

F R E E M A N

8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5601
Email: FreemanChicagoES@freeman.com



American Meteorological Society

Radar Meeting
August 28 - 30, 2017
Swissotel Chicago
Chicago, IL

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue/white/white/blue backwall drape, and 3' high blue side dividers. Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area IS carpeted.

Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by Monday, August 7, 2017.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Monday August 28 10:00 a.m. - 4:00 p.m.

All exhibits must be fully installed by 4:00 p.m., Monday, August 28, 2017.

EXHIBIT HOURS

Monday August 28 5:30 p.m. - 7:30 p.m.

Tuesday August 29 9:00 a.m. - 5:30 p.m.

Wednesday August 30 9:00 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.freeman.com/postshowFAQ.

Wednesday August 30 12:00 p.m. - 4:00 p.m.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Monday August 28 10:00 a.m. - 4:00 p.m.

Wednesday August 30 9:00 a.m. - 12:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting at **12:00 p.m., August 30, 2017.**
- All exhibitor materials must be removed from the exhibit facility by **4:00 p.m., Wednesday, August 30, 2017.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **2:00 p.m., Wednesday, August 30, 2017.**

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**

8201 West 47th Street
 McCook, Illinois 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.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 Toll Free US & Canada • Fax (469) 621-5810
 (817) 607-5100 Local & International

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by Monday, August 7, 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 FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online 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. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online 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 Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION**Warehouse shipping address:**

American Meteorological Society Radar Meeting
 Exhibiting Company Name
 Booth # _____
 c/o FREEMAN
 2500 West 35th Street
 Chicago, IL 60632

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **Monday, July 31, 2017** at the above address. Materials arriving after **Friday, August 18, 2017** will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

Do NOT ship advance freight to the Swissotel Chicago. The hotel has NO storage facilities and *the freight will be returned to the sender*. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Freeman will begin accepting **DIRECT** freight shipments at **323 E. Wacker Dr., Chicago, IL 60601 at 10:00 a.m., Monday, August 28, 2017** for all exhibit halls.

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.

ELEVATOR SPECIFICATIONS AT THE SWISSOTEL

There is only one elevator that can be used from the L4 dock to the Zurich Ballroom. The elevator car (Car 11) has the following dimensions:

- The elevator doorway is 82" Tall x 42" Wide.
- The inside of the elevator is 79" Wide x 63" Deep x 96" Tall

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 Monday, August 7, 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, 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 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.freeman.com/preshowFAQ.

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

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.