

# F R E E M A N

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

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## SHIPPING INFORMATION

To order inbound/outbound shipping services using Freeman Exhibit Transportation, use the enclosed Order Form or simply call 800-995-3579.

### Warehouse shipping address:

**2009 SPE Annual Technical Conference & Exhibition**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
c/o Freeman  
905 Sams Avenue  
New Orleans, LA 70123

Freeman will accept crated, boxed or skidded materials beginning Tuesday, 3 September 2009 at the above address. Freight will be received from 8:00AM to 4:00PM, Monday through Friday. To avoid additional after deadline charges, materials must arrive by Thursday, 24 September 2009.

### Show site shipping address:

**2009 SPE Annual Technical Conference & Exhibition**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
c/o Freeman  
Morial Convention Center  
900 Convention Center Blvd.  
New Orleans, LA 70130

**Shipments to show site must not arrive prior to 8:00 AM, Thursday, 1 October 2009. SHIPMENTS ARRIVING PRIOR TO THIS DATE WILL BE REFUSED. Freeman must receive all shipments and deliver them to each exhibitor's booth.**

Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floors. The entire process will take approximately 7 hours.

## OVERTIME CHARGES

Please be advised that overtime charges may apply during MOVE-IN and may apply during MOVE-OUT.

## 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 shipping quick facts