

CONCIERGE ELITE

Download the Concierge Elite app from the **Apple** app Store, **Android** Google Play or **Windows** App Store (search for Concierge Elite) or visit www.freemanco.com/solutions/mobile to learn more. This will give you the ability to:

- Submit requests for service
- View previous & current orders
- Sign up for freight notifications
- Request shipping labels
- Receive empty return notifications
- Express checkout of the show

For a short demo of Concierge Elite, go to www.freemanco.com/cedemo to view its many features.

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high teal and gray back drape, 3' high gray side dividers, and a 7" x 44" one line identification sign.

EXHIBIT HALL CARPET

The Georgia World Congress Center, Exhibit Hall A, is not carpeted; however, the aisles will be carpeted in latte. Show management requires that all booths have floor covering. You may bring your own or rent carpet through Freeman.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by March 03, 2015.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Tuesday	March 24, 2015	8:00 AM - 8:00 PM
Wednesday	March 25, 2015	8:00 AM - 8:00 PM

EXHIBIT HOURS

Thursday	March 26, 2015	9:00 AM - 5:00 PM
Friday	March 27, 2015	9:00 AM - 6:00 PM
Saturday	March 28, 2015	9:00 AM - 3:00 PM

EXHIBITOR MOVE-OUT

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

Saturday	March 28, 2015	3:00 PM - 10:00 PM
Sunday	March 29, 2015	8:00 AM - 4:00 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 Sunday, March 29, 2015 at 4:00 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 Sunday, March 29, 2015 at 2:00 PM.

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

841 Joseph E Lowery Blvd NW
 Atlanta, GA 30318
 (404) 253-6494 fax (469) 621-5610
 FreemanAtlantaES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by March 03, 2015. 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 to create a new account. To access Freeman Online® without using the email link, visit www.freemanco.com/store and click on the “Login”. If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or (817) 607-5000 Local and International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
THOMAS P HINMAN DENTAL MTG
C/O Freeman
841 Joseph E Lowery Blvd NW
Atlanta, GA 30318

Freeman will accept crated, boxed or skidded material beginning Friday, February 20, 2015 at the above address. Material arriving after March 17, 2015 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 - 4:00 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
THOMAS P HINMAN DENTAL MTG
Georgia World Congress Center
C/O Freeman
285 Andrew Young International Blvd NW
Atlanta, GA 30313

Freeman will receive shipments at the exhibit facility beginning Tuesday, March 24, 2015. 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 are 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 the service.

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 404-253-6494.

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 Atlanta Exhibitor Services at (404) 253-6494 or Freeman's Customer Support Center at (888)508-5054 US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by March 03, 2015.

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.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 (404-253-6494) with any questions or needs you may have.