



SPECIAL INFORMATION ON MATERIAL HANDLING/FREIGHT SERVICES

**1-4 MAY 2006
RELIANT CENTER
HOUSTON, TX USA**

Please note the following:

Crated shipments, machinery or equipment delivered to Reliant Center by truck (other than vans) will be handled as outlined below as part of the exhibit space rental fee, provided shipments arrive before 8:00 am and 3:30 pm, Wednesday, 26 April through Friday, 28 April, or Tuesday 25 April, if designated by Freeman.

- Prior to conference - truck unloading, delivery to booth and crate storage.
- After conference - crate return to booth, crate removal and loading.

All exhibitors must submit the FREEMAN LABOR & EQUIPMENT SHIPMENT NOTIFICATION FORM by **27 March 2006**. Some exhibitors will be assigned a specific day during which their freight must be delivered to Reliant Center; failure to comply with the move-in instructions as given by Freeman will result in shipments being subject to special equipment rental and crew time charges, and/or refusal of entry into the exhibit area by OTC Management.

Freight shipments exceeding 20,000 lbs., or in excess of 7 feet in width or 12 feet in height must notify Freeman by **30 March 2006**; these exhibitors will be assigned a specific move-in date.

Special Note: Freight shipments with individual pieces exceeding 50,000 pounds may be subject to special equipment rental and crew time charges.

Deadline to receive advance shipments at Freeman warehouse is 21 April 2006.

Exhibitors shipping in freight from outside the U.S.A. should refer to shipping instructions from Rogers Worldwide, the official Customs Broker/International Freight Forwarder.

For further information on material handling/freight services contact:

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