# FREEMAN

# INTERPHEX 2013 APRIL 23-25 2013 JACOB K. JAVITS CONVENTION CENTER NEW YORK, NEW YORK

# **SERVICE INFORMATION**

## **Interphex 2013 MOBILE**

A truly personalized mobile app that places event and attendee information at your fingertips.

- Increase visibility with attendees
- Communicate directly with attendees that have expressed interest in your products (upgrade required)
- Receive breaking Interphex 2013 news and special event announcements
- Access a live Twitter feed
- Advertise your show specials and make appointments with attendees (upgrade required)

#### **CONCIERGE ELITE** on your PC or Smartphone - service at your fingertips!

Check out our Concierge Elite service to take advantage of our new time saving tools! Log on to <a href="https://www.freemanco.com">www.freemanco.com</a> from your Smartphone or PC. This will give you instant access to:

- Receive notification when your show site shipment arrive and empty containers are returned to your booth after the show
- Ask for service or assistance from anywhere
- · View your orders and freight shipments
- Submit your outbound paperwork without making a trip to the service desk

For a short demo of Concierge Elite go to www.freemanco.com/cedemo to view its many features.

## **BOOTH EQUIPMENT**

#### **FACILITY ZONE**

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

#### **SOURCING & SERVICES ZONE**

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

#### **AUTOMATION CONTROLS ZONE**

Each 10'  $\times$  10' booth will be set with 8' high BLACK back drape, 36" high BLACK side dividers and a 7"  $\times$  44" one-line identification sign. The aisles will be carpeted in BLACK.

## **MANUFACTURING & PACKAGING ZONE**

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

#### **DISCOUNT PRICE DEADLINE DATE**

Order early to take advantage of advance order discount rates, place your order by MARCH 29, 2013.

Save money and order labor in advance. All 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 pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Friday	April 19, 2013	8:00 AM - 5:00 PM - Targeted
Saturday	April 20, 2013	8:00 AM - 5:00 PM - Targeted
Sunday	April 21, 2013	8:00 AM - 12:00 PM
Monday	April 22, 2013	8:00 AM - 5:00 PM

#### **EXHIBIT HOURS**

Tuesday	April 23, 2013	10:00 AM - 5:00 PM
Wednesday	April 24, 2013	10:00 AM - 5:00 PM
Thursday	April 25, 2013	10:00 AM - 3:00 PM

## **EXHIBITOR MOVE-OUT**

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

Thursday	April 25, 2013	3:00 PM - 11:00 PM
Friday	April 26, 2013	8:00 AM - 5:00 PM
Saturday	April 27, 2013	8:00 AM - 2:00 PM

We will return empty containers by April 27, 2013 at 2:00 PM.

## **DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Saturday, April 27, 2013 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 Saturday, April 27, 2013 at 10:00 AM.

#### **POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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**

909 Newark Turnpike Kearny, NJ 07032

(201) 299-7575 fax: (469) 621-5618 FreemanNewYorkES@freemanco.com

# FREEMAN EXHIBIT TRANSPORTATION

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

#### **SERVICE CENTER HOURS**

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

Friday	April 19, 2013	12:00 PM - 6:00 PM
Saturday	April 20, 2013	8:00 AM - 5:00 PM
Sunday	April 21, 2013	8:00 AM - 5:00 PM
Monday	April 22, 2013	8:00 AM - 6:00 PM
Tuesday	April 23, 2013	8:00 AM - 5:00 PM
Wednesday	April 24, 2013	8:00 AM - 5:00 PM
Thursday	April 25, 2013	8:00 AM - 10:00 PM
Friday	April 26, 2013	8:00 AM - 5:00 PM
Saturday	April 27, 2013	8:00 AM - 2:00 PM

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#### **FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at <a href="www.freemanco.com/store">www.freemanco.com/store</a> by MARCH 29, 2013. 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 <a href="www.freemanco.com/store">www.freemanco.com/store</a> and click 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:

Freeman will accept crated, boxed or skidded material beginning Friday, March 15, 2013 at the above address. Material arriving after April 12, 2013 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 - 2:30 PM.

Show Site Shipping Address:

Freeman will receive shipments at the exhibit facility beginning Friday, April 19, 2013. 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 (201) 299-7575.

# **WE APPRECIATE YOUR BUSINESS!**