

BOOTH SPACES & EQUIPMENT

Premium Island 20' x 20'

Each Island booth will be set with one 6' x 30" blue skirted table, two Limerick chairs & one wastebasket.

Peninsula 20' x 20' and 20' x 10'

Each Peninsula booth will be set with 10' of 8' high blue back drape in the center of the back wall and 5' of 3' high blue drape on each side of it. Also included is one 6' x 30" blue skirted table, two Limerick chairs, one wastebasket, and a 7" x 44" identification sign.

10' X 30', 10' X 20' and 10' X 10'

Each 10' deep x 10' wide booth will be set with 8' high blue back drape, 36" high blue side dividers, one 6' x 30" blue skirted table, two Limerick chairs, one wastebasket, and a 7" x 44" identification sign.

Table Tops 8' x 10'

Each 8' x 10' table top booth will be set with 8' high blue back drape, 36" high blue side dividers and one 6' x 30" blue skirted table.

PLEASE Note: Signs, exhibits & equipment ordered must fit within your booth space.

EXHIBIT HALL CARPET

Booths are NOT carpeted.

ELECTRICAL SERVICE

Please use the PSAV electrical order form to order and pay for electrical service.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by OCTOBER 19, 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.

Wednesday November 9, 2016 10:00 AM - 5:00 PM 20' x 20' Booths Only

Thursday November 10, 2016 10:00 AM - 5:00 PM

EXHIBIT HOURS

Friday November 11, 2016 8:00 AM - 2:45 PM (Includes Lunch & Breaks)

Friday November 11, 2016 7:00 PM - 9:00 PM Welcome Reception

Saturday November 12, 2016 6:00 AM - 7:00 AM Breakfast

Saturday November 12, 2016 12:00 PM - 1:00 PM Lunch

Saturday November 12, 2016 6:30 PM - 8:30 PM President's Reception

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to

www.freemanco.com/postshowFAQ

Saturday November 12, 2016 8:45 PM - 10:00 PM

Sunday November 13, 2016 8:00 AM - 12:00 PM

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Sunday, November 13, at 12:00 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 Sunday, November 13, at 10:00 AM.

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
 8801 Ambassador Row
 Dallas, TX 75247
 (214) 634-1463 fax (469) 621-5601
 email: FreemanDallasES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION
 (800) 995-3579 Toll Free US & Canada
 (817) 607-5100 Local & International
 (469) 621-5810 Fax

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by **OCTOBER 19, 2016**.

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. You can also download and use the FOL Mobile App from the Apple or Android store, or here: 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 #
AAHKS
C/O Freeman
5130 Cash Rd
Dallas, TX 75247

Freeman will accept crated, boxed or skidded material beginning October 12, 2016 at the above address. Material arriving after November 4, 2016 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 AM - 3:30 PM. If required, provide your carrier with this phone number: 214-634-1463.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
AAHKS
Hilton Anatole / Trinity Hall
C/O Freeman
1378 Wycliff
Dallas, TX 75207

Freeman will receive shipments at the exhibit facility beginning Wednesday, November 9, 2016. 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. If required, provide your carrier with this phone number: 214-634-1463.

Please note: All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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 Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

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 Exhibitor Services at 214-634-1463 or Freeman's Customer Support Center at (888)508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by deadline dates.

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

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

Call Freeman's Exhibitor Services department at 214-634-1463 with any questions or needs you may have.