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**SERVICE INFORMATION****BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high green and blue back drape and 3' high blue side dividers. Booths 300 sqft or less will receive a two-line identification sign. Booths larger than 300 sqft may receive a two-line identification sign upon request. **BY ORDER OF THE FIRE MARSHAL, NOTHING MAY BE ATTACHED TO THIS DRAPE.**

**EXHIBIT HALL CARPET**

The exhibit area is carpeted.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates. Place your order by 30 December 2016.**

**SHOW SCHEDULE****EXHIBITOR MOVE-IN**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Sunday 22 January 2017 8:00 a.m. - 5:00 p.m.

Monday 23 January 2017 8:00 a.m. - 5:00 p.m.

All exhibits must be fully installed by Monday, 23 January 2017 at 5:00 p.m.

\*Freight will be moved into the facility on Sunday, 22 January 2017 and will be subject to overtime rates.

\*Freight moved into the facility after 4:30 p.m. on Monday, 23 January 2017 will be subject to overtime rates.

**EXHIBIT HOURS**

Tuesday 24 January 2017 9:00 a.m. - 6:00 p.m.

Wednesday 25 January 2017 9:00 a.m. - 4:30 p.m.

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Wednesday 25 January 2017 4:30 p.m. - 10:00 p.m.

\*Freight moved out of the facility after 4:30 p.m. on Wednesday, 25 January 2017 will be subject to overtime rates.

**DISMANTLE AND MOVE-OUT INFORMATION**

- All exhibitor materials must be removed from the exhibit facility by Wednesday 25 January 2017 at 10:00 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 Wednesday 25 January 2017 at 8:00 p.m. or freight will be re-routed.

**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

9258 Park South View, Suite 100  
Houston, TX 77051  
(713) 770-6750 fax (469) 621-5613

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@freemanco.com](mailto:exhibit.transportation@freemanco.com)

FREEMAN ONLINE®

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by 30 December 2017.** Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

**Warehouse Shipping Address:**

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**2017 SPE HYDRAULIC FRACTURING TECHNOLOGY CONFERENCE AND EXHIBITION**  
**C/O Freeman**  
**9258 Park South View, Suite 100**  
**Houston, TX 77051**

Freeman will accept crated, boxed or skidded material beginning Thursday 22 December 2017 at the above address. Material arriving after 17 January 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 a.m. - 3:30 p.m.

**Show Site Shipping Address:**

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**2017 SPE HYDRAULIC FRACTURING TECHNOLOGY CONFERENCE AND EXHIBITION**  
**C/O Freeman**  
**Woodlands Waterway Marriott (Exhibit Hall)**  
**1601 Lake Robbins Dr.**  
**The Woodlands, TX 77380**

Freeman will receive shipments at the exhibit facility beginning Sunday, 22 January 2017 at 8:00 a.m. 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 and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through Official Show Vendors. Refer to the Material Handling form for charges for this service.

LABOR INFORMATION

**Booth Installation & Dismantle:** If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 713-770-6750.

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 30 December 2017.

#### 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](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at (713-433-2400) with any questions or needs you may have.