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## **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

You can download and use the FreemanOnline Mobile App from the Apple or Android store, or here: <http://folmobile.freemanco.com>.

## **SERVICE INFORMATION**

### **BOOTH EQUIPMENT**

Each Marketing & Technology Pavilion booth includes a 10' x 10' area within the Marketing & Technology Pavilion, (1) 10' h smart panel back wall with graphic, (2) 46 1/2" black side walls, and (1) 16" x 33" identification sign.

Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

### **COMPLIMENTARY FURNITURE PACKAGE**

The U.S. Travel Association will provide the following Complimentary Furniture Package in each 10' x 10' Marketing & Technology Pavilion booth at no cost:

- Two (2) Black Diamond Arm Chairs
- One (1) Sydney Black Cocktail Table
- One (1) Key Largo Loveseat
- One (1) Wastebasket

### **EXHIBIT HALL CARPET**

Tuxedo classic carpet is included with Marketing & Technology Pavilion booths.

### **DISCOUNT PRICE DEADLINE DATE**

If you wish to upgrade your furniture or carpet, or order additional items or services such as electricity, internet, monitors, etc., you may do so at your own expense. Order early to take advantage of advance order discount rates! Place your order by May 13, 2019.

## **SHOW SCHEDULE**

### **EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

Please note that Marketing & Technology Pavilion Booths will have all furniture set by Sunday, June 2nd.

Saturday	June 01, 2019	8:00 AM	-	5:00 PM
Sunday	June 02, 2019	8:00 AM	-	5:00 PM

Please note that overtime / double time rates will apply for labor and material handling all day Saturday and Sunday.

### **EXHIBIT HOURS**

Monday	June 03, 2019	8:30 AM	-	5:05 PM
Tuesday	June 04, 2019	8:30 AM	-	5:50 PM
Wednesday	June 05, 2019	8:30 AM	-	4:00 PM

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Wednesday	June 05, 2019	4:00 PM	-	6:30 PM
Thursday	June 06, 2019	8:00 AM	-	5:00 PM

**We will begin returning empty containers at the close of the show. Please note that overtime / double time rates will apply for labor and material handling after 4:30 PM on Wednesday and Thursday.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by **Thursday, June 06, 2019 at 5:00 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 **Thursday, June 06, 2019 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.

**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 (714) 254-3410 for a quote.

**SHIPPING INFORMATION****Warehouse Shipping Address:**

**Exhibiting Company Name / Booth #**  
**U.S. TRAVEL ASSOCIATION'S IPW 2019**  
 C/O FREEMAN  
 3454 E MIRALOMA AVE  
 ANAHEIM, CA 92806

Freeman will accept crated, boxed or skidded materials beginning **Wednesday, May 01, 2019** at the above address. Material arriving after **Wednesday, May 22, 2019** 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: (714) 254-3410.

**Show Site Shipping Address:**

**Exhibiting Company Name / Booth #**  
**U.S. TRAVEL ASSOCIATION'S IPW 2019**  
 C/O FREEMAN  
 ANAHEIM CONVENTION CENTER  
 1850 WEST ST  
 ANAHEIM, CA 92806

Freeman will receive shipments at the exhibit facility beginning **Saturday, June 01, 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. If required, provide your carrier with this phone number: (714) 254-3410.

**Please note:** All items and materials that must be brought into the facility 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.

## SERVICE CONTRACTOR CONTACTS / INFORMATION:

### FREEMAN

2170 S. Towne Centre Place, Ste 100  
Anaheim, CA 92806  
(714) 254-3410 fax (469) 621-5602  
FreemanAnaheimES@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](mailto:exhibit.transportation@freeman.com)

### FREEMAN - AUDIO VISUAL

**Eric De La Ossa**  
[eric.delasossa@freemanco.com](mailto:eric.delasossa@freemanco.com)  
(714) 448-2182 fax (469) 621-5614  
[www.freeman.com](http://www.freeman.com)

### FREEMANONLINE®

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by May 13, 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](http://www.freeman.com). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: <http://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.

### 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 (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 feature you may contact Freeman Exhibitor Services at (714) 254-3410 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by May 13, 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.

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**

Call Freeman's Exhibitor Services department at (714) 254-3410 with any questions or needs you may have.

For more information and helpful hints on preshow procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

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