

# F R E E M A N

275 Bodwell Street  
Avon, MA 02322  
508-894-5100 • Fax: 469-621-5608

CONNECTICUT INTL AUTO SHOW  
NOVEMBER 22-24, 2013  
CONNECTICUT CONVENTION CENTER  
HARTFORD, CT

FREEMAN quick facts

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high **gray, red & white** back drape, 3' high **gray** side dividers and a 7" x 44" one-line identification sign.

### EXHIBIT HALL CARPET

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 Tuesday, October 29, 2013.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Tuesday	November 19	8:00 AM	-	5:00 PM	
Wednesday	November 20	8:00 AM	-	5:00 PM	
Thursday	November 21	8:00 AM	-	12:00 PM	<i>All exhibits must be completed by this time.</i>

### VEHICLE MOVE-IN

Wednesday	November 20	8:00 AM	-	5:00 PM
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*Note: Platform Vehicles move in with freight. It is possible that some vehicles may move in Tuesday, November 19. Please consult with Show Management.*

All labor and inbound material handling services performed after 4:30 pm will have overtime charges applied.

### EXHIBIT HOURS

Friday	November 22	11:00 AM	-	9:00 PM
Saturday	November 23	11:00 AM	-	9:00 PM
Sunday	November 24	11:00 AM	-	5:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Sunday	November 24	5:00 PM	-	9:00 PM
Monday	November 25	8:00 AM	-	5:00 PM

### VEHICLE MOVE-OUT

Sunday	November 24	5:15 PM	-	9:00 PM	<i>All vehicles must be removed Sunday night.</i>
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All labor and outbound material handling services performed on Sunday, November 24, and after 4:30 pm on Monday, November 25 will have overtime charges applied.

## DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by 5:00 PM on Monday, November 25, 2013.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by 3:00 PM on Monday, November 25, 2013. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

*Please refer to our Shipping Instructions located on the next page.*

## 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**

275 Bodwell Street  
 Avon, MA 02322  
 Phone: 508-894-5100 • Fax: 469-621-5608

**FREEMAN TRANSPORTATION**

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

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **Tuesday, October 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 [www.myfreemanonline.com](http://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 (1-888-508-5054).

**SHIPPING INFORMATION**

**Warehouse shipping address:**

**Connecticut Intl Auto Show**  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 C/O Freeman  
 UPS Freight  
 130 North Plains  
 Wallingford, CT 06492

**PLEASE NOTE: The warehouse is open from 8:00 am - 4:00 pm Monday - Friday. Exceptions are noted below.**

Freeman will accept crated, boxed or skidded materials beginning Tuesday, October 22, 2013 at the above address. Materials arriving after November 8, 2013 will be received at the warehouse with an additional after deadline charge.

**Show site shipping address:**

**Connecticut Intl Auto Show**  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 C/O Freeman  
 Connecticut Convention Center  
 100 Columbus Blvd  
 Hartford, CT 06103

Freeman will receive shipments at the exhibit facility beginning Tuesday, November 19, 2013 at 8:00 AM. 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 labor need to pick up and release their labor at the 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 Department at 508-894-5100.

**WE APPRECIATE YOUR BUSINESS**

## **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 Boston Exhibitor Services at 508-894-5100 or Freeman's Customer Support Center at 888-508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by the deadline date listed on each form.

#### **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 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**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Call Freeman's Exhibitor Services department at 508-894-5100 with any questions or needs you may have.