

F R E E M A N

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ANNUAL BIOMEDICAL RESEARCH CONFERENCE FOR MINORITY STUDENTS (ABRCMS)

NOVEMBER 10-12, 2011
AMERICA'S CENTER
ST. LOUIS, MISSOURI

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray backwall drape, 3' high gray side dividers, one (1) 10' x 10' Red carpet, one (1) 6' x 30" black draped table, two (2) Black Diamond side chairs, one (1) wastebasket, and a 7" x 44" identification sign.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in Red.

Please note that a 10' x 10' Red booth carpet is included in your booth package.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **TUESDAY, OCTOBER 25, 2011.**

Save money by ordering labor in advance. All display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Wednesday November 09 2:00 p.m. - 8:00 p.m.

Thursday November 10 8:00 a.m. - 12:00 p.m.

NOTE: Overtime rates will apply after 4:30 p.m. on Wednesday, November 09, 2011.

Please refer to the Material Handling form for rates.

All exhibits must be fully installed by 12:00 p.m., Thursday, November 10, 2011.

EXHIBIT HOURS

Thursday November 10 2:15 P.M. - 6:30 P.M.

Friday November 11 10:45 a.m. - 12:15 p.m.

3:30 p.m. - 6:30 p.m.

Saturday November 12 9:30 a.m. - 12:00 p.m.

EXHIBITOR MOVE-OUT

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

Saturday November 12 12:00 p.m. - 3:00 p.m.

NOTE: Overtime rates will apply ALL DAY Saturday, November 12, 2011 during the move-out.

Please refer to the Material Handling form for rates.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting at **12:00 p.m., Saturday, November 12, 2011.**
- All exhibitor materials must be removed from the exhibit facility by **3:00 p.m., Saturday, November 12, 2011.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **1:00 p.m., Saturday, November 12, 2011.**

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
 5040 West Roosevelt Road
 Chicago, Illinois 60644-1436
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freemanco.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.
 9260 W. 55th Street
 McCook, IL 60525
 (708) 255-7100 • Fax (708) 255-7105

FREEMAN EXHIBIT TRANSPORTATION
 (800) 995-3579 • Fax (469) 621-5810

FREEMAN ONLINE®

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.freemanco.com/store 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:

ANNUAL BIOMEDICAL RESEARCH CONFERENCE
 Exhibiting Company Name
 Booth # _____
FREEMAN
 c/o UPS WAREHOUSE
 8500 N. Hall Street
 St. Louis, MO 63147

NOTE: To check the arrival of warehouse shipments please phone: (314) 772-2905

Freeman will accept crated, boxed or skidded materials beginning **MONDAY, OCTOBER 10, 2011** at the above address. Materials arriving after **TUESDAY, NOVEMBER 01, 2011** will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.

Show site shipping address:

ANNUAL BIOMEDICAL RESEARCH CONFERENCE
 Exhibiting Company Name
 Booth # _____
 c/o FREEMAN
 America's Center
 701 Convention Plaza
 St. Louis, MO 63101

Freeman will receive shipments at the above address beginning **WEDNESDAY, NOVEMBER 09, 2011 at 2:00 p.m.** 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

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for Display Labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

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 Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **TUESDAY, OCTOBER 25, 2011.**

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 you 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 that 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 773-473-7080 with any questions or needs you may have.