

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black and white back drape, 3' high black side drape and one 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area 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 April 13, 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

Sunday	April 27, 2008	8:00 AM - 5:00 PM
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EXHIBIT HOURS

Sunday	April 27, 2008	5:30 PM - 7:00 PM
Monday	April 28, 2008	7:30 AM - 7:00 PM
Tuesday	April 29, 2008	8:00 AM - 3:30 PM

EXHIBITOR MOVE-OUT

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

Tuesday	April 29, 2008	3:30 PM - 5:00 PM
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DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Tuesday, April 29, 2008 at 5:00 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 Tuesday, April 29, 2008 at 4:00 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 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 # _____

PROGRESSING CAVITY PUMPS CONF 2008

C/O FREEMAN

2000 CAVALCADE

HOUSTON, TX 77009

Freeman will accept crated, boxed or skidded materials beginning Monday, March 24, 2008, at the above address. Material arriving after April 23, 2008 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

PROGRESSING CAVITY PUMPS CONF 2008

C/O FREEMAN

INTERCONTINENTAL HOUSTON

2222 WEST LOOP S

HOUSTON, TX 77027-3533

Freeman will receive shipments at the exhibit facility beginning Sunday, April 27, 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 will be moved into the facility on Sunday, April 27, 2008 and will be subject to overtime rates.

*Freight moved out of the facility after 4:30 p.m. on Tuesday, April 29, 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!