

## HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

## BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray back drape, 3' high gray side drape, one wastebasket, nightly vacuuming, electrical (provided by the facility) and a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

### Booth Furniture INCLUDED IN Package ONE

- 1 - 6' x 40"H or 4' x 40"H gray draped table (Please refer to the enclosed Booth Package Form to indicate your table size preference. A 6' table will be provided if the form is not submitted.)
- 2 - black diamond arm chairs

### Booth Furniture INCLUDED IN Package TWO

- 1 - black bistro table (42" x 36" diameter)
- 2 - black diamond stools

## EXHIBIT HALL CARPET

The exhibit area is carpeted with existing hotel carpet.

## DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by March 6, 2023.

## EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

## SHOW SCHEDULE

Preliminary - schedule is subject to change by show management at any time.

### EXHIBITOR MOVE-IN

Monday	April 3, 2023	12:00 PM - 3:00 PM
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### EXHIBIT HOURS

Monday	April 3, 2023	3:00 PM - 7:00 PM
Tuesday	April 4, 2023	9:00 AM - 5:00 PM
Wednesday	April 5, 2023	9:00 AM - 3:00 PM

### EXHIBITOR MOVE-OUT

Wednesday	April 5, 2023	3:00 PM - 7:00 PM
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## DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by April 5, 2023 at 7:00 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 April 5, 2023 at 5:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight back to the Freeman warehouse.

## EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 AM - 5 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day of show close to assist with additional exhibitor needs.

## POST SHOW PAPERWORK AND LABELS

Exhibitor Support 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 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.

## FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by March 6, 2023. 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 Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

## SHIPPING INFORMATION

### Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
SAGEEP 2023  
C/O Freeman  
905 Sams Ave  
New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning March 6, 2023 at the above address. Material arriving after March 27, 2023 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 materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

### ATTENTION: COST SAVING INFORMATION

It is not recommended to send materials direct to the Hilton New Orleans Riverside. To avoid delays and additional charges from the hotel, it is recommended to ship all packages to the advance warehouse address. Please note that the Hilton New Orleans Riverside is unequipped to remove and store empty containers and is unable to offer outbound loading assistance. Additional hotel handling fees will be billed for direct show site shipments.

**Please note: Any materials received by Freeman 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.**

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.

#### **PURCHASE TERMS**

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

#### **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 Exhibitor Service Center. Refer to the order form under Display Labor for Straight time and Overtime hours.

#### **SERVICE CONTRACTOR CONTACTS / INFORMATION:**

##### **FREEMAN**

[Contact Us](#)

##### **FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183  
International Shipping Services or fax (469) 621-5810 or  
[Exhibit.Transportation@freeman.com](mailto:Exhibit.Transportation@freeman.com)

##### **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

#### **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 Exhibitor Support at (888) 508-5054 US & Canada.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by March 6, 2023.

#### **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 (EACs). Thank you for your cooperation

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.

# **SAGEEP – New Orleans 2023**

## **Booth Package 1**

### **Booth Package Includes:**

- 1 – Gray Draped Table (Please indicate table size)
- 2 – Black Diamond Arm Chairs
- 1 – Wastebasket
- Nightly Cleaning

**Table size choice: (Choose one)**  
4' \_\_\_\_\_ or 6' \_\_\_\_\_

**If a table selection is not submitted, a 6' table will be supplied!**

**Company Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please return form by  
Friday, March 15<sup>th</sup> to:  
Micki Allen  
SAGEEP  
[mickiallen@marac.com](mailto:mickiallen@marac.com)  
Phone: 647.401.8758**