



EASY IS NICE, ON ANY DEVICE.

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLUE / GRAY back drape, and 3' high BLUE side dividers.

Booths 300 sqft or less will receive a 7" x 44" one-line identification sign with show logos. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign with show logos upon request.

EXHIBIT HALL CARPET

The exhibit hall is not carpeted (except booths in the Exploration Pavilion receive Tuxedo carpet if they opt-in). All booths; however, are required to have carpet or management approved flooring. Please refer to the Carpet Brochure and Order Form for more information. The aisles will be carpeted as follows:

| Location | Aisles |
|---------------------|---|
| North A Hall | Blue |
| North B Hall | Plum |
| South A Hall | Green |
| South B Hall | Gray |
| Exploration Station | Latte (Exhibit Booths will be carpeted in Tuxedo) |

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by October 24, 2019.

SHOW SCHEDULE

***Children under the age of 18 years old are not permitted in the exhibit hall during installation and dismantle.**

EXHIBITOR MOVE-IN

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

| | | | |
|----------|-------------------|-------------------|-------------------------------|
| Thursday | November 14, 2019 | 8:00 AM - 5:00 PM | Targeted, By Appointment Only |
| Friday | November 15, 2019 | 8:00 AM - 5:00 PM | Targeted, By Appointment Only |
| Saturday | November 16, 2019 | 8:00 AM - 7:00 PM | General Move-In Begins |
| Sunday | November 17, 2019 | 8:00 AM - 7:00 PM | |
| Monday | November 18, 2019 | 8:00 AM - 8:00 PM | |

***All Exhibits must be fully installed by Monday, November 18, 2019 at 5:00 PM.**

SHOW SCHEDULE

EXHIBIT HOURS

| | | |
|-----------|-------------------|--------------------|
| Tuesday | November 19, 2019 | 10:00 AM - 6:00 PM |
| Wednesday | November 20, 2019 | 10:00 AM - 6:00 PM |
| Thursday | November 21, 2019 | 10:00 AM - 6:00 PM |
| Friday | November 22, 2019 | 10:00 AM - 4:00 PM |

EXHIBITOR MOVE-OUT

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

| | | |
|----------|-------------------|--------------------|
| Friday | November 22, 2019 | 4:00 PM - 11:00 PM |
| Saturday | November 23, 2019 | 8:00 AM - 5:00 PM |
| Sunday | November 24, 2019 | 8:00 AM - 12:00 PM |

We will begin returning empty containers once aisle carpet is removed. This entire process will take several hours.

DISMANTLE AND MOVE-OUT INFORMATION FOR EXPLORATION STATION

Exhibitors located in the Exploration Station will need to move out by Friday, November 22, 2019 by 11:00 PM.

It is the exhibitor's responsibility to ensure that arrangements to break down their booth displays and to have their booth materials picked up by **11:00 PM on Friday, November 22, 2019**. If a booth display or booth materials / freight are left in an exhibit space at 11:01 PM on Friday, November 22, 2019 services will be forced to break down booth displays and to reroute materials/ freight at the exhibitor's expense. This is to ensure that all exhibiting properties are left undamaged or lost.

DISMANTLE AND MOVE-OUT INFORMATION FOR ALL REMAINING AREAS

All exhibitor materials must be removed from the exhibit facility by **Sunday, November 24, 2019 at 12:00 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 Sunday, November 24, 2019 at 8:00 AM**.

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 (407) 816-7900 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

1601 Boice Pond Rd
Orlando, FL 32837

(407) 816-7900 fax (469) 621-5605
FreemanOrlandoES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

SERVICE CENTER HOURS

| | | |
|-----------|-------------------|--------------------|
| Thursday | November 14, 2019 | 8:00 AM - 5:00 PM |
| Friday | November 15, 2019 | 8:00 AM - 5:00 PM |
| Saturday | November 16, 2019 | 8:00 AM - 7:00 PM |
| Sunday | November 17, 2019 | 8:00 AM - 7:00 PM |
| Monday | November 18, 2019 | 8:00 AM - 8:00 PM |
| Tuesday | November 19, 2019 | 8:00 AM - 6:00 PM |
| Wednesday | November 20, 2019 | 8:00 AM - 6:00 PM |
| Thursday | November 21, 2019 | 8:00 AM - 6:00 PM |
| Friday | November 22, 2019 | 8:00 AM - 11:00 PM |
| Saturday | November 23, 2019 | 8:00 AM - 5:00 PM |
| Sunday | November 24, 2019 | 8:00 AM - 12:00 PM |

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by October 24, 2019. Using the enhanced Freeman Online, 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.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "**Create an Account**" link. To access Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
IAAPA Expo 2019
 C/O FREEMAN
 10088 GENERAL DR
 ORLANDO, FL 32824

Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **Tuesday, October 15, 2019**, at the above address. **Material arriving after November 07, 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 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: (407) 816-7900.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
IAAPA Expo 2019
 C/O FREEMAN
 ORANGE COUNTY CONVENTION CENTER-NORTH/SOUTH
 9400 UNIVERSAL BLVD
 ORLANDO, FL 32819-9340

Freeman will receive shipments at the exhibit facility beginning Thursday, November 14, 2019. 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: (407) 816-7900.

Please note: All materials received by Freeman 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 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 (407) 816-7900.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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 feature you may contact Freeman Exhibitor Services at (407) 816-7900 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by October 24, 2019.

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, 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.

Children under the age of 18 years are not permitted in the exhibit hall during installation and dismantle.

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 pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

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

Call Freeman's Exhibitor Services department at (407) 816-7900 with any questions or needs you may have.