

EASY IS NICE, ON ANY DEVICE

Freeman Online® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced Freeman Online, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 3M x 3M booth consist of the following:

8' high WHITE stretch fabric walls on 3 sides

- wall to wall GRAY carpet

- (1) 16" x 18" two-line identification sign

- (1) wastebasket per company



DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by June 22, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

Friday	July 13, 2018	8:00 AM - 6:00 PM
Saturday	July 14, 2018	8:00 AM - 6:00 PM
Sunday	July 15, 2018	7:00 AM - 9:00 AM

EXHIBIT HOUR6

Sunday	July 15, 2018	10:00 AM - 6:00 PM
Monday	July 16, 2018	10:00 AM - 6:00 PM
Tuesday	July 17, 2018	10:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#).

Tuesday	July 17, 2018	4:00 PM - 11:00 PM
Wednesday	July 18, 2018	8:00 AM - 12:00 PM

Please Note: No Freeman employees will be allowed on the show floor until 5:00 PM. We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Wednesday, July 18, 2018 at 12:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in no later than 10:00 AM on Wednesday, July 18, 2018.

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.

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 (201) 299-7575 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

909 Newark Turnpike

Kearny, NJ 07032

(201) 299-7575 fax: (469) 621-5618

FreemanNewYorkES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

SERVICE CENTER HOURS

Friday	July 13, 2018	8:00 AM - 6:00 PM
Saturday	July 14, 2018	8:00 AM - 6:00 PM
Sunday	July 15, 2018	7:00 AM - 6:00 PM
Monday	July 16, 2018	8:00 AM - 6:00 PM
Tuesday	July 17, 2018	8:00 AM - 9:00 PM
Wednesday	July 18, 2018	8:00 AM - 12:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by June 22, 2018.

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 Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline 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.freeman.com. You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices 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 & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
JA New York Summer Show
C/O FREEMAN
1 RAILROAD PL
MASPETH, NY 11378

Please note: The warehouse will be closed on Tuesday, July 04, 2018 in observance of Independence Day and will not accept shipments

Freeman will accept crated, boxed or skidded materials beginning Wednesday, June 13, 2018, at the above address. Material arriving after July 6, 2018 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. If required, provide your carrier with this phone number: (201) 299-7575

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
JA New York Summer Show
C/O FREEMAN
JACOB K. JAVITS CONVENTION CENTER
655 W 34TH ST
NEW YORK, NY 10001-1188

Freeman will receive shipments at the exhibit facility beginning Friday, July 13, 2018. 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. If required, provide your carrier with this phone number: (201) 299-7575

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 Freeman labor will 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 (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!