

**SERVICE INFORMATION**

**INDOOR BOOTH EQUIPMENT**

Each 10' x 10' indoor booth will be set with 8' high green and white back drape, 36" high green side dividers, one 6' x 30" green skirted table, two Limerick chairs, one wastebasket, one recycling basket, a 7" x 44" one-line identification sign and one 500 watt outlet.

**OUTDOOR BOOTH EQUIPMENT**

Each 10' x 10' outside vinyl tent (two sidewalls and one backwall) will be set with one 6' x 30" green skirted table, two Limerick chairs, one wastebasket, one recycling basket, a 7" x 44" one-line identification sign and one 500 watt outlet.

**EXHIBIT HALL CARPET**

The indoor exhibit area will be carpeted blue.

**DISCOUNT PRICE DEADLINE DATE**

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by April 6, 2012.

Save money by ordering services and labor in advance. All services including display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

**SHOW SCHEDULE - UPDATED**

**EXHIBITOR MOVE-IN** \*All day and overnight security will be provided for all exhibitors.

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

Thursday	April 19, 2012	8:00 AM - 6:00 PM Indoor Booths Only
Friday	April 20, 2012	8:00 AM - 6:00 PM Indoor & Outdoor Booths
Saturday	April 21, 2012	7:00 AM - 9:00 AM Outdoor Booths Only

\* No drive-up access to booth on Saturday morning.

**EXHIBIT HOURS**

Saturday	April 21, 2012	10:00 AM - 6:00 PM
Sunday	April 22, 2012	10:00 AM - 6:00 PM

**EXHIBITOR MOVE-OUT**

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

Sunday	April 22, 2012	6:00 PM - 10:00 PM
Monday	April 23, 2012	8:00 AM - 11:00 AM

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 Monday, April 23 at 11:00 AM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Monday, April 23 at 9:00 AM.

**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  
 8801 Ambassador Row  
 Dallas, TX 75247  
 (214) 634-1463 fax (469) 621-5601  
 email: FreemanDallasES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION  
 (800) 995-3579 Toll Free US & Canada  
 (817) 607-5100 Local & International  
 (469) 621-5810 Fax

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.freemanco.com/store](http://www.freemanco.com/store) 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 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION

**Warehouse Shipping Address:**

**Exhibiting Company Name**  
**Earth Day Dallas**  
**C/O Freeman**  
**5130 Cash Rd**  
**Dallas, TX 75247**

Freeman will accept crated, boxed or skidded material beginning March 23, 2012 at the above address. Material arriving after April 17, 2012 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.

**Show Site Shipping Address:**

**Exhibiting Company Name**  
**Earth Day Dallas**  
**C/O Freeman**  
**Fair Park / Auto Bldg**  
**1010 First Ave.**  
**Dallas, TX 75210**

Freeman will receive shipments at the exhibit facility only on April 20 & 21, 2012. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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.

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 (214) 634-1463.

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 Dallas Exhibitor Services at 214-634-1463 or Freeman's Customer Support Center at (888)508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by deadline dates.

#### 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.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

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

Call Freeman's Exhibitor Services department at 214-634-1463 with any questions or needs you may have.