

**SHOW INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high blue and white back drape and 3' high white side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Please note that electrical service is not included in your booth equipment. 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 electrical service is utilized without an order on file.

**ADDITIONAL BOOTH INFORMATION**

The booth fee includes four exhibit staff badges (with reception (Tues.), lunch (Wed.), breakfast (Thurs), and access to education sessions), complimentary wi-fi service, one complimentary lead retrieval smart mobile app., electronic pre- and post-show attendee lists, daily aisle maintenance, 24-hour security in exhibit hall, and company listing on conference website and mobile app. Additional equipment and services available for rent using the forms provided in this service kit.

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; however, the aisles will be carpeted in blue. Please note that exhibitors are required to carpet their booth area. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

**DISCOUNT PRICE DEADLINE DATE**

To take advantage of advance order discount rates, place your order by **AUGUST 21, 2017**.

**NOTE:** *Inline booths, please be sure to review the Special Booth Package form for additional discounts on basic booth furnishings.*

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN:** *For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).*

Monday	September 11	3:00 p.m.	-	5:00 p.m.
Tuesday	September 12	8:00 a.m.	-	5:00 p.m.

All exhibits must be fully installed by **5:00 p.m. on Tuesday, September 12, 2017**.

**EXHIBIT HOURS**

Tuesday	September 12	5:30 p.m.	-	7:30 p.m.
Wednesday	September 13	10:00 a.m.	-	2:00 p.m.
Thursday	September 14	8:00 a.m.	-	10:00 a.m.

**EXHIBITOR MOVE-OUT:** *For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).*

Thursday	September 14	10:00 a.m.	-	5:00 p.m.
Friday	September 15	8:00 a.m.	-	12:00 p.m.

**SERVICE CENTER HOURS**

We will have staff available at the Freeman Services Center as follows:

Monday	September 11	3:00 p.m.	-	5:00 p.m.
Tuesday	September 12	7:30 a.m.	-	5:00 p.m.
Wednesday	September 13	10:00 a.m.	-	2:00 p.m.
Thursday	September 14	8:00 a.m.	-	5:00 p.m.
Friday	September 15	8:00 a.m.	-	12:00 p.m.

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers after the aisle carpet has been removed.
- All exhibitor materials must be removed from the exhibit facility by **12:00 p.m. on Friday, September 15**. Any materials remaining in the facility will be re-routed via Freeman’s choice or returned to warehouse to await disposition at exhibitor’s expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **8:00 p.m. on Friday, September 15**.

**SERVICE CONTRACTOR CONTACTS/INFORMATION:**

**FREEMAN**

850 Spice Island Drive  
 Sparks, NV 89431  
 Ph: (775) 355-4600 Fax: (469) 621-5617  
 FreemanRenoES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

Ph: (800) 995-3579 Fax: (469) 621-5810

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by **AUGUST 21, 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.freeman.com](http://www.freeman.com). 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**

**Warehouse shipping address:**

**CTC 2017**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**C/O FREEMAN / BTX-LOGITRANS**  
**3775 W. California Ave., Ste. 300**  
**Salt Lake City, UT 84104**

FREEMAN will accept crated, boxed or skidded materials beginning **AUGUST 14, 2017** at the above address. Materials arriving after **SEPTEMBER 5, 2017** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply.

**Showsite shipping address:**

**CTC 2017**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**SALT PALACE CONVENTION CENTER**  
**C/O FREEMAN**  
**100 S. West Temple**  
**Salt Lake City, UT 84101**

Freeman will receive shipments at the exhibit facility beginning at **on SEPTEMBER 11, 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.

**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.

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.

***Please Note: Overtime rates will apply on all shipments, inbound/outbound, from 5:00 p.m. to 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.***

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order 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 pick-up of your exhibit at the close of the show.

#### **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 labor need to pick up and release their labor at the Freeman 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 775-355-4600.

**WE APPRECIATE YOUR BUSINESS.**