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## 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 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 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers and one corrugated wastebasket. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request. 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 black.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates. Place your order by January 23, 2017.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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)

Monday	February 13, 2017	8:00 AM - 5:00 PM
Tuesday	February 14, 2017	8:00 AM - 5:00 PM
Wednesday	February 15, 2017	8:00 AM - 7:00 PM

\*All exhibits must be fully installed by Wednesday, February 15, 2017 at 7:00 PM.

\*Freight moved into the facility after 4:30 PM on Monday-Wednesday, February 13-15, 2017 will be subject to overtime rates.

### EXHIBIT HOURS

Thursday	February 16, 2017	8:00 AM - 5:30 PM
Friday	February 17, 2017	8:00 AM - 1:00 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)

Friday	February 17, 2017	1:00 PM - 8:00 PM
Saturday	February 18, 2017	8:00 AM - 12:00 PM

\*Freight moved out of the facility after 4:30 PM on Friday, February 17 or all day on Saturday, February 18, 2017 will be subject to overtime rates.

**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 Saturday, February 18, 2017 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 by Saturday, February 18, 2017 at 10:00 AM.

**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  
 9258 Park South View, Ste 100  
 Houston, TX 77051  
 (713) 770-6750 fax (469) 621-5613  
 FreemanHoustonES@freemanco.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.  
 9258 Park South View, Ste 100  
 Houston, TX 77051  
 (713) 770-6780 fax (469) 621-5613

**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@freemanco.com](mailto:exhibit.transportation@freemanco.com)

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by January 23, 2017.** 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.freemanco.com/store](http://www.freemanco.com/store). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://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 # \_\_\_\_\_  
**NAPE SUMMIT 2017**  
 C/O FREEMAN  
 9258 PARK SOUTH VIEW, STE 100  
 HOUSTON, TX 77051

Freeman will accept crated, boxed or skidded materials beginning Friday, January 13, 2017, at the above address. Material arriving after February 07, 2017 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 - 3:30 PM. If required, provide your carrier with this phone number: (713) 770-6750

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**NAPE SUMMIT 2017**  
 C/O FREEMAN  
 GEORGE R BROWN CONVENTION CENTER  
 1001 AVENIDA DE LAS AMERICAS, LEVEL ONE  
 HOUSTON, TX 77010

**CERTIFIED WEIGHT TICKETS MUST  
 ACCOMPANY ALL SHIPMENTS.**

Freeman will receive shipments at the exhibit facility beginning Monday, February 13, 2017 at 8:00 AM. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (713) 770-6750

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.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**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.

**MATERIAL HANDLING OVERTIME CHARGES**

\*Freight moved into the facility after 4:30 PM on Monday - Wednesday, February 13-15, 2017 will be subject to overtime rates.

\*Freight moved out of the facility after 4:30 PM on Friday, February 17, 2017 will be subject to overtime rates.

\*Freight moved out of the facility on Saturday, February 18, 2017 will be subject to overtime rates.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (713) 770-6750.

WE APPRECIATE YOUR BUSINESS!