

SERVICE INFORMATION

POSTER SESSIONS

Poster Session Presenters are provided a 4' x 8' Horizontal Bulletin Board in your designated scientific specialty area.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Monday	November 27, 2017	1:00 PM - 5:00 PM	
		3:00 PM - 5:00 PM	Early Poster Set-up
Tuesday	November 28, 2017	7:00 AM - 10:00 AM	
		7:00 AM - 2:00 PM	Poster Set-up

Please note that overtime/ double time rates will apply for labor and material handling services provided before 8:00 AM and after 4:30 PM.

EXHIBIT HOURS

Tuesday	November 28, 2017	12:30 PM - 2:30 PM (Optional Hours During Lunch)	
		6:00 PM - 8:00 PM	
Wednesday	November 29, 2017	11:30 AM - 1:30 PM (Optional Hours During Lunch)	
		6:00 PM - 8:00 PM	

EXHIBITOR MOVE-OUT

Thursday	November 30, 2017	7:00 AM - 12:00 PM	Poster Move-Out
		12:00 PM - 4:00 PM	

We will begin returning empty containers once aisle carpet is removed. Please note that overtime /doubletime rates will apply for labor and material handling services provided before 8:00 AM.

DISMANTLE AND MOVE-OUT INFORMATION

All Poster Sessions must be removed from the exhibit facility by **Thursday, November 30, 2017 at 12:00 PM.**

Posters should be shipped in advance to our warehouse.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
2017 CBD S&T Conference
 C/O FREEMAN
 900 E. SANTA ANA ST
 ANAHEIM, CA 92805

Freeman will accept crated, boxed or skidded materials beginning **Thursday, October 26, 2017** at the above address. Material arriving after **November 20, 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: (714) 254-3410

Our warehouse will be closed Friday, November 10, 2018 in observance of the holiday.

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.

A \$45 handling charge will incur per poster shipped to our warehouse.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

901 E South Street
Anaheim, CA 92805
(714) 254-3410 fax (469) 621-5602
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

LABOR INFORMATION

Poster Session Presenters are asked to attach their own presentations to boards.

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

901 E South St
Anaheim, CA 92805
(714) 254-3410 Fax: (469) 621-5602

**DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 06, 2017**

**INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK**

NAME OF SHOW: **2017 CBD S&T Conference / November 28 - 30, 2017**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____ Check if you are a new Freeman customer
 Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

COMPANY CHECK

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (455990) on your remittance.

CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS **MASTER CARD** **VISA**

We do not accept credit card information via email.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

POSTER SESSION MATERIAL HANDLING - \$45 EA

GRAND TOTAL

--	--	--	--	--

- You may place your order by phone or fax.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

FREEMAN method of payment

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 26, 2017

RECEIVING DATE BEGINS: OCTOBER 26, 2017

DEADLINE DATE IS: NOVEMBER 20, 2017

DEADLINE DATE IS: NOVEMBER 20, 2017

TO: _____
POSTER SESSION PRESENTER

TO: _____
POSTER SESSION PRESENTER

C/O: FREEMAN
900 E SANTA ANA ST

ANAHEIM, CA 92805

C/O: FREEMAN
900 E SANTA ANA ST

ANAHEIM, CA 92805

WAREHOUSE

WAREHOUSE

EVENT: 2017 CBD S&T Conference

EVENT: 2017 CBD S&T Conference

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.