FREEMAN

STAR WARS CELEBRATION VI
AUGUST 23 - 26, 2012
ORANGE COUNTY CONVENTION CENTER
ORLANDO, FLORIDA

FREEMAN quick facts

SERVICE INFORMATION

SPECIAL OFFER- PREPAID MATERIAL HANDLING DISCOUNT

Star Wars Celebration VI is pleased to offer exhibitors a 10% discount on material handling charges when prepaid by August 14, 2012. Please refer to the Prepaid Material Handling Form for further details and instructions.

BOOTH EQUIPMENT

Each inline booth space will be set up with 8' high BLACK backwall drape and 3' high BLACK side drape. Each exhibiting company will be provided with (1) 6' BLACK draped table, (2) side chairs, (1) wastebasket, and a 7" x 44" identification sign.

EXHIBIT HALL CARPET

The exhibit hall is not carpeted; however, the aisles will be carpeted in BLACK.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by August 07, 2012.

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

Tuesday	August 21, 2012	8:00 AM	-	5:00 PM
Wednesday	August 22, 2012	8:00 AM	-	5:00 PM

EXHIBIT HOURS

Thursday	August 23, 2012	10:00 AM	-	7:00 PM
Friday	August 24, 2012	10:00 AM	-	7:00 PM
Saturday	August 25, 2012	10:00 AM	-	7:00 PM
Sunday	August 26, 2012	10:00 AM	-	5:00 PM

EXHIBITOR MOVE-OUT

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

Sunday	August 26, 2012	5:00 PM	-	9:00 PM
Monday	August 27, 2012	8:00 AM	-	5:00 PM

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Monday, August 27, 2012 at 5:00 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 Monday, August 27, 2012 at 1:00 PM.

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

2200 Consulate Dr
Orlando, FL 32837
(407) 816-7900 fax (469) 621-5605
FreemanOrlandoES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by August 07, 2012. 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 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:

Exhibiting Company Name / Booth # _____
STAR WARS CELEBRATION VI
C/O FREEMAN
10088 GENERAL DRIVE
ORLANDO, FL 32824

Freeman will accept crated, boxed or skidded materials beginning Thursday, July 19, 2012, at the above address. Material arriving after August 14, 2012 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 - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
STAR WARS CELEBRATION VI
C/O FREEMAN
ORANGE COUNTY CONVENTION CENTER
9800 INTERNATIONAL DR
ORLANDO, FL 32819-8111

Freeman will receive shipments at the exhibit facility beginning Tuesday, August 21, 2012. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are 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 (407) 816-7900.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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 feature you may contact Freeman Exhibitor Services at (407) 816-7900 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by August 07, 2012.

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, 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 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

Call Freeman's Exhibitor Services department at (407) 816-7900 with any questions or needs you may have.
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

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