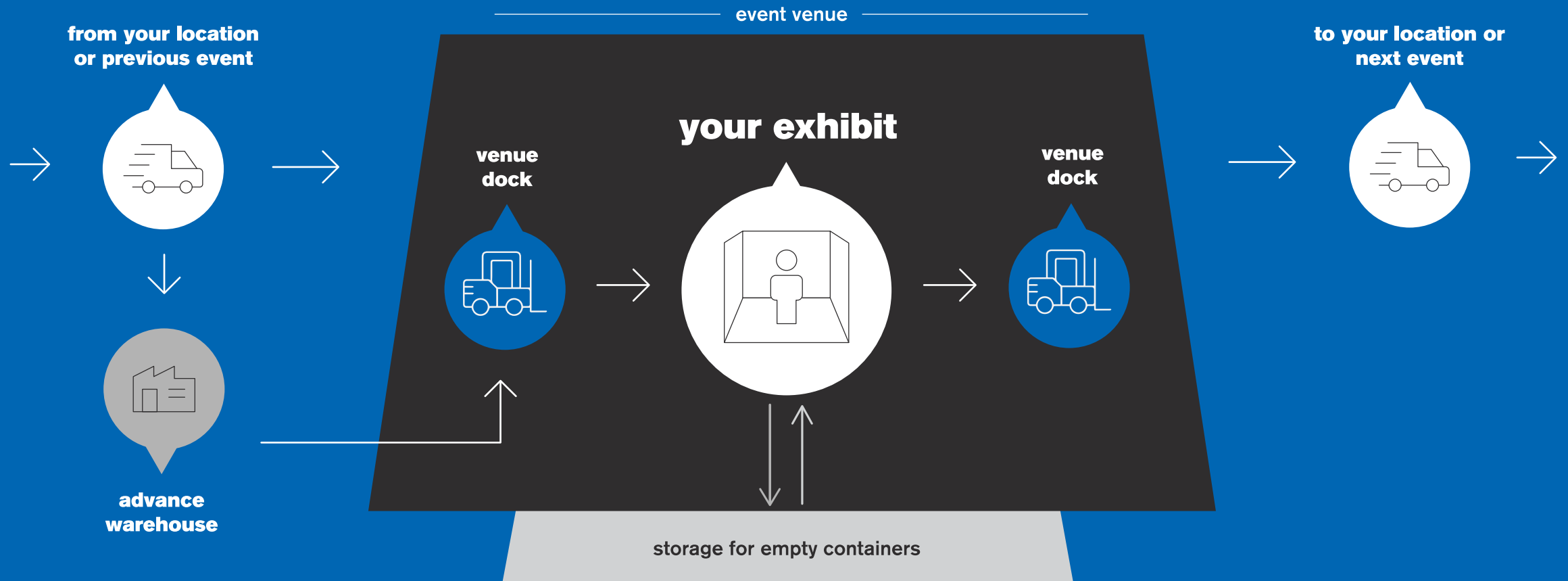
Material Handling



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

NAME OF SHOW: **59TH ASH ANNUAL MEETING** BOOTH #: **CEMBER 09 - 11, 2017** BOOTH SIZE: **X**

COMPANY NAME: _____ PHONE #: _____

CONTACT ADDRESS: _____

For fast, easy ordering, go to www.freeman.com

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: _____
DELIVERY ADDRESS: _____ STATE: _____ POSTAL CODE: _____
CITY: _____

PHONE: _____
SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to: _____
COMPANY NAME: _____ ZIP: _____
DELIVERY ADDRESS: _____ STATE: _____ POSTAL CODE: _____
CITY: _____

METHOD OF SHIPMENT

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

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

Select Shipping Options (if applicable):
☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack

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 SHIPMENT AREAS, RETURN COMPLETED AGREEMENT TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

MATERIAL HANDLING AGREEMENT
PLACE PRO NUMBER HERE

DATE: **08/01/2017 01:39 PM** BOOTH NO: **3500** SHIPPER'S NUMBER: **298134-124** MFA #: **124**

FROM: **PHARMACY AUTOMATION SUPPLIES**
NACOS TSE 2011
SANDS EXPO CENTER
201 SANDS AVE
LAS VEGAS, NV 891693800

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

DATE/TIME RECEIVED: _____ AM PM

IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL WALK-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: Have loading dock, phone: 630-953-6405

DECLARED VALUE: \$ (Optional)

