

**BOOTH EQUIPMENT**

Each 10' x 10' booth in the general area will be set with 8' high red, white and blue back drape, 36" high red side dividers and a 7" x 44" one-line identification sign.

**NEW & NOW BLOCK / 1<sup>ST</sup> TIMERS ONLY BOOTH EQUIPMENT**

Each 10' x 10' booth in the New & Now Block / 1st Timers Only area will be set with 8' high red, white & blue back drape, 36" high blue side dividers, **red booth carpet** and a 7" x 44" one-line identification sign. Please refer to the Freeman Furnishings forms to order furnishings (tables/chairs, etc.).

**TRUCK SPACES, 20'X20' & LARGER ISLAND BOOTHS**

Truck Spaces and 20' x 20' and larger Island Booths will be set with perimeter marking and a 7" x 44" one-line identification sign. **See Booth Package for 20'x 20' custom cut booth carpet. Larger booths please call our Exhibitor Service Dept. for pricing at (214) 634-1463.**

**EXHIBIT HALL & BOOTH CARPET**

Aisles in the general area will be carpeted in blue. Aisles and ALL booths in the New & Now Block / 1st Timers Only area will be carpeted in red. **Booth spaces are NOT carpeted, except those in the New & Now Block as mentioned above.** Show Management requires all booths be carpeted or have a floor covering. Booths without floor covering by 11:30 AM on Wednesday, May 17, will automatically have carpet installed by Freeman at the Exhibitor's expense.

See **Booth Package** form in the Furnishings section for options.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates, place your order by APRIL 25, 2017.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

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

Tuesday	May 16, 2017	8:00 AM - 5:00 PM
Wednesday	May 17, 2017	8:00 AM - 11:30 AM

**EXHIBIT HOURS**

Wednesday	May 17, 2017	12:30 PM - 4:30 PM
Thursday	May 18, 2017	10:00 AM - 1:00 PM

**EXHIBITOR MOVE-OUT**

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

Thursday	May 18, 2017	1:00 PM - 5:00 PM
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We will begin returning empty containers once the aisle carpet is removed.

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by **Thursday, May 18, 2017 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 Thursday, May 18, 2017 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**  
8801 Ambassador Row  
Dallas, TX 75247  
(214) 634-1463 fax (469) 621-5601  
email: [FreemanDallasES@freemanco.com](mailto:FreemanDallasES@freemanco.com)

**FREEMAN EXHIBIT TRANSPORTATION**  
(800) 995-3579 US & Canada  
+1(512) 982-4187 Outside the US or  
+1(817) 607-5183 International Shipping Services  
(469) 621-5810 fax  
[exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

**FREEMAN AUDIO VISUAL SERVICES, INC.**  
4545 W. Davis Street  
Dallas, TX 75211  
(214) 623-1300 fax (214) 337-5631

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **APRIL 25, 2017**. Using the enhanced Freeman Online, 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 **Freeman Online 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 Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online, 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

**PLEASE REFER TO THE MATERIAL HANDLING SHEET FOR CHARGES.**

**Warehouse Shipping Address:**

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**Southwest Fuel & Convenience Expo**  
**C/O Freeman**  
**5130 Cash Rd**  
**Dallas, TX 75247**

Freeman will accept crated, boxed or skidded material beginning **Tuesday, April 18, 2017** at the above address. Material arriving after **May 9, 2017** 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. If required, provide your carrier with this phone number: 214-634-1463.

**Show Site Shipping Address:**

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**Southwest Fuel & Convenience Expo**  
**C/O Freeman**  
**Fort Worth Convention Center**  
**1201 Houston St**  
**Fort Worth, TX 76102**

Freeman will receive shipments at the exhibit facility beginning **Tuesday, May 16, 2017**. 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: 214-634-1463

**Please note:** All items and materials brought into the facility by Freeman 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.

CART SERVICE

Cart Service for Privately Owned Vehicles (POV) will be offered. Please refer to the order form found in the service kit, under the Forms & Brochures section.

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.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at **(214) 634-1463**.

## 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 Dallas Exhibitor Services at (214)634-1463 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 **April 25, 2017**.

#### 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 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 and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

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

Call Freeman's Exhibitor Services department at **214-634-1463** with any questions or needs you may have.

## ***IMPORTANT DATES***

**Cooking & Heating Producing Form  
March 31, 2017**      **Due to Show Mgmt/Dana Fuller**

**Vehicle Display Form  
March 31, 2017**      **Due to Show Mgmt/Dana Fuller**

**Omni Fort Worth Hotel Room Cut-Off Date  
April 14, 2017**      **Due to Show Mgmt/Dana Fuller**

**Audio Visual Form  
April 25, 2017**      **Submit to Freeman**

**Floral & Plants  
April 25, 2017**      **Submit to Convention Foliage**

**Lead Retrieval  
April 25, 2017**      **Submit to Expo Tracker**

**Network/Telecommunication  
April 31, 2017**      **Due to Smart City Networks**

**Air & Water  
May 8, 2017**      **Due to Owens Service Co.**

**Booth Catering Menu  
May 8, 2017**      **Due to Trinity F&B Services**

**Electric Form  
May 8, 2017**      **Due to Owens Service Co.**