
SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high burgundy and white back drape, 3' high burgundy side dividers and a 7" x 44" one-line identification sign. **BY ORDER OF THE FIRE MARSHAL, NOTHING MAY BE ATTACHED TO THIS DRAPE.**

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in burgundy.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by August 31, 2009.

Save money by ordering 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 preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Sunday	September 13, 2009	8:00 a.m. - 8:00 p.m.
Monday	September 14, 2009	8:00 a.m. - 8:00 p.m.
Tuesday	September 15, 2009	8:00 a.m. - 10:00 a.m.

All exhibits must be fully installed by Tuesday, September 15, 2009 at 10:00 a.m.

Exhibitors with large and/or heavy equipment must use the Shipment Notification sheet in the Shipping and Material Handling section of the exhibitor manual to notify the official shipping contractor and general service contractors of their requirements. Those farthest from the freight doors in the back need to move in first. Special arrangements will be made to schedule moving heavy or bulky equipment before the aisles become filled with other freight.

*Warehouse freight will be moved into the facility on Saturday, September 12, 2009 and will be subject to overtime rates. Freight moved into the facility on Sunday, September 13 and after 4:30 p.m. on Monday, September 14 will also be subject to overtime rates.

All exhibits must be fully installed by Tuesday, September 15, at 10:00 a.m. when the Exhibit Hall will be cleared to facilitate cleaning.

EXHIBIT HOURS

Tuesday	September 15, 2009	Noon - 2:00 p.m.	3:30 p.m. - 7:00 p.m.
Wednesday	September 16, 2009	Noon - 2:00 p.m.	3:30 p.m. - 7:00 p.m.
Thursday	September 17, 2009	9:30 a.m. - Noon	

REGISTRATION

The registration opens at 7:00 a.m. on Monday. Badges are required starting at 11:00 a.m. on Tuesday.

EXHIBITOR MOVE-OUT

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

Thursday	September 17, 2009	12:00 Noon - 5:00 p.m.
Friday	September 18, 2009	8:00 a.m. - Noon

*Freight moved out of the facility after 4:30 p.m. on Thursday, September 17, 2009 will be subject to overtime rates.

All displays must remain intact until the exhibits close. We will be begin returning all empty containers, removed from the booths and placed in storage during setup, when the show closes. Sufficient time must be allowed before all empty containers are returned to the booths. They will not be returned in any particular order. All exhibitor materials must be removed from the facility by 12:00 noon on September 18.

SERVICE CENTER HOURS

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

Saturday	September 12, 2009	8:00 a.m. - 6:00 p.m.
Sunday	September 13, 2009	8:00 a.m. - 5:00 p.m.
Monday	September 14, 2009	8:00 a.m. - 5:00 p.m.
Wednesday	September 16, 2009	Noon - 5:00 p.m.
Thursday	September 17, 2009	9:30 a.m. - 5:00 p.m.
Friday	September 18, 2009	8:00 a.m. - Noon

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 3 hours.
- All exhibitor materials must be removed from the exhibit facility by Friday, September 18, 2009 at Noon.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Friday, September 18, 2009 at 10:00 a.m. or freight will be re-routed.

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.

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN	FREEMAN AV
13101 Almeda Rd.	3323 I-H 35N #118
Houston, TX 77045	San Antonio, TX 78219
(713) 433-2400 fax (713) 433-9441	(210) 226-1376 fax (210) 226-7940

FREEMAN EXHIBIT TRANSPORTATION
 (800) 995-3579 fax (817) 385-0983

FREEMAN ONLINE®

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 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

FREEMAN CAN NOW ASSIST IN ALL INTERNATIONAL TRANSPORTATION AND CUSTOMS CLEARANCE BOTH INBOUND AND OUTBOUND. (Tel: 800-995-3579)

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
38th Turbomachinery Symposium
C/O Freeman
2000 Cavalcade
Houston, TX 77009

Freeman will accept crated, boxed or skidded material beginning Friday, August 14, 2009 at the above address. Material arriving after Tuesday, September 8, 2009 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
38th Turbomachinery Symposium
C/O Freeman
George R. Brown Convention Center (Halls D - E)
1001 Avenida de las Americas
Houston, TX 77010

Freeman will receive shipments at the exhibit facility beginning Sunday, September 13, 2009 at 8:00 a.m. 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.

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 Freeman labor will need to pick up and release their labor at the Labor 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 713-433-2400. For Freeman AV assistance, please call 210-226-1376.

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 Houston Exhibitor Services at 713-433-2400 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 August 31, 2009.

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 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 (713-433-2400) with any questions or needs you may have.