

SERVICE INFORMATION

EXHIBITOR FREIGHT

Due to storage concerns and lack of material handling services at most hotels in Northern California, we recommend all exhibitor freight be sent directly to the Freeman warehouse.

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
IEEE - IFCS/EFTF JOINT CONFERENCE
C/O FREEMAN
245 SOUTH SPRUCE AVE
S SAN FRANCISCO, CA 94080

Freeman will accept crated, boxed or skidded material beginning April 1, 2011 at the above address. Advance warehouse pricing will be extended up until April 22, 2011 at 3:30 PM.

For your convenience, the rates listed on the Material Handling Order Form includes the warehouse and inbound show site shipments overtime charges.

Freeman will receive shipments at the exhibit facility beginning May 1, 2011 at 1:00 PM until 7:00 PM. Shipments arriving before this date will most likely be refused by the facility. **Any additional charges incurred by the HYATT REGENCY EMBARCADERO for early freight acceptance will be charged directly to the exhibitor and will be in addition to the material handling charges.**

BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high blue back drape and 36" high blue side dividers. Each booth will include the following: 1 - 6' table draped blue, 2 - side chairs, 1 - wastebasket, 1 - 500 watt electrical outlet and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted. However, in order 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

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by APRIL 15, 2011.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as 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.

Sunday May 1, 2011 1:00 PM - 7:00 PM

EXHIBIT HOURS

Monday May 2, 2011 10:00 AM - 12:00 PM; 1:00 PM - 4:00 PM
Tuesday May 3, 2011 9:00 AM - 12:00 PM; 1:00 PM - 7:00 PM
Wednesday May 4, 2011 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

Wednesday May 4, 2011 12:00 PM - 4:00 PM

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by May 4, 2011 at 4:00 PM. Please arrange with your carrier to pick-up your outbound freight directly from the facility.

HYATT REGENCY EMBARCADERO
5 EMBARCADERO CTR
SAN FRANCISCO, CALIFORNIA 94111

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by May 4, 2011 at 2:00 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

105 Park Lane
Brisbane, CA 94005
(714) 254-3410 fax (469) 621-5607
FreemanAnaheimES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (817) 385-0983

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.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 (888) 508-5054.

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 the items not ordered through the Official Show Vendors.

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order forms 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 714-254-3410.

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 Anaheim Exhibitor Services at 714-254-3410 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 APRIL 15, 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 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

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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 (714) 254-3410 with any questions or needs you may have.