

F R E E M A N

One Washington Blvd., Suite 1056
Detroit, MI 48226

Ph: (313) 393-0250 • Fax: (313) 393-0620
FreemanDetroitES@freemanco.com

SAE 2011 NOISE & VIBRATION CONFERENCE & EXHIBITION

MAY 16 - 18, 2011

DEVOS PLACE
GRAND RAPIDS, MICHIGAN

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue and gray back drape, 36" high blue side dividers and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in black.

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 April 19, 2011.

Save money by ordering cleaning services and 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.

Sunday	May 15, 2011	12:00 pm - 5:00 pm
Monday	May 16, 2011	10:00 am - 2:00 pm

EXHIBIT HOURS

Monday	May 16, 2011	7:30 pm - 9:00 pm (Welcome Reception)
Tuesday	May 17, 2011	9:30 am - 12:00 pm 1:30 pm - 6:00 pm
Wednesday	May 18, 2011	9:30 am - 12:00 pm 1:30 pm - 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.

Wednesday	May 18, 2011	6:00 pm - 8:00 pm
Thursday	May 19, 2011	8:00 am - 2:00 pm

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by Thursday, May 19 at 2:00 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 11:00 am on Thursday, May 19.

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 (313) 393-0620

FREEMAN EXHIBIT TRANSPORTATION
 (800) 995-3579 fax (817) 385-0983

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 the show is available online, you will receive an e-mail 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.myfreemanonline.com 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 2011 Noise & Vibration
Freeman
c/o ABF Whse.
2690 Courier Ct. NW
Walker, MI 49534

Freeman will accept crated, boxed or skidded material beginning Thursday, April 14, 2011 at the above address. Material arriving after Friday, May 6, 2011 will be received at the warehouse with an additional after deadline charge. Shipments will NOT be received at the warehouse after Thursday, May 12, 2011. *Shipments that arrive after this date will be refused.* To trace the arrival of your shipment, or for directions to the warehouse please call (616) 791-9455.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
SAE 2011 Noise & Vibration
c/o Freeman
DeVos Place
303 Monroe NW
Grand Rapids, MI 49503

Shipments will only be received at show site during the move-in period on May 15 - 16, 2011. 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 April 19, 2011 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.

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.