

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high blue back drape, 3' high blue side drape, (1) 6' blue draped table, (2) Limerick chairs, (1) wastebasket, and (1) 7" x 44" one-line booth identification sign.

EXHIBIT HALL CARPET

The Atrium is carpeted. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by February 15, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#)

Please note: All freight must be shipped to Freeman's Advance Warehouse. No direct shipment to showsite will be allowed. Warehouse freight will move in Sunday, March 3rd. Double time rates will incur.

Sunday March 03, 2019 12:00 p.m. - 4:00 p.m.
All labor services performed Sunday will incur overtime charges.

EXHIBIT HOURS

Monday March 04, 2019 8:00 a.m. - 5:00 p.m.
 Tuesday March 05, 2019 8:00 a.m. - 3:15 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#)

Tuesday March 05, 2019 3:15 p.m. - 5:00 p.m.

We will begin returning empty containers at 3:30 on Tuesday.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Wednesday, March 06, 2019 at 4:30 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in at the below address by Wednesday, March 06, 2019 at 3:30 p.m.

Hilton Washington DC/Rockville Hotel & Conference Center
 1750 Rockville Pike
 Rockville, MD 20852

PLEASE NOTE: The above address is only for post-show pick-ups during exhibitor move-out. Please do NOT send any materials to the Hilton Washigton DC/Rockville Hotel & Conference Center in advance. Advance shipments must be shipped to Freeman's Advance Warehouse. See "Shipping Information" on the following 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.

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 exhibitor 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 (301) 918-7975 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 fax (469) 621-5609
FreemanWashingtonES@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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by February 15, 2019.

Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #
US HUPO 15th Annual Conference
C/O Freeman
9900 Business Parkway
Lanham, MD 20706

Freeman will accept crated, boxed or skidded material beginning Monday, February 04, 2019 at the above address. Material arriving after February 22, 2019 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 sunskidded 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. If required, provide your carrier with this phone number: (301) 918-7975.

****ALL materials must be shipped to the above Warehouse Shipping Address. Please do NOT send any materials to show site.****

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.

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 (301) 918-7975.

WE APPRECIATE YOUR BUSINESS!