

F R E E M A N

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New Orleans, LA 70123
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FreemanNewOrleansES@freemanco.com



ATCE 2009»
SPE Annual Technical Conference & Exhibition
4-7 October 2009 » Ernest Morial Convention Center
New Orleans, Louisiana, USA

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLACK, WHITE and BURGUNDY back drape, 36" high BLACK side dividers and a 7" x 44" one-line identification sign. Daily vacuuming service is provided for all booths. By order of the Fire Marshal, **NOTHING MAY BE ATTACHED TO THIS DRAPE.**

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the center and perimeter aisles will be carpeted in BLACK. All other aisles will be carpeted in TUXEDO.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by 22 September 2009.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to

www.freemanco.com/preshowFAQ.

Thursday	1 October 2009	8:00 a.m. - 5:00 p.m.
Friday	2 October 2009	8:00 a.m. - 5:00 p.m.
Saturday	3 October 2009	8:00 a.m. - 5:00 p.m.
Sunday	4 October 2009	8:00 a.m. - 10:00 a.m.

All exhibits must be fully installed by 4 October at 10:00 a.m.

EXHIBIT HOURS

Sunday	4 October 2009	6:00 p.m. - 8:00 p.m.
Monday	5 October 2009	9:00 a.m. - 5:30 p.m.
Tuesday	6 October 2009	9:00 a.m. - 5:30 p.m.
Wednesday	7 October 2009	9:00 a.m. - 2:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to

www.freemanco.com/postshowFAQ

Wednesday	7 October 2009	2:00 p.m. - 10:00 p.m.
Thursday	8 October 2009	8:00 a.m. - 5:00 p.m.
Friday	9 October 2009	8:00 a.m. - 5:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 7 hours.
- All exhibitor materials must be removed from the exhibit facility by Friday, 9 October at 5:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Friday, 9 October 2009 at 10:00 a.m. Freeman will begin re-routing freight at 1:00 p.m. on Friday, 9 October 2009.

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

1000 Elmwood Park Blvd.
 New Orleans, LA 70123
 (504) 733-7469 fax (504) 733-8333

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (817) 385-0983

FREEMAN ONLINE®

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 in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
2009 SPE Annual Technical Conference & Exhibition
C/O Freeman
905 Sams Avenue
New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning Tuesday, 3 September 2009 at the above address. Material arriving after Thursday, 24 September 2009 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
2009 SPE Annual Technical
Conference & Exhibition
C/O Freeman
Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130

**PLEASE NOTE THAT ALL VEHICLES DELIVERING MATERIALS TO THE CONVENTION CENTER MUST REPORT TO THE MARSHALLING AREA AT 1221 SOUTH PETERS ST., LOT B, TO OBTAIN A DOCK PASS. THIS INCLUDES PRIVATELY OWNED VEHICLES (CARS, TRUCKS, VANS, ETC.) WHO CHOOSE TO UNLOAD THEIR OWN MATERIALS AT THE ESTABLISHED UNLOADING AREA. NO VEHICLE WILL BE ALLOWED TO THE DOCK AREA WITHOUT A PASS.

Freeman will receive shipments at the exhibit facility beginning Thursday, 1 October 2009. 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 not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

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 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 504-733-7469.

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 service you may contact Freeman New Orleans Exhibitor Services at (504) 733-7469 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 22 September 2009.

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.

Children under the age of 18 not permitted on the show floor during move in/move out.
Children under the age of 15 not permitted on the show floor during official show hours.

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.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (504) 733-7469 with any questions or needs you may have.