

# F R E E M A N

PO Box 8530 (78208)  
3323 IH-35 North Ste 120  
San Antonio, Texas 78219  
Ph: 210/227-0341 • Fax 210/212-8049

SAE POWERTRAIN FUELS  
& LUBRICANTS MEETING  
NOVEMBER 2-4, 2009  
GRAND HYATT HOTEL  
SAN ANTONIO, TEXAS

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## SHIPPING INFORMATION

PLEASE REFER TO THE MATERIAL HANDLING RATE SHEET FOR CHARGES.

### Warehouse shipping address:

Exhibiting Company Name  
Hold for: SAE POWERTRAIN FUELS & LUBRICANTS MEETING  
C/O Freeman  
3323 IH 35 North, Suite 126  
San Antonio, Texas 78219

THE WAREHOUSE WILL RECEIVE SHIPMENTS MONDAY THRU FRIDAY DURING THE HOURS OF 8:00 AM TO 4:30 PM

Freeman will accept crated, boxed or skidded materials beginning 25 business days prior to the date of move-in at the above address. The material shipping deadline date is 5 business days prior to the date of move-in, any materials recieved after this date will incur additional material handling charges.

Shipping labels are provided in this kit for your use in shipping your freight, failure to use these labels may delay the delivery process.

**We respectfully request all shipments to the hotel be directed to the advance warehouse address. The Grand Hyatt Hotel is unable to accept shipments. Therefore, advance warehouse shipping to Freeman is required. Please coordinate all outbound shipping in advance with your carrier. Arrangements must be made prior to show date. Failure to comply will result in additional charges from Freeman. Please contact Exhibitor Services with specific shipping questions.**

### **EXHIBITOR MOVE-OUT INFORMATION:**

All carriers must check in on the date of move-out no later than one (1) hour prior to the end of the scheduled move-out time. All exhibitor materials must be removed from the exhibit facility by the scheduled move-out time.

### **GRAND HYATT DO'S & DON'T'S**

Please reference the document immediately following this page for details.

### **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 210/227-0341.

**WE APPRECIATE YOUR BUSINESS!**

**FREEMAN shipping instructions**

TO ENSURE THAT YOUR SHIPMENT IS RECEIVED AND PROCESSED CORRECTLY, PLEASE COMPLETE THE INFORMATION BELOW WITH THE SHOW NAME, DATES, COMPANY NAME, PHONE NUMBER AND EMAIL ADDRESS. THANK YOU!

# FREEMAN

# RUSSH

## DO NOT DELAY

### SHOW LOCATION: THE GRAND HYATT

SHOW NAME: SAE POWERTRAIN FUELS & LUBRICANTS MEETING

C/O: FREEMAN

3323 IH-35 NORTH, SUITE 126  
SAN ANTONIO, TEXAS 78219

# WAREHOUSE

TO: \_\_\_\_\_  
*Exhibitor Company Name*

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS. SHIPPED

# FREEMAN

# RUSSH

## DO NOT DELAY

### SHOW LOCATION: THE GRAND HYATT

SHOW NAME: SAE POWERTRAIN FUELS & LUBRICANTS MEETING

C/O: FREEMAN

3323 IH-35 NORTH, SUITE 126  
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# WAREHOUSE

TO: \_\_\_\_\_  
*Exhibitor Company Name*

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS. SHIPPED

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.