

F R E E M A N

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SAE 2012
WORLD CONGRESS
APRIL 24 - 26, 2012
COBO CENTER
DETROIT, MICHIGAN

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each **10' x 10' turnkey booth** will be set with 8' high backwall structure, black carpeting, one counter, one 24" w x 42" h soho bistro table, two stools, one wastebasket, two lights, standard electric, one lead retrieval opportunity, company identification sign and security.

Each **10' x 20' turnkey package A** booth will be set with 8' high backwall structure, black carpeting, one counter, one 24" w x 42" h soho bistro table, two stools, one wastebasket, four lights, standard electric, one lead retrieval opportunity, company identification sign and security.

Each **10' x 20' turnkey package B** booth will be set with 8' high backwall structure, black carpeting, one wastebasket, standard electric, one lead retrieval opportunity, company identification sign and security.

Each **poster display** will be set with 30" x 40" poster display area, blue carpeting, one stool, one wastebasket, standard electric, one lead retrieval opportunity, company identification sign and security.

EXHIBIT HALL CARPET

The aisles will be carpeted in tuxedo.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by March 21, 2012.

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Friday	April 20, 2012	8:00 am - 4:30 pm
Saturday	April 21, 2012	8:00 am - 2:00 pm
Sunday	April 22, 2012	DARK (hall is closed)
Monday	April 23, 2012	8:00 am - 2:00 pm

All exhibits must be fully installed, and visqueen removed, by 2:00 pm on Monday, April 23, 2012, to allow for final placing of aisle carpet and cleaning.

EXHIBIT HOURS

Tuesday	April 24, 2012	10:00 am - 6:30 pm
Wednesday	April 25, 2012	10:00 am - 6:00 pm
Thursday	April 26, 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.

Thursday	April 26, 2012	6:00 pm - 10:00 pm
Friday	April 27, 2012	8:00 am - 4:30 pm
Saturday	April 28, 2012	8:00 am - 12:00 noon
Sunday	April 29, 2012	DARK (hall is closed)
Monday	April 30, 2012	8:00 am - 12:00 noon

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting and vehicles are removed from the exhibit floor at the close of the show. The entire process will take approximately four hours.
- All exhibitor materials must be removed from the exhibit facility by 12:00 noon on April 30, 2012.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 10:00 am on Monday, April 30, 2012.

SERVICE CENTER HOURS

We will have staff available at the Freeman Service Center as follows:

Friday	April 20, 2012	8:00 am - 4:30 pm
Saturday	April 21, 2012	8:00 am - 2:00 pm
Sunday	April 22, 2012	DARK (hall is closed)
Monday	April 23, 2012	8:00 am - 2:00 pm
Tuesday	April 24, 2012	8:00 am - 6:30 pm
Wednesday	April 25, 2012	8:00 am - 6:00 pm
Thursday	April 26, 2012	8:00 am - 10:00 pm
Friday	April 27, 2012	8:00 am - 4:30 pm
Saturday	April 28, 2012	8:00 am - 12:00 noon
Sunday	April 29, 2012	DARK (hall is closed)
Monday	April 30, 2012	8:00 am - 12:00 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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
 One Washington Blvd., Suite 1056
 Detroit, MI 48226
 (313) 393-0250 fax (469) 621-5619

FREEMAN EXHIBIT TRANSPORTATION
 (800) 995-3579 fax (469) 621-5810

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 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.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
SAE 2012 WORLD CONGRESS
Freeman
c/o UPS Freight
6150 Inkster Rd.
Romulus, MI 48174

Freeman will accept crated, boxed or skidded material beginning March 21, 2012 at the above address. Material arriving after April 11, 2012 will be received at the warehouse with an additional after deadline charge. Shipments will NOT be received at the warehouse after April 18, 2012. *Shipments that arrive after this date will be refused.* To trace the arrival of your shipment, or for directions to the warehouse please call (313) 295-1300.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
SAE 2012 WORLD CONGRESS
c/o Freeman
Cobo Center
One Washington Blvd.
Detroit, MI 48226

Shipments will only be received at show site during the move-in period on April 20, 21 or 23, 2012. As an exhibitor, it is your responsibility to instruct your carrier of the proper dates and times for direct deliveries to the convention facility. 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

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 (313) 393-0250.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

HELPFUL HINTS

SAVE MONEY

Place your order by March 21, 2012 to take advantage of advance order discount rates.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late 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.

Children under the age of 16 are not permitted in the exhibit hall unless they are involved in a special AWIM sponsored event.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman and SAE Show Management 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.

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

Call Freeman's exhibitor services department at (313) 393-0250 with any questions or needs you may have.