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## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 6' Table Top display will be set with 8' high black back drape, (1) 6' black drape table, (2) side chairs and (1) 5 amp electrical drop and an ID sign.

### EXHIBIT HALL CARPET

The exhibit area is carpeted.

## 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](http://www.freemanco.com/preshowFAQ).

Monday December 12, 2016 11:00 AM - 3:00 PM

### EXHIBIT HOURS

Monday December 12, 2016 4:00 PM - 7:00 PM

Tuesday December 13, 2016 8:00 AM - 3:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Tuesday December 13, 2016 3:00 PM - 5:00 PM

**We will return empty containers by Tuesday, December 13, 2016 at 3:30 PM.**

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Tuesday, December 13, 2016 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 Tuesday, December 13, 2016 at 4:00 PM.

## SERVICE CONTRACTOR CONTACTS / INFORMATION:

### FREEMAN

909 Newark Turnpike

Kearny, NJ 07032

(201) 299-7575 fax (469) 621-5618

FreemanNewYorkES@freemanco.com

**SHIPPING INFORMATION**

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**SVG SUMMIT 2016**

C/O FREEMAN

1 RAILROAD PL

MASPETH, NY 11378

Freeman will accept crated, boxed or skidded materials beginning Monday, November 14, 2016, at the above address. Material arriving after December 05, 2016 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 - 2:30 PM. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**SVG SUMMIT 2016**

C/O FREEMAN

NEW YORK HILTON MIDTOWN

1335 AVENUE OF THE AMERICAS,

NEW YORK, NY 10019-6012

Freeman will receive shipments at the exhibit facility beginning Monday, December 12, 2016. 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. If required, provide your carrier with this phone number: (201) 299-7575.

**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. Refer to the Material Handling form for charges for this service.

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.

**VEHICLE RESTRICTIONS**

Due to the loading dock configuration, trucks are not to exceed 13' high and 55' long. Any truck over the 55' length restriction will be subject to a "truck & driver" minimum charge of \$367.50.

**WE APPRECIATE YOUR BUSINESS!**

## **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 New York Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

### **HELPFUL HINTS**

#### **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 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**

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

# **DRIVING DIRECTIONS TO THE FREEMAN WAREHOUSE 1 RAILROAD PLACE, MASPETH, NY 11378**

## **FROM THE NORTH**

Take I-95 South to I-295 South to Throggs Neck Bridge – go over bridge to I-295 South (Clearview Expressway) – take Exit 4E-W5 onto I-495 West (Long Island Expressway) – take I-495 West to exit 18 toward Maurice Ave – turn left onto Maurice Ave – at 2nd traffic light, bear right onto 55th Dr – go one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad PI – turn left at the end of the street into driveway and proceed through gate.

## **FROM THE SOUTH**

Take I-95 North to Exit 10 – follow signs for 440/Verrazano Bridge – take I-278 East over Verrazano to I-278 East (Brooklyn Queens Expressway) – take Exit 35 to I-495 East – follow signs to Maurice Ave (Exit 18) – ride Service Road to Maurice Ave – turn right onto Maurice Ave - turn right onto 55th Dr – one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad PI – turn left at the end of the street into driveway and proceed through gate.

## **FROM THE WEST**

Take I-80 East over George Washington Bridge – follow signs for Triboro Bridge (RFK) – go over bridge – trucks MUST exit to Service Road – ride Service Road to enter I-278 West – take I-278 West to Exit 36A to 58th St – turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad PI – turn left at the end of the street into driveway and proceed through gate.

## **FROM THE EAST**

Take I-495 West to exit 18 toward Maurice Ave – turn left onto Maurice Ave – at 2nd traffic light, bear right onto 55th Dr – go one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad PI – turn left at the end of the street into driveway and proceed through gate.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: NOVEMBER 14, 2016**

**DEADLINE DATE IS: DECEMBER 05, 2016**

**TO:** \_\_\_\_\_  
EXHIBITOR NAME

**C/O FREEMAN**  
1 Railroad Pl  
Maspeth, NY 11378

**WAREHOUSE**

**EVENT:** \_\_\_\_\_ *SVG SUMMIT 2016*

**BOOTH NO.** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: NOVEMBER 14, 2016**

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**TO:** \_\_\_\_\_  
EXHIBITOR NAME

**C/O FREEMAN**  
1 Railroad Pl  
Maspeth, NY 11378

**WAREHOUSE**

**EVENT:** \_\_\_\_\_ *SVG SUMMIT 2016*

**BOOTH NO.** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE: DECEMBER 12, 2016**

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O FREEMAN  
NEW YORK HILTON MIDTOWN  
1335 AVENUE OF THE AMERICAS  
NEW YORK, NY 10019-6012

**SHOW SITE**

EVENT: \_\_\_\_\_ *SVG SUMMIT 2016*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

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**SHOW SITE**

EVENT: \_\_\_\_\_ *SVG SUMMIT 2016*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_