

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth consists of 8' high blue and white backwall drape, 3' high blue side dividers, (1) 6' blue draped table, (2) Limerick® chairs by Herman Miller and one 7" x 44" one line identification sign. Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however the aisles will be carpeted in gray. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by Wednesday, June 19, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Wednesday July 10 9:00 a.m. - 8:00 p.m.

All exhibits must be fully installed by 8:00 p.m., Wednesday, July 10, 2019.

Note: Overtime rates will apply during move-in after 4:30 p.m., Wednesday, July 10, 2019.

EXHIBIT HOURS

Thursday	July 11	10:00 a.m. - 8:00 p.m.
Friday	July 12	10:00 a.m. - 8:00 p.m.
Saturday	July 13	10:00 a.m. - 3:00 p.m.

EXHIBITOR MOVE-OUT

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

Saturday July 13 3:00 p.m. - 8:00 p.m.

Note: Overtime rates will apply during move-out Saturday, July 13, 2019.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Service Center as follows:

Wednesday	July 10	8:00 p.m. - 8:00 p.m.
Thursday	July 11	8:00 a.m. - 5:00 p.m.
Friday	July 12	8:00 a.m. - 5:00 p.m.
Saturday	July 13	8:00 a.m. - 9:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates **once the aisle carpet has been removed.**
- All exhibitor materials must be removed from the exhibit facility by **9:00 p.m., Saturday, July 13, 2019.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **6:00 p.m., Saturday, July 13, 2019.**

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 (773) 473-7080 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

8201 West 47th Street
 McCook, IL 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada
 Fax (469) 621-5810
 (817) 607-5100 Local & International

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by Wednesday, June 19, 2019. 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 FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online 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. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device 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 and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Advance Warehouse shipping address:

LULAC NATL CONVENTION & EXPO
 Booth # _____
FREEMAN
 c/o UPS FREIGHT WAREHOUSE
 4924 SOUTH 13TH STREET
 MILWAUKEE, WI 53221

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. **MUST** have that shipment delivered direct to Show Site and NOT to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **Wednesday, June 12, 2019** at the above address. Materials arriving after **Tuesday, July 2, 2019** will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.
Warehouse is closed Thursday, July 4, 2019 in observance of Independence Day.

Show site shipping address:

LULAC NATL CONVENTION & EXPO
 Exhibiting Company Name
 Booth # _____
 c/o FREEMAN
WISCONSIN CENTER
500 W. KILBOURN AVE
MILWAUKEE, WI 53203

Freeman will receive shipments at the above address beginning **Wednesday, July 10, 2019**. 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.

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

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 (773) 473-7080.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

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 service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 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 Wednesday, June 19, 2019.

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, and 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 you 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 that 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 preshow procedures and move-in, please go to www.freeman.com/preshowFAQ.

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

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.