
SERVICE INFORMATION**BOOTH EQUIPMENT**

Each 10' X 10' booth will be set up with 8' high black back drape, 3' high black side dividers, and a 7" x 44" one-line identification sign. By order of the Fire Marshal, NOTHING MAY BE ATTACHED TO THIS DRAPE.

EXHIBIT HALL CARPET

Exhibit hall is carpeted.

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 March 17, 2008.

Save money by ordering labor in advance. All display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE**EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

Monday March 31, 2008 8:00 AM - 4:00 PM

EXHIBIT HOURS

Monday March 31, 2008 6:00 PM - 7:30 PM

Tuesday April 01, 2008 8:30 AM - 7:30 PM

Wednesday April 02, 2008 8:30 AM - 4:00 PM

EXHIBITOR MOVE-OUT

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

Wednesday April 02, 2008 4:00 PM - 10:00 PM

We will return empty containers by April 02, 2008 at 5:00 PM.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Wednesday, April 02, 2008 at 10:00 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 Wednesday, April 02, 2008 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. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

13101 Almeda Rd
Houston, Tx 77045
(713) 433-2400 fax (713) 433-9441
FreemanHoustonES@freemanco.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.

3323 I H 35 North, Suite 118
San Antonio, Tx 78219
(210) 226-1376 fax (210) 226-7940

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 the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
SPE/ICoTA COILED TUBING / APRIL 1-2, 2008
C/O FREEMAN
2000 CAVALCADE
HOUSTON, TX 77009

Freeman will accept crated, boxed or skidded materials beginning Monday, February 25, 2008, at the above address. Material arriving after March 26, 2008 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
SPE/ICoTA COILED TUBING / APRIL 1-2, 2008
C/O FREEMAN
WOODLANDS WATERWAY MARRIOTT HOTEL
1601 LAKE ROBBINS DRIVE
THE WOODLANDS, TX 77380

Freeman will receive shipments at the exhibit facility beginning Monday, March 31, 2008. 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.

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.

MATERIAL HANDLING OVERTIME CHARGES

*Freight moved into the facility after 4:30 p.m. on Monday, March 31, 2008 will be subject to overtime rates.

*Freight moved out of the facility after 4:30 p.m. on Wednesday, April 2, 2008 will be subject to overtime rates.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (713) 433-2400.

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 Houston Exhibitor Services at 713-433-2400 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 early deadline order date here.

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 are not permitted in the Exhibit Area during installation and dismantle. Children under the age of 15 are not permitted in the Exhibit Area 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 (713-433-2400) with any questions or needs you may have.