

Easy is Nice, on Any Device

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

- Access important show information
- Track Freeman freight
- Receive notifications
- Receive assistance through Concierge Services
- Order Freeman products and services at show site
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

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

Please note: Island and peninsula booths 400 square feet and larger will be contacted by HPE Show Management to confirm your required quantities of furnishings.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisles will be carpeted in tuxedo.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of discount rates, place your order by January 2, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information & helpful hints on pre-show procedures and move-in please go to [Pre-Show FAQ](#).

Tuesday	January 22, 2019	8:00 AM - 5:00 PM	<i>Booths 1000 sq ft and above</i>
Wednesday	January 23, 2019	8:00 AM - 5:00 PM	
Thursday	January 24, 2019	8:00 AM - 1:00 PM	<i>Aisles must be cleared by 1:00 PM</i>

Note: All inbound shipments delivered to the advance warehouse will be transferred to the Convention Center on Monday, January 21, which is Martin Luther King Jr. Day. Material Handling Overtime rates will apply to all inbound shipments delivered to the advance warehouse.

EXHIBIT HOURS

Friday	January 25, 2019	9:00 AM - 5:30 PM
Saturday	January 26, 2019	8:00 AM - 9:00 AM <i>Exhibit floor open for Halloween Buyers</i>
Saturday	January 26, 2019	9:00 AM - 5:30 PM
Sunday	January 27, 2019	9:00 AM - 5:30 PM

EXHIBITOR MOVE-OUT

For more information & helpful hints on post-show procedures and move-out please go to [Post-Show FAQ](#).

Sunday	January 27, 2019	5:30 PM - 11:30 PM
Monday	January 28, 2019	8:00 AM - 2:00 PM

Note: Overtime rates will apply to Material Handling on outbound shipments and labor performed on Sunday, January 27, 2019.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Monday, January 28, 2019 at 2:00 PM**. 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 **Monday, January 28, 2019 at 10:00 AM**.

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 www.freeman.com by January 2, 2019. 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**. Additionally, you can now access FreemanOnline 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 FreemanOnline, click on the **“Create an Account”** link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: folmobile.freemanco.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 FreemanOnline 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 #

HAuNTcon

C/O Freeman
 905 Sams Ave.
 New Orleans, LA 70123

Please note that the Freeman warehouse will be closed on Tuesday, January 1, 2019 for the New Year’s Day holiday. Shipments will not be accepted on this date.

Freeman will accept crated, boxed or skidded material beginning **Wednesday, December 26, 2018**, at the above address. Material arriving after **January 15, 2019** 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 #
HAuNTcon
C/O Freeman
Ernest N. Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130

Please note that all vehicles delivering materials to the Ernest N. Morial Convention Center must report to the Lot I Marshalling Yard (1315 Tchoupitoulas St., New Orleans, LA). This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area.
No vehicle will be allowed to the dock area without a pass.
Please see the Marshalling Yard Map for important directions information.

Freeman will receive shipments at the exhibit facility beginning **Tuesday, January 22, 2019**. 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!

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 Orleans Exhibitor Services at 504-731-6137 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of discount rates, place your order by **January 2, 2019**.

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 present 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 & helpful hints on pre-show procedures and move-in please go to [Pre-Show FAQ](#).

For more information & helpful hints on post-show procedures and move-out please [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at 504-731-6137 with any questions or needs you may have.