

**Important information for Move-in Move-out
Deadline: December 16th, 2016**

In order to facilitate your move-in experience, we need you to take note of the information below and answer to the questions on the following page.

Booths:

Each exhibitor is responsible for his **mandatory floor covering**. Black partitions are provided by the show management **except for the booths on the main aisle**.

Exhibitor Move-In:

Tuesday January 17 th , 2017	8:00 am - 8:00 pm
Wednesday January 18 th , 2017	8:00 am - 8:00 pm
Thursday January 19 th , 2017	8:00 am - 12:00 pm (HAND CARRY ONLY).

Forklifts are available on Tuesday and Wednesday only and ending at 6pm on both days.

Exhibitor Move-Out:

Sunday January 22 nd , 2017	5:00 pm -10:00 pm
Monday January 23 rd , 2017	8:00am - 2:00pm

Please refer to the Freeman website for more information and helpful hints on move-in/out procedures.

Move-In Procedure:

A specific date and time will be assigned to you the week of December 19th. Please send back your move-in questionnaire by December 16th so we can make a schedule that respects your needs. In order to avoid delays during move-in, exhibitors are required to conform to their assigned schedule and to advise Show Management of any additional delivery. Also, any delivery during Show days will be allowed one hour before Show opening. Show Management must be advised to ensure facility will be accessible.

Forklift Service:

Complimentary forklift service will be available for the transportation of heavy material, during move-in. Exhibitors are required to confirm their forklift needs by **returning the move-in form questionnaire**.