

## Important Move-In & Move-Out Information

**In order to facilitate your move-in experience, you will need to take note of the below information and answer the questions on page 2.**

### 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 16 <sup>th</sup>	8:00 am - 8:00 pm
Wednesday, January 17 <sup>th</sup>	8:00 am - 8:00 pm
Thursday, January 18 <sup>th</sup>	8:00 am - 11:00 am (HAND CARRY ONLY).

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

### Exhibitor Move-Out:

Sunday, January 18 <sup>th</sup>	6:00 pm - 10:00 pm
Monday, January 19 <sup>th</sup>	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 January 1<sup>st</sup>. Please send back your move-in questionnaire by December 15<sup>th</sup> 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 that the 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**.