

# F R E E M A N

8201 West 47th Street  
McCook, Illinois 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freemanco.com

**CTC 2015**  
**SEPTEMBER 22 - 23, 2015**  
**MINNEAPOLIS CONVENTION CENTER**  
**MINNEAPOLIS, MN**

FREEMAN quick facts

## SERVICE INFORMATION

### BOOTH EQUIPMENT

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

### EXHIBIT HALL CARPET

Exhibitors are required to carpet their booth area. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

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

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by MONDAY, AUGUST 31, 2015.**

**NOTE: Inline booths, please be sure to review the Special Booth Package form for additional discounts on basic booth furnishings.**

## 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).

Monday	September 21	3:00 p.m. - 5:00 p.m.
Tuesday	September 22	8:00 a.m. - 4:30 p.m.

**NOTE: Overtime rates will apply after 4:30 p.m. on Monday, September 21, 2015.**

**All exhibits must be fully installed by 4:30 p.m., Tuesday, September 22, 2015.**

### EXHIBIT HOURS

Tuesday	September 22	5:30 p.m. - 7:00 p.m.
Wednesday	September 23	10:00 a.m. - 4:30 p.m.
Thursday	September 24	10:00 a.m. - 1:00 p.m.

### EXHIBITOR MOVE-OUT

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

Thursday	September 24	1:00 p.m. - 5:00 p.m.
Friday	September 25	8:00 a.m. - 12:00 p.m.

**NOTE: Overtime rates will apply after 4:30 p.m. on Thursday, September 24, 2015.**

### SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Monday	September 21	12:00 p.m. - 5:00 p.m.
Tuesday	September 22	7:30 a.m. - 6:00 p.m.
Thursday	September 24	10:00 a.m. - 5:00 p.m.
Friday	September 25	8:00 a.m. - 12:00 p.m.

### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates **once the aisle carpet has been removed.**
- All exhibitor materials must be removed from the exhibit facility by **12:00 p.m., Friday, September 25, 2015.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **10:00 a.m., Friday, September 25, 2015.**

### 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  
 8201 West 47th Street  
 McCook, IL 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

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

FREEMAN ONLINE®

**Order early to take advantage of advance order discount rates, place your order by MONDAY, AUGUST 31, 2015.**

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](http://www.freemanco.com/store) 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:**

**CTC 2015**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**UPS Freight Warehouse**  
**c/o FREEMAN**  
**8500 Naples Street NE**  
**Blaine, MN 55449**

**NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman’s Advance Receiving Warehouse.**

Freeman will accept crated, boxed or skidded materials beginning **MONDAY, AUGUST 24, 2015** at the above address. Materials arriving after **FRIDAY, SEPTEMBER 11, 2015** will be received at the warehouse with an additional after deadline charge.

**Warehouse receiving hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.**

**NOTE: THE WAREHOUSE WILL BE CLOSED MONDAY, SEPTEMBER 7, 2015 IN OBSERVANCE OF THE HOLIDAY.**

**Show site shipping address:**

**CTC 2015**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**c/o FREEMAN**  
**Minneapolis Convention Center**  
**1301 2nd Avenue S**  
**Minneapolis, MN 55403**

Freeman will receive shipments at the above address beginning **MONDAY, SEPTEMBER 21, 2015**. 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

If utilizing Freeman labor, please refer to the appropriate order form to place your order for Labor. Exhibitors 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 (773) 473-7080.

## 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 Chicago Exhibitor Services at (773) 473-7080 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 MONDAY, AUGUST 31, 2015.**

**NOTE: Inline booths, please be sure to review the Special Booth Package form for additional discounts on basic booth furnishings.**

#### 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](http://www.freemanco.com/preshowFAQ).

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

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.