

## SERVICE INFORMATION

### BOOTH EQUIPMENT

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

Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

### HOTEL RESERVATION

The Manchester Grand Hyatt is the official conference hotel. The conference room rate is \$199.00. Please visit: <http://resweb.passkey.com/go/4e6a0ad0> to secure your hotel reservation. Please reserve your room by December 15th to receive the discounted \$199.00 room rate.

### LEAD RETRIEVAL

There is a custom app being built that will include lead retrieval.

### EXHIBIT HALL CARPET

The exhibit hall is not carpeted. The aisles will be carpeted in midnight blue. STMA requires your exhibit space to be fully carpeted. You may bring your own and is subject to applicable material handling charges or may rent carpet through Freeman.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by DECEMBER 28, 2015.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Tuesday	January 19, 2016	2:00 PM	-	5:00 PM	<b>*900 Sq. Ft. and Larger Only</b>
Wednesday	January 20, 2016	8:00 AM	-	12:00 PM	<b>*400 Sq. Ft. and Larger Only</b>
Wednesday	January 20, 2016	12:00 PM	-	5:00 PM	<b>*100-300 Sq. Ft. Only</b>
Thursday	January 21, 2016	8:00 AM	-	10:00 AM	

### EXHIBIT HOURS

Thursday	January 21, 2016	1:30 PM	-	6:30 PM
Friday	January 22, 2016	10:00 AM	-	1:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Friday	January 22, 2016	1:00 PM	-	5:00 PM
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**We will begin returning empty containers once aisle carpet is removed.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by January 22, 2016 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by January 22, 2016 at 3:00 PM.

**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**

901 E. South Street  
Anaheim, CA 92805  
(714) 254-3410 fax (469) 621-5606  
FreemanAnaheimES@freemanco.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@freemanco.com](mailto:exhibit.transportation@freemanco.com)

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by DECEMBER 28, 2015.** 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 "Login" link to create a new account. To access Freeman Online® without using the email link, visit [www.freemanco.com/store/](http://www.freemanco.com/store/) and click the "Login". 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 Local & International.

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

**Exhibiting Company Name / Booth #**  
**STMA 2016**  
C/O FREEMAN  
6060 NANCY RIDGE DR, SUITE C  
SAN DIEGO, CA 92121

Freeman will accept crated, boxed or skidded materials beginning Friday, December 18, 2015 at the above address. Material arriving after January 12, 2016 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 - 3:30 PM. The warehouse is closed on December 24-25, 2015 and January 1, 2016 in observance of the holidays.

**Show Site Shipping Address:**

**Exhibiting Company Name / Booth #**  
**STMA 2016**  
C/O FREEMAN  
SAN DIEGO CONVENTION CENTER  
111 W HARBOR DRIVE  
SAN DIEGO, CA 92101

Freeman will receive shipments at the exhibit facility beginning Tuesday, January 19, 2016 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.

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 the items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

#### 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 for Display Labor for Straight time and Overtime hours.

#### ADDITIONAL SHOW INFORMATION

Please refer to the material handling order form and all labor order forms for any applicable overtime/double time charges.

#### 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 to take advantage of advance order discount rates, place your order by DECEMBER 28, 2015.

#### 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

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For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

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