

SERVICE INFORMATION

EXHIBIT HALL CARPET

The exhibit area will be carpeted in tuxedo (Visqueen NOT included) and the aisles will be carpeted in black.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by January 31, 2017.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

Tuesday	February 14, 2017	12:00 p.m. - 5:00 p.m.	
			<i>Hall A - Freight move-in starting at Noon</i>
			<i>Hall B - Freight move-in starting at 3:00 p.m.</i>
			<i>Hall C - Freight move-in starting at 4:00 p.m.</i>
			<i>Halls D-E - Freight move-in starting at 12:00 noon. (Auto Dealers)</i>
			<i>ABC Foyer - Freight move-in starting at 4:00 p.m.</i>
Wednesday	February 15, 2017	8:00 a.m. - 5:00 p.m.	<i>Halls A-C</i>
Wednesday	February 15, 2017	12:00 p.m. - 4:00 p.m.	<i>Halls D-E (Non Auto Dealers)</i>
Thursday	February 16, 2017	8:00 a.m. - 12:00 p.m.	

Please note that overtime starts at 4:30 p.m.

Exhibits must be show ready by Thursday, February 16, 2017 at 12:00 p.m.

Thursday	February 16, 2017	5:30 p.m. - 11:00 p.m.	<i>Dancing With The Cars</i>
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EXHIBIT HOURS

Friday	February 17, 2017	10:00 a.m. - 10:00 p.m.
Saturday	February 18, 2017	10:00 a.m. - 10:00 p.m.
Sunday	February 19, 2017	10:00 a.m. - 6:00 p.m.
Monday	February 20, 2017	10:00 a.m. - 6:00 p.m.

EXHIBITOR MOVE-OUT

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

Monday	February 20, 2017	6:00 p.m. - 11:45 p.m.
Tuesday	February 21, 2017	8:00 a.m. - 5:00 p.m.
Wednesday	February 22, 2017	8:00 a.m. - 5:00 p.m.

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 Wednesday, February 22, 2017 at 5:00 p.m.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, February 22, 2017 at 8:00 a.m.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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

9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7975 fax (469) 621-5609
 FreemanWashingtonES@freemanco.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@freemanco.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering at www.freemanco.com/store by January 31, 2017.

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.freemanco.com/store. you can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: 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 # _____
PITTSBURGH INTERNATIONAL AUTO SHOW
 C/O Freeman
 APA Exposition Services, 20 39th Street
 Pittsburgh, PA 15201

Freeman will accept crated, boxed or skidded material Friday, January 13, 2017, at the above address. Material arriving after February 03, 2017 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 a.m. - 3:30 p.m.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
PITTSBURGH INTERNATIONAL AUTO SHOW
 C/O Freeman
 David L Lawrence Convention Center
 1000 Fort Duquesne Boulevard
 Pittsburgh, PA 15222

Freeman will receive shipments at the exhibit facility beginning Monday, February 13, 2017. 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: (301) 918-7975

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 Labor 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 301-918-7975.

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 feature you may contact Freeman Exhibitor Services at (301) 918-7975 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by January 31, 2017.

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, 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 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

Call Freeman's Exhibitor Services department at (301) 918-7975 with any questions or needs you may have.

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

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