



## SERVICE INFORMATION

### BOOTH EQUIPMENT

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

### EXHIBIT HALL CARPET

The aisles will be carpeted in red pepper.

### DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Tuesday, August 20, 2019.

### SHOW SCHEDULE EXHIBITOR MOVE-IN

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

Tuesday	September 10, 2019	1:00 p.m. - 4:30 p.m.
Wednesday	September 11, 2019	8:00 a.m. - 4:30 p.m.

### EXHIBIT HOURS

Thursday	September 12, 2019	11:30 a.m. - 4:30 p.m.
Friday	September 13, 2019	12:00 p.m. - 3:30 p.m. (close exhibits from 3:30 p.m. - 6:00 p.m.)
Friday	September 13, 2019	6:00 p.m. - 8:00 p.m.
Saturday	September 14, 2019	9:30 a.m. - 2:00 p.m.

### EXHIBITOR MOVE-OUT

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

Saturday	September 14, 2019	2:00 p.m. - 9:30 p.m.
----------	--------------------	-----------------------

**All labor and outbound material handling services performed will have overtime charges applied.**

**For exhibiting companies 400 square feet or greater who may require additional time to move out, please contact show management.**

### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by 9:30 p.m. on Saturday, September 14, 2019.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 7:00 p.m. on Saturday, September 14, 2019.

### 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.

### 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 (508) 894-5100 for a quote.

## SERVICE CONTRACTOR CONTACTS/INFORMATION:

### FREEMAN

275 Bodwell Street  
Avon, MA 02322  
(508) 894-5100 • Fax: (469) 621-5608

### 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 email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

### FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **Tuesday, August 20, 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.

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 our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

## SHIPPING INFORMATION

### Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**17TH INTERNATIONAL MYELOMA WORKSHOP**  
C/O Freeman  
25 Doherty Ave  
Avon, MA 02322

**PLEASE NOTE: The warehouse is open from 8:00 a.m. - 4:00 p.m. Monday - Friday. Exceptions are noted below.**

Freeman will accept crated, boxed or skidded material beginning Tuesday, August 13, 2019 at the above address. Material arriving after Tuesday, September 03, 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 materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. - 4:00 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (508) 894-5100.

**Please Note: The warehouse will be closed on Monday, September 02, 2019 in observance of Labor Day. Shipments will not be accepted on this date.**

### Show Site Shipping Address:

Exhibiting Company Name / Booth #  
**17TH INTERNATIONAL MYELOMA WORKSHOP**  
C/O Freeman  
Hynes Convention Center  
900 Boylston St.  
Boston, MA 02115

Freeman will receive shipments at the exhibit facility beginning at 1:00 p.m. on Tuesday, September 10, 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (508) 894-5100.

**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.

### **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 (508) 894-5100.

**WE APPRECIATE YOUR BUSINESS!**