

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10'X10' booth will be set with 8' high blue and gray back drape and 3' high blue side dividers. Booths 300 sqft or less will receive a 7"X44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request. The booth package will consist of one 6' blue draped table, two side chairs and a wastebasket.

**INTERNET**

There will be complimentary WIFI in the Exhibit Hall for all Exhibitors and Attendees.

**LEAD RETRIEVAL**

Each Exhibiting company will receive ONE (1) complimentary SWAP LEAD RETRIEVAL APP to capture leads electronically from Experient. Please note Lead Retrieval forms must be completed and returned to Experient to process the complimentary swap. Please refer to the SWAP brochure and Order Form located in the Facility/Other Vendor Section of this Manual.

**EXHIBIT HALL CARPET**

All aisles and booths will be carpeted in gray. Exhibitors will be permitted to install a different color carpet at their expense. All booth flooring must be secured with double-sided tape to prevent a tripping hazard.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates, place your order by October 10, 2017**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

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

Wednesday	November 01, 2017	3:00 PM - 8:00 PM
Thursday	November 02, 2017	8:00 AM - 12:00 PM

**EXHIBIT HOURS**

Thursday	November 02, 2017	1:45 PM - 5:30 PM
Friday	November 03, 2017	10:15 AM - 12:00 PM
Friday	November 03, 2017	3:00 PM - 6:00 PM
Saturday	November 04, 2017	9:15 AM - 12:00 PM

**EXHIBITOR MOVE-OUT**

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

Saturday	November 04, 2017	12:00 PM - 4:00 PM
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**We will begin returning empty containers once aisle carpet is removed.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Saturday, November 04, 2017 at 4:00 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 Saturday, November 04, 2017 at 1:00 PM.

**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**

4493 Florence St  
 Denver, CO 80238  
 (303) 320-5100 fax (469) 621-5614  
 FreemanDenverES@freeman.com

**FREEMAN AUDIO VISUAL SOLUTIONS, INC.**

901 E South St  
 Anaheim, CA 92805  
 (714) 254-3400 fax (714) 254-8529

**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

**SHIPPING INFORMATION**

**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.**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**ANNUAL BIOMEDICAL RESEARCH CONFERENCE FOR MINORITY STUDENTS**

C/O FREEMAN

FIDELITONE, 6920 W. ALLISON RD.

CHANDLER, AZ 85226

Freeman will accept crated, boxed or skidded materials beginning Friday, September 29, 2017, at the above address. Material arriving after October 24, 2017 will be received at the warehouse with an additional after deadline charge. 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: (303) 320-5100

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**ANNUAL BIOMEDICAL RESEARCH CONFERENCE FOR MINORITY STUDENTS**

C/O FREEMAN

Phoenix Convention Center

100 N 3RD ST

PHOENIX, AZ 85004-2231

Freeman will receive shipments at the exhibit facility beginning Tuesday, October 31, 2017. 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. If required, provide your carrier with this phone number: (303) 320-5100

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 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 (303) 320-5100.

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 (303) 320-5100 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 October 10, 2017.

#### 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.

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 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 (303) 320-5100 with any questions or needs you may have.