

SERVICE INFORMATION

BOOTH EQUIPMENT

Each booth includes one 6' skirted table, two chairs, carpet, 5 amps of electricity, and an ID sign within the Academic GIS Program Fair. Two pull-up graphics permitted-not to exceed a total of 6' wide. No pop-ups will be allowed.

Regardless of the exhibit location on the expo floor, the exhibitor is solely responsible for all shipping, material handling, and drayage related fees.

Complimentary Wi-Fi is intended for light-usage. Esri does not guarantee reception or performance. Additional Internet options are available in the exhibitor manual.

EXHIBIT HALL CARPET

This venue is carpeted. Approved flooring is NOT required to exhibit.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

Monday July 8, 2019 2:00 PM - 4:00 PM

EXHIBIT HOURS

Monday July 8, 2019 4:00 PM - 6:30 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Monday July 8, 2019 6:30 PM - 7:30 PM

We will begin returning empty containers at the close of the show.

Note: Shipments all day Saturday and Sunday July 6 - 7, 2019 will receive OT rates, anything after 4:30pm on Monday-Friday, and Holiday will receive OT rates.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the expo area by Monday, July 8, 2019 at 7:30 PM. A Freeman representative will be available during the Exhibitor move-out to assist with all shipping needs.

CLEANUP & MAINTENANCE

Exhibitor is responsible for keeping booth space clean during the show and removing all trash from the exhibit area at the completion of the show. There will be trashcans near the expo area. If Exhibitor fails to remove trash, a cleanup fee may be assessed.

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

2170 S. Towne Centre Place, Ste 100
 Anaheim, CA 92806
 (714) 254-3410 fax (469) 621-5606
 FreemanAnaheimES@freeman.com

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

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # ESRI
ACADEMIC FAIR - USER CONFERENCE 2019
 C/O FREEMAN
 6060 NANCY RIDGE DRIVE, STE C SAN DIEGO,
 CA 92121

Freeman will accept crated, boxed or skidded materials beginning **Monday, June 3, 2019** at the above address. Material arriving after **June 26, 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 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (714) 254-3410. **Note: The warehouse will be closed on July 4th in observance of the holiday.**

Show Site Shipping Address:

Exhibiting Company Name / Booth # ESRI
ACADEMIC FAIR - USER CONFERENCE 2019
 C/O Freeman
 SAN DIEGO CONVENTION CENTER 111 W HARBOR DR
 SAN DIEGO, CALIFORNIA 92101

Freeman will receive shipments at the exhibit facility beginning **Sunday, July 7, 2019**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (714) 254-3410.

Please note: All items and materials that must be brought into the facility 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.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (714) 254-3410.

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 feature you may contact Freeman Exhibitor Services at (714) 254-3410 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by JUNE 14, 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, 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.

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 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 pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Call Freeman's Exhibitor Services department at (714) 254-3410 with any questions or needs you may have.