

**EASY IS NICE, ON ANY DEVICE**

Freeman Online® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced Freeman Online, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process

Access invoices after the show

**SERVICE INFORMATION****BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers and a 7" x 44" two-line identification sign.

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; however, the aisles will be carpeted in gray. Booth Carpet is the responsibility of the exhibitor and is mandatory.

**DISCOUNT PRICE DEADLINE DATE**

Order early to take advantage of advance order discount rates, place your order by **May 08, 2017**.

Save money by ordering labor in advance.

**SHOW SCHEDULE NOTE: BOOKEXPO AND BOOKCON LISTED SEPARATELY.****EXHIBITOR MOVE-IN BOOKEXPO**

For more information and helpful hints on preshow procedures and move-in, please go to

[Pre-Show FAQ](#)

Sunday	May 28, 2017	8:00 a.m. - 5:00 p.m. - <i>Double Time Rates Apply</i>
Monday	May 29, 2017	<b>Dark Day - No Work</b>
Tuesday	May 30, 2017	7:00 a.m. - 6:00 p.m.
Wednesday	May 31, 2017	7:00 a.m. - 5:00 p.m.

\*\*All exhibits must be fully installed by Wednesday, May 31, 2017 at 5:00 p.m. No crates on the floor.

In booth set up only after this time.

\*\*Excluding **BookCon** Weekend Only

If your visqueen has not been removed from your booth by 5:00 p.m. on Tuesday, May 30, 2017, the official contractor will automatically remove the visqueen at a rate of \$0.10 per square foot.

**EXHIBIT HOURS BOOKEXPO**

Wednesday	May 31, 2017	1:00 p.m. - 6:00 p.m. ( <i>Remainders Pavilions Only</i> )
Thursday	June 01, 2017	9:00 a.m. - 6:00 p.m.
Friday	June 02, 2017	9:00 a.m. - 5:00 p.m.

\*\*Show closes for **BookExpo** Exhibitors in Hall 3E. Empties for 3E only will be returned starting at 5 pm. Move out for 3E only will start at 5 pm. See **BookExpo** move out for further information.

**EXHIBITOR MOVE-OUT BOOKEXPO**

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

[Post-Show FAQ](#)

Friday	June 02, 2017	5:00 p.m. - 9:00 p.m. ( <i>Empties returned in 3D and 3E only. Move out for 3D and 3E only</i> )
Saturday	June 03, 2017	8:00 a.m. - 1:00 p.m.
Sunday	June 04, 2017	5:00 p.m. - 9:00 p.m.
Monday	June 05, 2017	8:00 a.m. - 3:00 p.m.

### EXHIBITOR MOVE-IN BOOKCON

Friday June 02, 2017 5:00 p.m. - 9:00 p.m. (*Weekend Booths Only*)

### EXHIBIT HOURS BOOKCON

Saturday June 03, 2017 10:00 a.m. - 6:00 p.m.

Sunday June 04, 2017 10:00 a.m. - 5:00 p.m.

### EXHIBITOR MOVE-OUT BOOKCON

Sunday June 04, 2017 5:00 p.m. - 9:00 p.m.

Monday June 05, 2017 8:00 a.m. - 3:00 p.m.

### DRIVER CHECK IN MOVE OUT

Friday June 02, 2017 8:00 p.m. (*Driver checked in by 8:00 PM if loading for 3E Friday*)

Saturday June 03, 2017 11:00 a.m. (*Driver check in by 11:00 AM if loading for 3E Saturday*)

Sunday June 04, 2017 7:00 p.m. (*Driver check in by 7:00 PM if loading out Sunday*)

Monday June 05, 2017 11:00 a.m. (*Driver check in by 11:00 AM for all halls. Rerouted after this time*)

### SERVICE CENTER HOURS

We will have staff available at the Freeman Service Center as follows:

Sunday May 28, 2017 8:00 a.m. - 6:00 p.m.

Tuesday May 30, 2017 8:00 a.m. - 6:00 p.m.

Wednesday May 31, 2017 8:00 a.m. - 6:00 p.m.

Thursday June 01, 2017 8:00 a.m. - 6:00 p.m.

Friday June 02, 2017 8:00 a.m. - 9:00 p.m.

Saturday June 03, 2017 8:00 a.m. - 6:00 p.m.

Sunday June 04, 2017 8:00 a.m. - 9:00 p.m.

Monday June 05, 2017 8:00 a.m. - 3:00 p.m.

### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 7 hours.
- All exhibitor materials must be removed from the exhibit facility by Monday, June 05, 2017 at 5:00 p.m. Outbound freight may be removed from the Javits Convention Center on Saturday, June 3rd and Sunday, June 4th. All freight removed on Saturday or Sunday will incur outbound overtime material handling charges.

### 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

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 fax (469) 621-5618  
FreemanNewYorkES@freeman.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.freeman.com](http://www.freeman.com) by May 08, 2017.** Using the enhanced Freeman Online, 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. Additionally, you can now access Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "**Create an Account**" link. To access Freeman Online without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: [folmobile.freeman.com](http://folmobile.freeman.com). A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

**SHIPPING INFORMATION****Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
**BOOEXPO 2017**  
 C/O Freeman  
 1 Railroad Place  
 Maspeth, NY 11378

Exhibiting Company Name / Booth #  
**BOOKCON 2017**  
 C/O Freeman  
 1 Railroad Place  
 Maspeth, NY 11378

Freeman will accept crated, boxed or skidded material beginning Friday, April 28, 2017, at the above address. Material arriving after **May 22, 2017** 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. **Please note that all warehouse freight will be delivered on Saturday, May 27th on overtime.**

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
**BOOEXPO 2017**  
 C/O Freeman  
 Jacob K. Javits Convention Center  
 655 West 34th Street  
 New York, NY 10001

Exhibiting Company Name / Booth #  
**BOOKCON 2017**  
 C/O Freeman  
 Jacob K. Javits Convention Center  
 655 West 34th Street  
 New York, NY 10001

Freeman will receive shipments at the exhibit facility according to the target move-in schedule. Please refer to the Target Floor Plan for move-in schedule. 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.

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.

**BOOK DISPLAY SHIPPING (See the Material Handling – Book Rate Order Form)**

- Books received at the warehouse **must** arrive no sooner than 30 days and no later than 7 days prior to the first day of move in.
- Books received at the warehouse or at site must be identified by a separate and distinct Bill of Lading stating “Books” with the proper weight of the shipment clearly shown on the Bill of Lading.
- Books must be in cartons and on a skid; the skid **must** be shrink wrapped for ease of handling. Skid **must** also be capable of being lifted by a fork lift or pallet jack.
- Books sent to the warehouse will be delivered to exhibitor booths based on the Book Target Plan.
- Exhibitors need to notify their display installers to finish booth construction by Wednesday night and have all empty crates **labeled** and ready for removal as they become available to make room for the books. Books shipped to show site with display materials will receive no discount.
- All books must be clearly labeled “Books” for easy identification.

**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 (201) 299-7575.

**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.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by May 08, 2017.

#### **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.

Children are not allowed on the show floor during installation and dismantle.

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 [Pre-Show FAQ](#)

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#)

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