

SHOW INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high **blue** and **silver** back drape, 36" high **blue** side dividers and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

***Please note: Booths #2212, 2214, 2216 and 2218 do NOT have carpet in their booth space and are required to have carpet.**

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Friday	September 21, 2007	7:00 a.m. - 8:00 p.m.*
Saturday	September 22, 2007	7:00 a.m. - 8:00 p.m.*
Sunday	September 23, 2007	7:00 a.m. - 3:30 p.m.*

***Please note:** Any freight sent to show site on Saturday or Sunday will incur inbound overtime charges. Also, any freight sent to show site after before 8:00 a.m. or after 5:00 p.m. on Friday, September 21, 2007, will incur inbound overtime charges. Please refer to the Material Handling rate sheet.

***TARGETED FREIGHT MOVE-IN SCHEDULE FOLLOWS QUICK FACTS.**

EXHIBIT HOURS

Monday	September 24, 2007	10:00 a.m. - 10:15 a.m. - Opening Ceremony
Monday	September 24, 2007	10:15 a.m. - 4:00 p.m.
Monday	September 24, 2007	6:00 p.m. - 8:00 p.m. - OAY Reception
Tuesday	September 25, 2007	7:00 a.m. - 8:30 a.m. - AFA Attendee Breakfast
Tuesday	September 25, 2007	8:30 a.m. - 4:00 p.m.
Wednesday	September 26, 2007	7:00 a.m. - 8:30 a.m. - AFA Attendee Breakfast
Wednesday	September 26, 2007	8:30 a.m. - 4:00 p.m.
Wednesday	September 26, 2007	6:30 p.m. - 7:45 p.m. - Anniversary Reception

EXHIBITOR MOVE-OUT

Wednesday	September 26, 2007	8:00 p.m. - 10:00 p.m.*
Thursday	September 27, 2007	8:00 a.m. - 5:00 p.m.
Friday	September 28, 2007	8:00 a.m. - 12:00 noon

***Please note:** All freight moved out on Wednesday, September 26, 2007, will incur outbound overtime charges. Please refer to the Material Handling rate sheet.

Freeman will begin returning empty containers as soon as the Exhibit Floor closes. This process will begin Wednesday, September 26, 2007, and continue on Thursday, September 27, 2007.

All exhibitor materials must be removed from the facility by the below dates or they will be rerouted via Freeman:

Booths in aisles #2200 - 2700 must be removed by 5:00 p.m. Thursday, September 27, 2007

***To ensure all exhibitor materials are removed from the exhibit facility by the exhibitor move-out deadline, please have all carriers check-in no later than 1:00 p.m. Thursday, September 27, 2007.**

All other booths must be moved out by 12:00 noon Friday, September 28, 2007

***To ensure all exhibitor materials are removed from the exhibit facility by the exhibitor move-out deadline, please have all carriers check-in no later than 8:00 a.m. Friday, September 28, 2007.**

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7900 fax (301) 459-0612
 FreemanWashingtonES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (817) 385-0983

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 **SEPTEMBER 7, 2007**.

Save money and order labor in advance. All display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

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 "Register" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com 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:

Exhibiting Company Name / Booth # _____
2007 AIR & SPACE CONFERENCE AND TECHNOLOGY EXPOSITION
 C/O Freeman
 9900 Busines Parkway
 Lanham, MD 20706

Freeman will accept crated, boxed or skidded material beginning **AUGUST 22, 2007** at the above address. Material arriving after **SEPTEMBER 14, 2007** will be received at the warehouse with an additional after deadline charge.

Show Site shipping address:

Exhibiting Company Name / Booth # _____
2007 AIR & SPACE CONFERENCE AND TECHNOLOGY EXPOSITION
 C/O Freeman
 Marriott Wardman Park Hotel
 2660 Woodley Road, NW
 Washington, DC 20008

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Material Handling section on the order 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.

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

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 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 301-918-7975.

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 Washington Exhibitor Services at 301-918-7975 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 September 7, 2007.

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, 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.

You are not allowed to ship Hazardous Materials. If you do so, you will be in violation of federal law, and may be subject to civil penalties of not more than \$27,000 for each offense.

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 301-918-7975 with any questions or needs you may have.