

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' w x 8' d booth will be set with 8' high white backwall drape, 3' high white side dividers, (1) 6' x 30" red draped table, (2) Limerick® chairs by Herman Miller and (1) wastebasket. 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.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by WEDNESDAY, MAY 1, 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>

Friday May 24 2:00 p.m. - 5:00 p.m.

NOTE: Overtime charges will apply after 4:30 p.m. during the move-in.

All exhibits must be fully installed by 5:00 p.m., Friday, May 24, 2019.

EXHIBIT HOURS

Saturday	May 25	12:00 p.m. - 4:00 p.m.
Saturday	May 25	7:00 p.m. - 10:00 p.m.
Sunday	May 26	12:00 p.m. - 4:00 p.m.
Sunday	May 26	1:00 p.m. - 3:00 p.m. - Career Fair
Monday	May 27	12:00 p.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

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

Tuesday May 28 8:00 a.m. - 10:00 a.m.

SERVICE CENTER HOURS

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

Friday	May 24	2:00 p.m. - 5:00 p.m.
Saturday	May 25	12:00 p.m. - 10:00 p.m.
Sunday	May 26	12:00 p.m. - 4:00 p.m.
Monday	May 27	12:00 p.m. - 4:00 p.m.
Tuesday	May 28	8:00 a.m. - 10:00 a.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting at **8:00 a.m., Tuesday, May 28, 2019.**
- All exhibitor materials (**exhibitors ONLY**) must be removed from the exhibit facility by **10:00 a.m., Tuesday, May 28, 2019. ABAI has the floor on a 24 hour basis.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **8:00 a.m., Tuesday, May 28, 2019.**

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.

FREEMAN ONLINE®

Order early to take advantage of advance order discount rates. Place your order by WEDNESDAY, MAY 1, 2019. 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.freeman.com. 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.

CHICAGO FIRE DEPARTMENT REGULATIONS:

In order to minimize the risk of fire and to keep exhibit halls in Chicago as safe as possible, the Chicago Fire Department has established the following regulations:

The Municipal Code states that nothing (for example: fiber cases, cartons, boxes, personal items, giveaways, etc.) may be stored behind or between exhibits booths and behind draperies. All materials that are needed for repacking purposes must be removed from the exhibit area. You may keep a one-day supply of literature or products at your booth. Accessible storage is available for additional promotional items or giveaways. Please see the General Service Contractor at the service desk for assistance.

The Chicago Fire Department strictly enforces these regulations.

SHIPPING INFORMATION

Warehouse shipping address:

ABAI 45TH ANNUAL CONVENTION
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 **Wednesday, April 24, 2019** at the above address. Materials arriving after **Thursday, May 16, 2019** 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 Hyatt Regency 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 accept **DIRECT** freight shipments at the **Hyatt Regency Chicago, c/o FREEMAN, 151 E. Wacker Drive, Chicago, IL 60601** on **Friday, May 24, 2019 2:00 p.m. to 5:00 p.m.** for all exhibit halls.

****NOTE: ALL MATERIALS BEING SHIPPED TO THE HYATT MUST BE LABELED AS:**

Hyatt Regency Chicago, c/o FREEMAN

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.

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 exhibitor 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 (773) 473-7080 for a quote.

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.

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 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 WEDNESDAY, MAY 1, 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, 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 pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

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

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