SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10' x 10' booth will be set up with 8' high gray back drape, 3' high gray side dividers, one 6' gray draped table, 2 side chairs and 1 wastebasket. Booths 300 sqft or less will receive a 7” x 44” one-line identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

EXHIBIT HALL CARPET
The exhibit hall is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by April 6, 2020.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information & helpful hints on pre-show procedures and move-in please go to Pre-Show FAQ.
Monday April 27, 2020 12:00 PM - 6:00 PM

EXHIBIT HOURS
Tuesday April 28, 2020 7:00 AM - 6:30 PM
Wednesday April 29, 2020 7:00 AM - 6:30 PM
Thursday April 30, 2020 7:00 AM - 11:00 AM

EXHIBITOR MOVE-OUT
For more information & helpful hints on post-show procedures and move-out please go to Post-Show FAQ.
Thursday April 30, 2020 11:00 AM - 3:00 PM
We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by 3:00 PM on Thursday, April 30, 2020. Any materials remaining in the facility will be re-routed via Freeman’s choice or returned to the warehouse to await disposition at exhibitor’s expense.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 2:00 PM on Thursday, April 30, 2020.

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.

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 exhibitor 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 (504) 731-6137 for a quote.
SERVICE CONTRACTOR CONTACTS / INFORMATION:

**FREEMAN**
1000 Elmwood Park Blvd.
New Orleans, LA 70123
Phone (504) 731-6137
Fax (469) 621-5612
FreemanNewOrleansES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**
(800) 995-3579 Toll Free US & Canada
(512) 982-4187 Outside the US
(817) 607-5183 International Shipping Services
(469) 621-5810 Fax
exhibit.transportation@freeman.com

**FREEMANONLINE®**

Take advantage of discount pricing by ordering online at FreemanOnline by April 6, 2020. Using the enhanced FreemanOnline, 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.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit FreemanOnline.

If you need assistance with FreemanOnline please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 Local & International.

**SHIPPING INFORMATION**

**Warehouse Shipping Address:**
Exhibiting Company Name / Booth #
2020 NATIONAL HOME PERFORMANCE CONF & TRADE SHOW
C/O Freeman
905 Sams Ave.
New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning **Monday, March 30, 2020**, at the above address. Material arriving after **April 20, 2020**, will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W. Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (504) 731-6137.

**Show Site Shipping Address:**
Exhibiting Company Name / Booth #
2020 NATIONAL HOME PERFORMANCE CONF & TRADE SHOW
C/O Freeman
Hyatt Regency New Orleans
601 Loyola Ave.
New Orleans, LA 70113

Freeman will receive shipments at the exhibit facility beginning **Monday, April 27, 2020**. 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: (504) 731-6137.

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**
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 Labor 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 504-731-6137.

**WE APPRECIATE YOUR BUSINESS!**