

# Exhibitor Service Manual

## **2017 SPE INTERNATIONAL POLYOLEFIN CONFERENCE**

February 26 - March 1, 2017

Hilton Houston North / Gallery

Houston, TX

# FREEMAN

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 8' x 10' booth will be set with 8' high blue and white back drape, 3' high blue side drape, 1 - 6' x 30" blue skirted table, 2 Limerick side chairs and 1 corrugated wastebasket. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request. Each booth also receives a 110 volt electrical outlet, two exhibitor badges, plus a discounted rate for extra badges, full admission, hotel specials, & amp; free Wi-Fi. By order of the Fire Marshal, **NOTHING MAY BE ATTACHED TO THIS DRAPE. PLEASE NOTE: THERE ARE NO SUBSTITUTIONS ALLOWED.**

**EXHIBIT HALL CARPET**

Some areas in the exhibit area are carpeted and some are not.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates. Place your order by February 03, 2017.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Sunday February 26, 2017 1:00 PM - 5:30 PM

***The Exhibition Hall will be available for set-up only on Sunday, February 26, 2017 from 1:00 p.m. to 5:30 p.m. (CST). There will be no exceptions!! All booths must be set up before the first mixer that will begin at 6:30 p.m. (CST) in the booth area.***

**EXHIBIT HOURS**

Monday February 27, 2017 8:00 AM - 5:00 PM  
 Tuesday February 28, 2017 8:00 AM - 5:00 PM

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Tuesday February 28, 2017 5:00 PM - 7:00 PM

**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 Tuesday, February 28, 2017 at 7:00 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 Tuesday, February 28, 2017 at 6:00 PM.

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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

9258 Park South View, Ste 100  
 Houston, TX 77051  
 (713) 770-6750 fax (469) 621-5613  
 FreemanHoustonES@freemanco.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@freemanco.com

FREEMAN ONLINE®

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by February 03, 2017.** 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. Additionally, you can now access Freeman Online 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 Freeman Online, click on the "**Create an Account**" link. To access Freeman Online without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

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 # \_\_\_\_\_

**2017 SPE INTERNATIONAL POLYOLEFIN CONFERENCE**

C/O FREEMAN

9258 PARK SOUTH VIEW, STE 100

HOUSTON, TX 77051

**CERTIFIED WEIGHT TICKETS MUST ACCOMPANY ALL SHIPMENTS.**

Freeman will accept crated, boxed or skidded materials beginning Friday, January 27, 2017, at the above address. Material arriving after February 21, 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: (713) 770-6750

***There is no show site shipping on this show.***

**To ensure prompt and accurate delivery of your shipment, all shipments must be shipped to the Warehouse Shipping Address and should be packaged and labeled accordingly.**

Freeman will receive shipments at the exhibit facility beginning Sunday, February 26, 2017 at 1:00 PM. 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: (713) 770-6750

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.

#### MATERIAL HANDLING OVERTIME CHARGES

\*Freight moved into the facility on Sunday, February 26, 2017 will be subject to overtime rates.

\*Freight moved out of the facility after 4:30 PM on Tuesday, February 28, 2017 will be subject to overtime rates.

#### ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (713) 770-6750.

WE APPRECIATE YOUR BUSINESS!