

F R E E M A N

1515 Washington Street
Braintree, MA 02184
781-380-7550 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

SNAME ANNUAL MEETING & EXPO 2012
OCTOBER 24 - 26, 2012
RHODE ISLAND CONVENTION CENTER
PROVIDENCE, RI

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high **gold** and **blue** drape, 3' high **blue** side dividers and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The aisles will be carpeted in **tuxedo**.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **Tuesday, October 2, 2012**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ

Tuesday	October 23	1:00 PM	-	5:00 PM
Wednesday	October 24	8:00 AM	-	12:00 PM

EXHIBIT HOURS

Wednesday	October 24	1:00 PM	-	5:00 PM
Wednesday	October 24	6:00 PM	-	8:30 PM
Thursday	October 25	10:00 AM	-	5:00 PM
Friday	October 26	9:00 AM	-	12:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Friday	October 26	12:00 PM	-	5:00 PM
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DISMANTLE AND MOVE-OUT INFORMATION

- **Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.**
- All exhibitor materials must be removed from the exhibit facility by **5:00 PM on Friday, October 26**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by **3:00 PM on Friday, October 26**. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

Please refer to our Shipping Instructions located on the next page.

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.

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SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

1515 Washington Street
 Braintree, MA 02184
 Phone: 781-380-7550 • Fax: 469-621-5608

FREEMAN TRANSPORTATION

800-995-3579 Toll Free US & Canada
 817-607-5100 Local & International
 Fax: 469-621-5810

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by **Tuesday, October 2, 2012**. Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

SNAME Annual Meeting & Expo 2012
 Exhibiting Company Name
 Booth # _____
 C/O Freeman
 UPS Freight
 617 George Washington Highway
 Lincoln, RI 02865

PLEASE NOTE: The warehouse is open from 8:00 am - 4:00 pm Monday - Friday. Exceptions are noted below.

Freeman will accept crated, boxed or skidded materials beginning Monday, September 24 at the above address. Materials arriving after Tuesday, October 16 will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Monday, October 8, 2012 in observance of Columbus Day. Shipments will not be accepted on this date.**

Show site shipping address:

SNAME Annual Meeting & Expo 2012
 Exhibiting Company Name
 Booth # _____
 C/O Freeman
 Rhode Island Convention Center
 One Sabin Street
 Providence, RI 02903

Freeman will receive shipments at the exhibit facility beginning Tuesday, October 23 at 11:00 AM. 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.

PLEASE NOTE: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

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 labor need to pick up and release their labor at the Service 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 781-380-7550.

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 Boston Exhibitor Services at 781-380-7550 or Freeman's Customer Support Center at 888-508-5054 Toll Free US & Canada or (817)-607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by the deadline date listed on each form.

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 your 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 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.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at 781-380-7550 with any questions or needs you may have.