

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each table top booth will have 8' high BLACK back wall drape, (1) 7" x 44" one-line identification sign, and (1) wastebasket.

The booth will also include (1) 6' BLACK draped table and (2) side chairs per table top which will be provided by the hotel.

**EXHIBIT HALL CARPET**

The exhibit hall is carpeted.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates, place your order by April 30, 2018.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

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

Monday May 21, 2018 8:00 AM - 10:00 AM

**EXHIBIT HOURS**

Monday	May 21, 2018	10:00 AM - 10:30 AM
Monday	May 21, 2018	12:30 PM - 1:30 PM
Monday	May 21, 2018	3:30 PM - 4:00 PM
Monday	May 21, 2018	6:00 PM - 7:30 PM
Tuesday	May 22, 2018	10:00 AM - 10:30 AM
Tuesday	May 22, 2018	12:30 PM - 1:30 PM
Tuesday	May 22, 2018	3:30 PM - 4:00 PM
Tuesday	May 22, 2018	6:00 PM - 7:30 PM
Wednesday	May 23, 2018	10:00 AM - 10:30 AM
Wednesday	May 23, 2018	12:30 PM - 1:30 PM
Wednesday	May 23, 2018	3:30 PM - 5:00 PM
Thursday	May 24, 2018	7:00 AM - 8:00 AM
Thursday	May 24, 2018	10:00 AM - 10:30 AM
Thursday	May 24, 2018	12:30 PM - 1:30 PM
Thursday	May 24, 2018	3:30 PM - 4:00 PM
Thursday	May 24, 2018	6:00 PM - 7:30 PM

**EXHIBITOR MOVE-OUT**

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

Thursday May 24, 2018 7:30 PM - 9:30 PM

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Thursday, May 24, 2018 at 9:30 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 24, 2018 at 8:00 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**

1601 Boice Pond Rd  
 Orlando, FL 32837  
 (407) 816-7900 fax (469) 621-5605  
 FreemanOrlandoES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (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 [www.freeman.com](http://www.freeman.com) by April 30, 2018.** 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 Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline 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.freeman.com](http://www.freeman.com). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices 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 & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

**SHIPPING INFORMATION**

**Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse.**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**NAVC INSTITUTE 2018**  
 C/O FREEMAN  
 10088 GENERAL DR  
 ORLANDO, FL 32824

Freeman will accept crated, boxed or skidded materials beginning Friday, April 20, 2018, at the above address. Material arriving after May 14, 2018 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: (407) 816-7900

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**NAVC INSTITUTE 2018**

C/O FREEMAN

CARIBE ROYALE

8101 WORLD CENTER DR

ORLANDO, FL 32821-5408

Freeman will receive shipments at the exhibit facility beginning Monday, May 21, 2018. 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. If required, provide your carrier with this phone number: (407) 816-7900

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

#### 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 Service 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 (407) 816-7900.

WE APPRECIATE YOUR BUSINESS!

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICES

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 (407) 816-7900 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 April 30, 2018.

#### 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 [Pre-Show FAQ](#).

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

Call Freeman's Exhibitor Services department at (407) 816-7900 with any questions or needs you may have.