

SHOW INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high **WHITE and BLACK** back drape, 36" high **BLACK** side dividers. Also provided is one (1) 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Friday	February 1, 2008	8:00 a.m. - 4:30 p.m.
Saturday	February 2, 2008	8:00 a.m. - 4:30 p.m.
Sunday	February 3, 2008	8:00 a.m. - 4:30 p.m.
Monday	February 4, 2008	8:00 a.m. - 11:00 a.m. FINAL TOUCH-UP ONLY

All exhibits must be fully installed by **Sunday, February 3, 2008 at 4:30 p.m.**

Detailing & Last minute adjustments may be made on Monday, Feb. 4 from 8am-11:00am.

EXHIBIT HOURS

Monday	February 4, 2008	11:45 a.m. - 5:15 p.m.
Tuesday	February 5, 2008	12:30 p.m. - 5:30 p.m.

EXHIBITOR MOVE-OUT

Tuesday	February 5, 2008	5:30 p.m. - 10:00 p.m.
Wednesday	February 6, 2008	8:00 a.m. - 12:00 p.m.

SERVICE CENTER HOURS

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

Friday	February 1, 2008	8:00 a.m. - 4:30 p.m.
Saturday	February 2, 2008	8:00 a.m. - 4:30 p.m.
Sunday	February 3, 2008	8:00 a.m. - 4:30 p.m.
Monday	February 4, 2008	8:00 a.m. - 4:30 p.m.
Tuesday	February 5, 2008	12:30 p.m. - 11:30 p.m.
Wednesday	February 6, 2008	8:00 a.m. - 12:00 p.m.

* All exhibitor materials must be removed from the exhibit facility by **Wednesday, February 6, 2008 at 12:00 p.m.**

* To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline please have all carriers check-in by **Wednesday, February 6, 2008 at 9:00 a.m.**

* Please be advised that overtime charges may apply during MOVE-IN and MOVE-OUT.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
841 JOSEPH E. LOWERY BLVD NW
ATLANTA, GEORGIA 30318
404-253-6494 fax 404-898-0415
E-mail: FreemanAtlantaES@Freemanco.com

FREEMAN TRANSPORTATION
(800) 995-3579 fax (214) 615-6515

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 **Friday, January 18, 2008**.

Save money and order labor in advance. All display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

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 “Register” link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.myfreemanonline 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) or email CustomerSupport@freemanco.com.

SHIPPING INFORMATION

Warehouse shipping address:

TRAINING 2008 CONFERENCE AND EXPO
Exhibiting Company Name
Booth # _____
C/O FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GEORGIA 30318

Freeman will accept crated, boxed or skidded materials beginning **Wednesday, January 2, 2008** at the above address. **WAREHOUSE RECEIVING HOURS ARE MONDAY THROUGH FRIDAY 8:00 A.M. TO 4:00 P.M. CLOSED ON SATURDAY, SUNDAY AND HOLIDAYS.** Material arriving after **Friday, January 25, 2008** will be received at the warehouse with an additional after deadline charge.

Show site shipping address:

TRAINING 2008 CONFERENCE AND EXPO
Exhibiting Company Name
Booth # _____
GEORGIA WORLD CONGRESS CENTER
C/O FREEMAN
285 ANDREW YOUNG INTERNATIONAL BLVD NW
ATLANTA, GEORGIA 30313

Freeman will receive shipments at the facility beginning **Friday, February 1, 2008**.
SHIPMENTS ARRIVING PRIOR TO THIS DATE MAY BE REFUSED BY THE FACILITY.

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the 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 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.

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 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 404-253-6494.

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 Atlanta Exhibitor Services at 404-253-6494 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 **JANUARY 18, 2008**.

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.

You are not allowed to ship Hazardous Materials. If you do so, you will be in violation of federal law, and may be subject to civil penalties of not more than \$27,000 for each offense.

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 (404-253-6494) with any questions or needs you may have.