

# F R E E M A N

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Dallas, TX 75247  
(214) 634-1463 • Fax: (469) 621-5601  
FreemanDallasES@freemanco.com

## SOUTHWEST AUTOMOTIVE AFTERMARKET SHOW

MARCH 5-7, 2010  
DALLAS CONVENTION CENTER  
DALLAS, TEXAS

FREEMAN quick facts

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### SERVICE INFORMATION

#### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 36" high blue side dividers, and a 7" x 44" identification sign.

#### EXHIBIT HALL CARPET

All aisles will be carpeted in tuxedo (a black & gray tweed). Booth spaces will be carpeted in gray.

#### 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 February 19, 2010.

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 preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Wednesday	March 3, 2010	8:00 AM - 2:00 PM
Thursday	March 4, 2010	8:00 AM - 2:00 PM

#### EXHIBIT HOURS

Friday	March 5, 2010	11:00 AM - 10:00 PM
Saturday	March 6, 2010	10:00 AM - 10:00 PM
Sunday	March 7, 2010	11:00 AM - 7:00 PM

#### 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)

Sunday	March 7, 2010	7:00 PM - 12 Midnight
Monday	March 8, 2010	8:00 AM - 12 Noon

Exhibitor materials & vehicles must be cleared by Monday, March 8, at 12:00 PM. All carriers must check-in by Monday, March 8 at 10:00 AM or freight will be re-routed. We will begin returning empty containers as soon as the aisle carpeting is removed.

#### 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.

**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  
 8801 Ambassador Row  
 Dallas, TX 75247  
 (214) 634-1463 fax (469) 621-5601  
 email: FreemanDallasES@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](http://www.myfreemanonline.com) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

**Warehouse Shipping Address:**

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**SOUTHWEST AUTOMOTIVE AFTERMARKET SHOW**  
**C/O Freeman**  
**5130 Cash Rd**  
**Dallas, TX 75247**

Freeman will accept crated, boxed or skidded material beginning February 1, 2010 at the above address. Material arriving after February 22, 2010 will be received at the warehouse with an additional after deadline charge.

**Show Site Shipping Address:**

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**SOUTHWEST AUTOMOTIVE AFTERMARKET SHOW**  
**C/O Freeman**  
**Dallas Convention Center**  
**650 South Griffin**  
**Dallas, TX 75202-5055**

Freeman will receive shipments at the exhibit facility beginning March 1, 2010. 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

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 (214) 634-1463.

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 Dallas Exhibitor Services at 214-634-1463 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.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

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 214-634-1463 with any questions or needs you may have.



# welcome

Welcome to Freeman, the industry's leading service contractor with more than 75 years of experience creating possibilities for our customers. At Freeman, our people make the difference, and when it comes to all the details of your show experience, our helpful employees have the expertise to ensure you always get your needs met exactly as specified. Above all, we take pride in putting you and your show requirements first, from furniture rental to material handling to custom exhibit programs, exhibit transportation, hanging signs and digital graphics. Whatever your exhibit requires, we have the premier resources to help you have the best show experience possible. Here are just a few of the outstanding services we are proud to offer you:

- Furnishings
- Carpet and Cleaning
- Freight and Material Handling Services
- Exhibit Transportation
- Rental Exhibit Programs
- Installation and Dismantle Services and Labor
- Digital Graphics and Signs

In addition, for some innovative design suggestions to help complement your exhibit, go to [www.freemanco.com/furniturerepairing](http://www.freemanco.com/furniturerepairing) and visit our Furniture Grouping Ideas section. You'll find everything you need to give your booth a coordinated and professional look.

## how do I get started?

To get started, first take a look at Quick Facts highlighting your show specifics and other information you will find useful. Then, browse through our catalogs for the many services we offer. When you determine what your specific needs are, fax or mail the order forms or place your order online at [www.myfreemanonline.com](http://www.myfreemanonline.com). As always, you may call one of our customer service experts at the number listed on Quick Facts for assistance. Please consult our General Information page for some important safety tips and other key facts about all the services we offer.

## material handling and exhibit transportation

As the official service contractor for your show, Freeman is here to help you with all your material handling needs, which include exhibit material unloading, 30-day advance storage at the warehouse address, delivery to the booth and handling of empty containers to and from storage. When the event is finished, we also provide material removal from the booth for reloading onto outbound carriers. Freeman can also handle your inbound exhibit transportation to ensure your freight is shipped on-time to the show site or warehouse, based on your preference. For questions about material handling and other information, go to [www.freemanco.com/FAQ](http://www.freemanco.com/FAQ).

## questions?

Contact customer service at the number located on Quick Facts for any ordering questions you might have. For all other inquiries about Freeman, please call our customer service center at 888-508-5054. For fast, easy ordering, tools and helpful hints, go to [www.myfreemanonline.com](http://www.myfreemanonline.com).