

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

SDB 70TH ANNUAL MEETING

JULY 22-24, 2011

Hyatt Regency Chicago
Chicago, Illinois

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 6' X 16' table top will be set with two (2) 6' x 30" black skirted tables, two (2) Opal side chairs, one (1) wastebasket, and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted in a coral/blue/green/black/teal pattern.

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 **WEDNESDAY, JULY 6, 2011.**

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 preshow procedures and move-in, please go to:

www.freemanco.com/preshowFAQ.

Thursday	July 21	12:30 p.m. - 4:30 p.m.
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All exhibits must be fully installed by 4:30 p.m., Thursday, July 21, 2011.

EXHIBIT HOURS

Friday	July 22	8:00 a.m. - 10:00 p.m.
Saturday	July 23	8:00 a.m. - 8:00 p.m.
Sunday	July 24	8:00 a.m. - 3:30 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to:

www.freemanco.com/postshowFAQ.

Sunday	July 24	3:30 p.m. - 6:30 p.m.
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**NOTE: Double Time rates will apply during the entire move-out.
Please refer to the Material Handling form for rates.**

SERVICE CENTER HOURS

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

Thursday	July 21	12:30 p.m. - 4:30 p.m.
Friday	July 22	7:00 a.m. - 12:00 p.m.
Sunday	July 24	12:30 p.m. - 6:30 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting at **3:30 p.m., Sunday, July 24, 2011.**
- All exhibitor materials must be removed from the exhibit facility by **6:30 p.m., Sunday, July 24, 2011.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **4:30 p.m., Sunday, July 24, 2011.**

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
 5040 West Roosevelt Road
 Chicago, Illinois 60644-1436
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION
 (800) 995-3579 • Fax (469) 621-5810

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.freemanco.com/store and click on the “Login” link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:
SDB 70TH ANNUAL MEETING
Exhibiting Company Name
Booth # _____
c/o FREEMAN
2500 West 35th Street
Chicago, IL 60632

Freeman will accept crated, boxed or skidded materials beginning **THURSDAY, JUNE 23, 2011** at the above address. Materials arriving after **WEDNESDAY, JULY 13, 2011** will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

NOTE: THE WAREHOUSE WILL BE CLOSED MONDAY, JULY 4, 2011 IN OBSERVANCE OF THE HOLIDAY.

Do NOT ship advance freight to the Hyatt Regency Chicago. The hotel has NO storage facilities and *the freight will be returned to the sender*. Freeman will accept **DIRECT** freight shipments at **151 E. Wacker Drive, Chicago, IL 60601** on **THURSDAY, JULY 21, 2011 from 12:30 p.m. to 4:30 p.m.** for all exhibit halls.

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.

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 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, JULY 6, 2011**.

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 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

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

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

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