

**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 Freeman freight
- Receive Assistance through Concierge Services while at show site
- Receive Notifications
- 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 flax back drape, 36" high flax side dividers, and a 7" x 44" identification sign. The facility will provide one 110 volt electrical outlet to all indoor booths.

Outside spaces have an asphalt base and general overhead lighting. The Ector County Coliseum will not allow the painting of any inside or outside exhibit spaces.

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted. The aisles will be carpeted in Latte (brown/black mix). To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the carpet brochure and order form. For outside spaces, we have a selection of AstroTurf available for rent. Outdoor booths are encouraged to order AstroTurf.

**DISCOUNT PRICE DEADLINE DATE**

Order early to take advantage of advance order discount rates, place your order by September 25, 2018.

**TELEPHONE SERVICE**

Exhibitors who wish to have Telephone service in their exhibit area may make arrangements by calling AT&T Telephone Company at (800) 485-1160 and ask for "Special Events."

**FREEMAN SERVICE DESK**

The Freeman Service Center will be located in the Northwest Concourse of the Coliseum (Building "J"). Representatives will be on duty to assist you in ordering Rental Furniture, Floor Coverings, Display Labor, Special Signs, and Cleaning Services. You may also inquire about Freight Shipments and obtain other information which will be helpful to you when installing and dismantling your display.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

Outside Exhibitors should contact PBIOS Office for earlier move in and set up for large equipment. For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

Friday	October 12, 2018	1:00 PM - 5:00 PM
Saturday	October 13, 2018	8:00 AM - 5:00 PM
Sunday	October 14, 2018	8:00 AM - 5:00 PM
Monday	October 15, 2018	8:00 AM - 4:00 PM

\*\*Exhibitors wishing to work after 4:00 pm must get permission from Show Management.

**EXHIBIT HOURS**

Tuesday	October 16, 2018	10:00 AM - 6:00 PM
Wednesday	October 17, 2018	10:00 AM - 6:00 PM
Thursday	October 18, 2018	10:00 AM - 4:00 PM

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Thursday	October 18, 2018	5:00 PM - 10:00 PM
Friday	October 19, 2018	8:00 AM - 5:00 PM
Saturday	October 20, 2018	8:00 AM - 5:00 PM

**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, October 20, 2018 at 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 Saturday, October 20, 2018 at 11:00 AM.

**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.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (210) 554-2021 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

3323 I H 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 554-2021 fax (469) 621  
[FreemanSanAntonioES@freeman.com](mailto:FreemanSanAntonioES@freeman.com)

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & Internat Shipping Services or fax +1 (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by September 25, 2018. 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.freeman.com](http://www.freeman.com). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: <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 Local & International.

**SHIPPING INFORMATION**

**PLEASE REFER TO THE MATERIAL HANDLING RATE SHEET FOR CHARGES**

Show Site Shipping Address: Exhibiting Company Name / Booth # \_\_\_\_\_  
**PBIOS 2018 - 316592**  
 C/O FREEMAN  
 ECTOR COUNTY COLISEUM COMPLEX  
 4201 ANDREWS HWY  
 ODESSA, TX 79762

Freeman will receive shipments at the exhibit facility beginning Tuesday, October 2, 2018. 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: (210) 554-2021.

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**

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.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 554-2021.

**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 (210) 554-2021 or Freeman's Customer Support Center at (888) 508-

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by September 25, 2018.

#### **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 <http://www.freeman.com/PreShowFAQ>

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Call Freeman's Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.