

## SERVICE INFORMATION

### BOOTH EQUIPMENT - AIIM

Each 10' x 10' booth will be set with 8' high blue and silver back drape, 3' high blue side dividers and a 7" x 44" one-line identification sign. The aisles will be carpeted in blue.

### BOOTH EQUIPMENT - ON DEMAND

Each 10' x 10' booth will be set with 8' high red and black back drape, 3' high red side dividers and a 7" x 44" one-line identification sign. The aisles will be carpeted in red.

### 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 March 31, 2010.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

## SHOW SCHEDULE

### DRIVER CHECK-IN

#### **RED AREA:**

Thursday April 15, 2010 6:00 AM - 7:00 AM  
(refer to Driver Check-In Floorplan that will become available Jan 2010 for details)

#### **PURPLE AREA:**

Thursday April 15, 2010 8:00 AM - 10:00 AM  
(refer to Driver Check-In Floorplan that will become available Jan 2010 for details)

#### **GRAY AREA - 20' x 20' booths and larger ONLY:**

Thursday April 15, 2010 11:00 AM - 2:00 PM  
(refer to Driver Check-In Floorplan that will become available Jan 2010 for details)

#### **WHITE AREA - 10' x 10' & 10' x 20" booths:**

Friday April 16, 2010 8:00 AM - 5:00 PM  
(refer to Driver Check-In Floorplan that will become available Jan 2010 for details)

**NOTE:** The times listed above are for driver check in times not move in time. These check in times do not guarantee straight time charges or exact time freight will be unloaded. These check in times are designed for the efficient marshalling of trucks and dock usage.

### EXHIBITOR MOVE-IN, PER TARGET MOVE-IN PLAN

For more information and helpful hints on pre-show procedures and move-in, please go to

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

Thursday	April 15, 2010	6:00 AM - 5:00 PM
Friday	April 16, 2010	8:00 AM - 5:00 PM
Saturday	April 17, 2010	8:00 AM - 5:00 PM
Sunday	April 18, 2010	8:00 AM - 5:00 PM
Monday	April 19, 2010	8:00 AM - 5:00 PM

### EXHIBIT HOURS

Tuesday	April 20, 2010	10:00 AM - 5:00 PM
Wednesday	April 21, 2010	10:00 AM - 5:00 PM
Thursday	April 22, 2010	10:00 AM - 2:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to

[www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Thursday	April 22, 2010	2:00 PM - 10:00 PM
Friday	April 23, 2010	8:00 AM - 5:00 PM

**We will return empty containers by April 22nd by 10:00 PM.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Friday, April 23, 2010 by 5:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Friday, April 23, 2010 by 12:00 PM.

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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**

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299.7575 fax (469) 621-5618  
FreemanNewYorkES@freemanco.com

**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](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:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**AIIM EXPO + CONFERENCE / ON DEMAND CONFERENCE & EXPO 2010**  
C/O FREEMAN  
AC-PHILADELPHIA EXPRESS  
4235 RICHMOND STREET  
PHILADELPHIA, PA 19137

Freeman will accept crated, boxed or skidded material beginning Wednesday, March 17, 2010 at the above address. Material arriving after April 7, 2010 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.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**AIIM EXPO + CONFERENCE / ON DEMAND CONFERENCE & EXPO 2010**  
C/O FREEMAN  
PENNSYLVANIA CONVENTION CENTER  
1101 ARCH STREET  
PHILADELPHIA, PA 19107

Freeman will receive shipments at the exhibit facility beginning Thursday, April 15, 2010. 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

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor 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 (201) 299-7575.

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 New York Exhibitor Services at (201) 299-7575 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 March 31, 2010.

#### 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 pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

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

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.