CARRIER: **FREEMAN EXHIBIT TRANSPORTATION** PHONE #: (800) 955-3575

CIRCLE NUMBER 1-4 SEPARATE DESTINATIONS IN BOOTH

CHECKER	NO. PIECES	DESCRIPTION AND EXCEPTIONS (UNREPACKED, DAMAGED, MISSING, EXHIBITION OR SHOW NOY)	WEIGHT (LBS. OR KGS.)	DATE/TIME CARRIER SIGNED
		Cables (wooden)		
		Cables (cardboard)		
		Trunks (Cable (Rear) (Rear))		
		Cables (Rear)		
		Cable Packing 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 ASKING 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 SHALL BE RESPONSIBLE FOR THE SIGNATURE OF EXHIBITOR'S AGENT. CERTIFY & WARRANT THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS.

CHECKER NAME: _____ DATE: _____
EXHIBITOR NAME: _____ DATE: _____
SIGNATURE: _____

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: _____

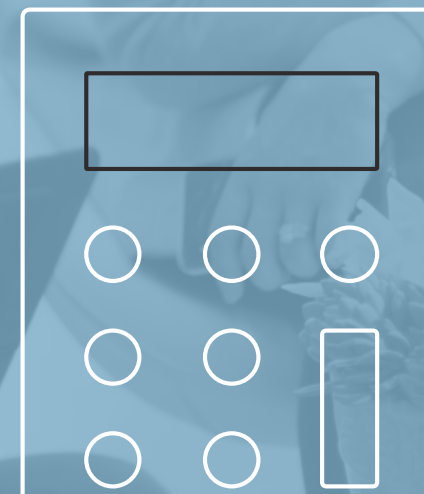
Original - File Copy Green - Driver Yellow - Exceptions Pink - Control Gold - Exhibitor

PIECES RECEIVED: _____
FDC00077 (05/10)



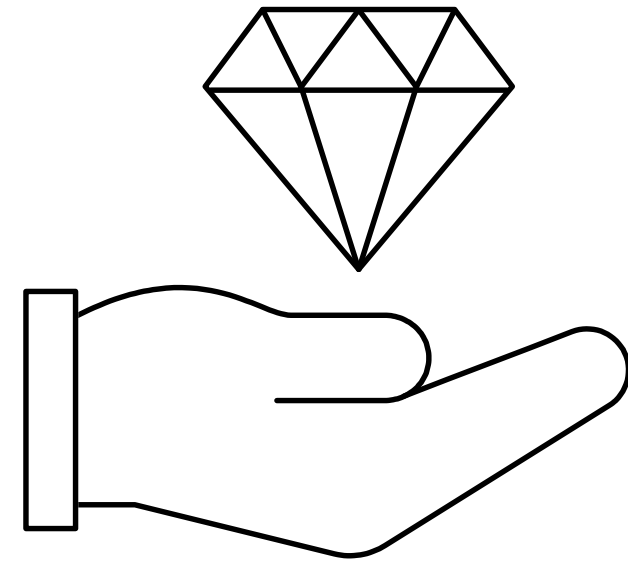
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Cost Saving Tips



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**



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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!



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Freeman Service Center

EASY ACCESS TO FREEMAN

Location: back of hall on the right hand side

Open for extended hours

Dedicated phone number

Delivery schedule

Pick up empty & trash stickers

Arrange for outbound shipping

Order show services

Track freight shipments

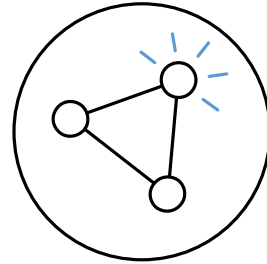
Review Invoices

Any and all questions



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Where to go for **assistance?**



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Local Freeman Office (DC)
(301) 918-7975

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

FreemanWashingtonES@freeman.com

Customer Support Center
(888) 508-5054

Monday thru Friday

7:00 AM – 7:00 PM CT

Saturday 8:00 AM – 5:00 PM CT

Thank you for your participation in today's webinar.

QUESTIONS?

Sharon Boutin
Manager, Exposition Operations
SPARGO, Inc.

571-279-0028 (direct line)

sharon.boutin@spargoinc.com

or

Meghan Leahy, CFM
Manager, Exposition Operations
SPARGO, Inc.

703-654-6929 (direct line)

meghan.leahy@spargoinc.com

WEBINAR SERIES:

[Final Preparations](#) - Wednesday, November 13, 2019 at 2 pm (EDT)



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