

SHOW INFORMATION

BOOTH EQUIPMENT

General Booths

Each 10' x 10' booth will be set with 8' high blue and white back drape and 3' high blue side dividers, 1 - 6' gold draped table, 2 - Limerick® Chairs by Herman Miller, and 1 - wastebasket. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

College & University Booths

Each 10' x 10' booth will be set with 8' high blue and white back drape, 3' high blue side dividers, 1 - 6' gold draped table, 2 - Limerick® Chairs by Herman Miller, 1 - wastebasket and tuxedo carpet. Government level, University level and non-Profit level exhibitors located within the College & University pavilion area will receive standard carpet in their booth package. Those located outside of the College & University pavilion area are excluded from the inclusive carpet. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Interview Booths

Each 10' x 8' booth will be set with 8' high blue and white drape on all four sides, 1 - 6' gold draped table, 2 - Limerick® Chairs by Herman Miller, 1 wastebasket and a one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisles will be carpeted in tuxedo. All exhibitor booths must have carpet or finished flooring that covers the entire booth space. If your booth does not have carpet or flooring installed by 4:30pm on Thursday, October 31, 2019, Freeman will install carpet at the exhibitor's expense to conform to the SHPE flooring guidelines. Please see the included brochure and order forms to order carpet from Freeman in advance of the show.

Please refer to the SHPE booth build rules and guidelines outlined in this manual.

DISCOUNT PRICE DEADLINE DATE

To take advantage of advance order discount rates, place your order by **OCTOBER 9, 2019**.

SHOW SCHEDULE - VEHICLE MOVE-IN

Wednesday	October 30	8:00 a.m.	-	3:00 p.m.
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SHOW SCHEDULE - CAREER FAIR

EXHIBITOR MOVE-IN:

Wednesday	October 30	8:00 a.m.	-	12:00 p.m.	IPC Only
		12:00 p.m.	-	5:00 p.m.	
Thursday	October 31	8:00 a.m.	-	5:00 p.m.*	
Friday	November 1	8:00 a.m.	-	10:00 a.m.**	

(*) All wood must be tagged empty by 5:00 p.m. on Thursday, October 31 st.

() All empties must be clear of the floor by 10:00 a.m. on Friday, November 1st.**

CAREER FAIR HOURS

Friday	November 1	2:00 p.m.	-	5:00 p.m.
Saturday	November 2	10:00 a.m.	-	4:00 p.m.

EXHIBITOR MOVE-OUT:

Saturday	November 2	4:00 p.m.	-	10:00 p.m.
Sunday	November 3	8:00 a.m.	-	12:00 p.m.

All labor and outbound material handling services performed will have overtime charges applied.

SHOW SCHEDULE - INTERVIEW BOOTHS

EXHIBITOR MOVE-IN:

Wednesday	October 30	8:00 a.m.	-	4:30 p.m.	IPC Only
Thursday	October 31	8:00 a.m.	-	12:00 p.m.	

EXHIBIT HOURS

Thursday	October 31	1:00 p.m.	-	5:00 p.m.	IPC Only
Friday	November 1	8:00 a.m.	-	5:00 p.m.	
Saturday	November 2	8:00 a.m.	-	5:00 p.m.	

EXHIBITOR MOVE-OUT:

Saturday	November 2	5:00 p.m.	-	10:00 p.m.	
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All labor and outbound material handling services performed will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers after the aisle carpet has been removed.
- All exhibitor materials must be removed from the exhibit facility by **12:00 p.m., Sunday, November 3**. Any materials remaining in the facility will be re-routed via Freeman’s choice or returned to warehouse to await disposition at exhibitor’s expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **8:00 p.m. for pick up Saturday, November 2 and by 9:00 a.m. for pick up Sunday, November 3**.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

2080 Brierley Way, Ste 102
 Sparks, NV 89434
 Ph: (775) 355-4600 Fax: (469) 621-5617

FREEMAN EXHIBIT TRANSPORTATION

Ph: (800) 995-3579 Fax: (469) 621-5810

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by **October 9, 2019**. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the “Create an Account” link. To access Freeman Online without using the email link, visit www.freemanco.com/store. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (775) 355-4600 for a quote.

SHIPPING INFORMATION**Warehouse shipping address:**

SHPE 2019 National Convention
Exhibiting Company Name
Booth # _____
C/O FREEMAN / FIDELITONE
6920 W Allison Rd
Chandler, AZ 85226

Freeman will accept crated, boxed or skidded materials beginning **SEPTEMBER 30, 2019** at the above address. Materials arriving after **OCTOBER 23, 2019** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (775) 355-4600

Showsite shipping address:

SHPE 2019 National Convention
Exhibiting Company Name
Booth # _____
Phoenix Convention Center
C/O FREEMAN
100 N 3rd St
Phoenix, Az 85004

Freeman will receive shipments at the exhibit facility beginning **on OCTOBER 30, 2019**. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (775) 355-4600

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.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, from 4:30 p.m. to 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order 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 pick-up of your exhibit at the close of the show.

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 labor need to pick up and release their labor at the Freeman Service 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

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

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 service you may contact Freeman Reno Exhibitor Services at (775) 355-4600 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

To take advantage of advance order discount rates, place your order by OCTOBER 9, 2019.

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, 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 you 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 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 775-355-4600 with any questions or needs you may have.