

CONCIERGE ELITE

Download the Concierge Elite app from the App app Store, Android Google Play or Windows App Store (search for Concierge Elite) or visit www.freemanco.com/solutions/mobile to learn more. This will give you the ability to:

- Submit requests for service
- View previous & current orders
- Sign up for freight notifications
- Request shipping labels
- Receive empty return notifications
- Express checkout of the show

For a short demo of Concierge Elite, go to www.freemanco.com/cedemo to view its many features.

SHOW INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue back drape, 3' high gray side dividers and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. Show Management requires that all booth spaces have floor covering. Please see enclosed Carpet brochure and order form. The aisles will be carpeted in midnight blue.

DISCOUNT PRICE DEADLINE DATE

To take advantage of advance order discount rates, place your order by **MARCH 23, 2015**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN: For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Sunday	April 12	8:00 a.m.	-	4:00 p.m. Targeted
Monday	April 13	8:00 a.m.	-	6:00 p.m.
Tuesday	April 14	8:00 a.m.	-	6:00 p.m.

EXHIBIT HOURS

Wednesday	April 15	9:00 a.m.	-	5:00 p.m.
Thursday	April 16	9:00 a.m.	-	5:00 p.m.
Friday	April 17	8:30 a.m.	-	12:00 p.m.

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

Friday	April 17	12:00 p.m.	-	11:59 p.m.
Saturday	April 18	8:00 a.m.	-	12:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers after the aisle carpet has been removed.
- All exhibitor materials must be removed from the exhibit facility by **12:00 p.m. on Saturday, April 18**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **8:00 a.m. on Saturday, April 18**.

SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

Sunday	April 12	8:00 a.m.	-	4:00 p.m.
Monday	April 13	8:00 a.m.	-	6:00 p.m.
Tuesday	April 14	8:00 a.m.	-	6:00 p.m.
Wednesday	April 15	8:00 a.m.	-	6:00 p.m.
Thursday	April 16	8:00 a.m.	-	6:00 p.m.
Friday	April 17	8:00 a.m.	-	10:00 p.m.
Saturday	April 18	8:00 a.m.	-	12:00 p.m.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

850 Spice Island Drive
 Sparks, NV 89431
 Ph: (775) 355-4600 Fax: (469) 621-5617

FREEMAN EXHIBIT TRANSPORTATION

Ph: (800) 995-3579 Fax: (469) 621-5810

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by MARCH 23, 2015

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.freemanco.com/store 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:

2015 CRAFT BREWERS CONFERENCE & BREWEXPO
 Exhibiting Company Name
 Booth # _____
 C/O FREEMAN / Mercer Logistics
 13822 Northeast Airport Way
 Portland, OR 97230

FREEMAN will accept crated, boxed or skidded materials beginning **MARCH 16, 2015** at the above address. Materials arriving after **APRIL 6, 2015** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply.

Showsite shipping address:

2015 CRAFT BREWERS CONFERENCE & BREWEXPO
 Exhibiting Company Name
 Booth # _____
OREGON CONVENTION CENTER
 C/O FREEMAN
 777 NE M L King Blvd.
 Portland, OR 97232

Freeman will receive shipments at the exhibit facility beginning at **8:00 a.m. on APRIL 13, 2015**. 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 the Official Show Vendors.

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order 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 pick-up of your exhibit at the close of the show.

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 labor need to pick up and release their labor at the Freeman Service Desk. Refer to the order form under 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 775-355-4600.

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's Customer Support Center at 1-888-508-5054.

HELPFUL HINTS

SAVE MONEY

To take advantage of advance order discount rates, place your order by MARCH 23, 2015.

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 you 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.

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 775-355-4600 with any questions or needs you may have.