
SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black, blue and gray back drape, 3' high black side drape and a 7" x 44" one-line identification sign. **By order of the Fire Marshal, NOTHING MAY BE ATTACHED TO THIS DRAPE. PLEASE NOTE: THERE ARE NO SUBSTITUTIONS ALLOWED.**

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisles will be carpeted in tuxedo. All exhibitors are **REQUIRED** to place flooring in their booth; carpet or other custom flooring.

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 February 15, 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

EXHIBITOR MOVE-IN

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

Monday	March 01, 2010	8:00 AM - 8:00 PM
Tuesday	March 02, 2010	7:00 AM - 12:00 PM

Crates are **REQUIRED** to be off the floor by Tuesday, March 02, 2010 by 1:00 PM.

EXHIBIT HOURS

Tuesday	March 02, 2010	5:00 PM - 7:00 PM
Wednesday	March 03, 2010	9:00 AM - 6:45 PM
Thursday	March 04, 2010	9:00 AM - 1:30 PM

EXHIBITOR MOVE-OUT

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

Thursday	March 04, 2010	1:30 PM - 5:30 PM
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We will return empty containers by March 04, 2010 at 3:30 PM.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Thursday, March 04, 2010 at 5:30 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 Thursday, March 04, 2010 at 3:30 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

13101 Almeda Rd
Houston, TX 77045
+1 (713) 433-2400 fax +1 (713) 433-9441
FreemanHoustonES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax +1 (817) 385-0983

SERVICE CENTER HOURS

Monday	March 01, 2010	2:00 PM - 8:00 PM
Tuesday	March 02, 2010	6:30 AM - 5:00 PM
Wednesday	March 03, 2010	8:00 AM - 6:45 PM
Thursday	March 04, 2010	8:00 AM - 6:30 PM

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 the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
SUBSEA TIEBACK FORUM & EXHIBITION
C/O FREEMAN
2000 CAVALCADE
HOUSTON, TX 77009

Freeman will accept crated, boxed or skidded materials beginning Friday, January 29, 2010, at the above address. Material arriving after February 23, 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 - 4:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
SUBSEA TIEBACK FORUM & EXHIBITION
C/O FREEMAN
MOODY GARDENS HOTEL & CONVENTION CENTER
ONE HOPE BLVD, HALLS A - C
GALVESTON, TX 77554

Freeman will receive shipments at the exhibit facility beginning Monday, March 01, 2010 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.

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

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, March 01, 2010 will be subject to overtime rates.

*Freight moved into the facility before 8:00 AM on Tuesday, March 02, 2010 will be subject to overtime rates.

*Freight moved out of the facility after 4:30 PM on Thursday, March 04, 2010 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 +1 (713) 433-2400.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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 feature you may contact Freeman Exhibitor Services at (713) 433-2400 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 February 15, 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, 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 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.

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

Call Freeman's Exhibitor Services department at (713) 433-2400 with any questions or needs you may have.