

FREEMAN

13101 Alameda Rd.
Houston, Texas 77045
Ph: 713-433-2400 • Fax: 469-621-5613
FreemanHoustonES@freemanco.com



SERVICE INFORMATION

RELIANT ARENA BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black, white, blue, white and black back drape, 36" high black side dividers and a 7" x 44" one-line identification sign. By order of the fire marshal, **NOTHING MAY BE ATTACHED TO THIS DRAPE.**

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the perimeter will be carpeted in blue. All other aisles will be carpeted in black.

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 Wednesday, 14 April 2010.

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Wednesday	28 April 2010	8:00 a.m. - 5:00 p.m.
Thursday	29 April 2010	8:00 a.m. - 5:00 p.m.
Friday	30 April 2010	8:00 a.m. - 5:00 p.m.
Saturday	1 May 2010	8:00 a.m. - 5:00 p.m.
Sunday	2 May 2010	8:00 a.m. - 12:00 Noon

All exhibits must be fully installed by Sunday, 2 May 2010 at 12:00 Noon.

EXHIBIT HOURS

Monday	3 May 2010	9:00 a.m. - 5:30 p.m.
Tuesday	4 May 2010	9:00 a.m. - 5:30 p.m.
Wednesday	5 May 2010	9:00 a.m. - 5:30 p.m.
Thursday	6 May 2010	9:00 a.m. - 2:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Thursday	6 May 2010	2:00 p.m. - 10:00 p.m.
Friday	7 May 2010	8:00 a.m. - 6:00 p.m.
Saturday	8 May 2010	8:00 a.m. - 6:00 p.m.
Sunday	9 May 2010	8:00 a.m. - 12:00 Noon

SERVICE CENTER HOURS

We will have staff available at the Freeman Service Center as follows:

Wednesday	28 April 2010	8:00 a.m. - 5:00 p.m.
Thursday	29 April 2010	8:00 a.m. - 5:00 p.m.
Friday	30 April 2010	8:00 a.m. - 5:00 p.m.
Saturday	1 May 2010	8:00 a.m. - 5:00 p.m.
Sunday	2 May 2010	8:00 a.m. - 2:00 p.m.
Monday	3 May 2010	9:00 a.m. - 5:30 p.m.
Tuesday	4 May 2010	9:00 a.m. - 5:30 p.m.
Wednesday	5 May 2010	9:00 a.m. - 5:30 p.m.
Thursday	6 May 2010	8:00 a.m. - 10:00 p.m.
Friday	7 May 2010	8:00 a.m. - 6:00 p.m.
Saturday	8 May 2010	8:00 a.m. - 6:00 p.m.
Sunday	9 May 2010	8:00 a.m. - 12:00 Noon

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 12 hours.
- All exhibitor materials must be removed from the exhibit facility by Sunday, 9 May 2010 at 12:00 Noon.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, 9 May 2010 at 10:00 a.m. or freight will be re-routed.
- Freight must be ready for outbound loading by 2:30 p.m., Friday 7 May 2010 to avoid overtime charges.

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.

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

13101 Almeda Rd.
Houston, TX 77045

(713) 433-2400 fax (469) 621-5613

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 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 # _____
Offshore Technology Conference 2010
C/O Freeman
2000 Cavalcade
Houston, TX 77009

Freeman will accept crated, boxed or skidded material beginning Friday, 2 April 2010 at the above address. Material arriving after Wednesday, 21 April 2010 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
Offshore Technology Conference 2010
C/O Freeman
Reliant Center
One Reliant Park
Houston, TX 77054

Freeman will receive shipments at the exhibit facility beginning Wednesday, 28 April 2010 at 8:00 a.m. 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.

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 713-433-2400.

WE APPRECIATE YOUR BUSINESS!