
SERVICE INFORMATION

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, aisles will be covered with Tuxedo carpeting.

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 12, 2010.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Visit www.freemanco.com/preshowFAQ for more information & helpful hints on pre-show procedures and move-in.

Thursday	February 25, 2010	8:00 AM - 6:00 PM
Friday	February 26, 2010	7:00 AM - 10:00 PM

All exhibits must be fully installed by 10:00 PM on February 26, 2010.

EXHIBIT HOURS

Saturday	February 27, 2010	9:45 AM - 3:15 PM
Sunday	February 28, 2010	9:45 AM - 3:15 PM
Monday	March 1, 2010	9:45 AM - 3:15 PM

EXHIBITOR MOVE-OUT

Visit www.freemanco.com/postshowFAQ for more information & helpful hints on post-show procedures and move-out.

Monday	March 1, 2010	3:15 PM - 10:00 PM
Tuesday	March 2, 2010	7:00 AM - 6:00 PM

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Tuesday, March 2, 2010 at 6:00 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 Tuesday, March 2, 2010 at 4:00 PM.

SERVICE CENTER HOURS

We will have staff available at the Freeman Service Center during all of the above published times.

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

1000 Elmwood Park Blvd.
 New Orleans, LA 70123
 (504) 733-7469 fax (504) 733-8333
 FreemanNewOrleansES@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 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 #
AAAAI ANNUAL MEETING
 C/O Freeman
 905 Sams Ave.
 New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning Monday, January 25, 2010, at the above address. Material arriving after February 18, 2010 will be received at the warehouse with an additional after deadline charge. Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
AAAAI ANNUAL MEETING
 C/O Freeman
 Morial Convention Center
 900 Convention Center Blvd.
 New Orleans, LA 70130

**PLEASE NOTE THAT ALL VEHICLES DELIVERING MATERIALS TO THE CONVENTION CENTER MUST REPORT TO THE MARSHALLING AREA AT 1221 SOUTH PETERS ST., LOT B, TO OBTAIN A DOCK PASS. THIS INCLUDES PRIVATELY OWNED VEHICLES (CARS, TRUCKS, VANS, ETC.) WHO CHOOSE TO UNLOAD THEIR OWN MATERIALS AT THE ESTABLISHED UNLOADING AREA. NO VEHICLE WILL BE ALLOWED TO THE DOCK AREA WITHOUT A PASS.

Freeman will receive shipments at the exhibit facility beginning Thursday, February 25, 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.

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.

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 504-733-7469.

WE APPRECIATE YOUR BUSINESS!