

## EASY IS NICE, ON ANY DEVICE.

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high blue back drape, 3' high gray side dividers and booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in midnight blue.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by April 09, 2018.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

Saturday	April 28, 2018	2:00 PM - 6:00 PM	<b>Exhibits 1200 sqft and larger</b>
Sunday	April 29, 2018	8:00 AM - 3:00 PM	<b>Exhibits 600 sqft and larger</b>
Sunday	April 29, 2018	3:00 PM - 6:00 PM	<b>All Exhibits</b>
Monday	April 30, 2018	7:00 AM - 7:00 PM	<b>All Exhibits</b>

### EXHIBIT HOURS

Tuesday	May 01, 2018	9:00 AM - 5:00 PM
Wednesday	May 02, 2018	9:00 AM - 5:00 PM
Thursday	May 03, 2018	9:00 AM - 3:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#).

Thursday	May 03, 2018	3:00 PM - 11:59 PM	<b>Exhibits 100-300 sqft</b>
Friday	May 04, 2018	8:00 AM - 12:00 PM	<b>Exhibits 400-800 sqft</b>
Friday	May 04, 2018	12:00 PM - 6:00 PM	<b>Exhibits 900+ sqft</b>
Saturday	May 05, 2018	8:00 AM - 12:00 PM	<b>Approved Only</b>

**We will begin returning empty containers once aisle carpet is removed.**

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by the following times based on booth size:

**Exhibits 100-300 sqft** - Thursday, May 03, 2018 at 11:59 PM (Driver check-in is by 8:00 PM on Thursday)

**Exhibits 400-800 sqft** - Friday, May 04, 2018 at 12:00 PM (Driver check-in is by 8:00 AM on Friday)

**Exhibits 900+ sqft** - Friday, May 04, 2018 at 6:00 PM (Driver check-in is by 2:00 PM on Friday)

**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**

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 fax (469) 621-5615  
FreemanNashvilleES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by April 09, 2018.** 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 Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline 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.freeman.com](http://www.freeman.com). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices 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 & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA®**

C/O FREEMAN

825 VISCO DRIVE

NASHVILLE, TN 37210

Freeman will accept crated, boxed or skidded materials beginning Thursday, March 29, 2018, at the above address. Material arriving after April 23, 2018 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: (615) 884-5785

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA®**

C/O FREEMAN

MUSIC CITY CENTER

700 KOREAN VETERANS BLVD

NASHVILLE, TN 37203

Freeman will receive shipments at the exhibit facility beginning Saturday, April 28, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (615) 884-5785

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.

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 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 (615) 884-5785.

#### **WE APPRECIATE YOUR BUSINESS!**