

# F R E E M A N

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Atlanta, GA 30318  
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**THE NAB RADIO SHOW**  
**SEPTEMBER 26-28, 2007**  
**CHARLOTTE CONVENTION CENTER**  
**CHARLOTTE, NORTH CAROLINA**

FREEMAN quick facts

## SHOW INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLACK and RED 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. Please see enclosed order form if carpet is required. The aisles will be carpeted in GRAY.

### 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 **AUGUST 31, 2007**.

Save money and order labor in advance. All display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Monday	September 24, 2007	1:00 p.m.	-	6:00 p.m.
Tuesday	September 25, 2007	8:00 a.m.	-	6:00 p.m.
Wednesday	September 26, 2007	8:00 a.m.	-	5:00 p.m.

All exhibits must be fully installed by **Wednesday, September 26 at 5:00 p.m.**

### EXHIBIT HOURS

Wednesday	September 26, 2007	5:00 p.m.	-	8:00 p.m.
Thursday	September 27, 2007	10:00 a.m.	-	3:30 p.m.
Friday	September 28, 2007	8:00 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](http://www.freemanco.com/postshowFAQ).

Friday	September 28, 2007	12:00 p.m.	-	6:00 p.m.
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### SERVICE CENTER HOURS

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

Monday	September 24, 2007	1:00 p.m.	-	6:00 p.m.
Tuesday	September 25, 2007	8:00 a.m.	-	6:00 p.m.
Wednesday	September 26, 2007	8:00 a.m.	-	8:00 p.m.
Thursday	September 27, 2007	9:00 a.m.	-	4:00 p.m.
Friday	September 28, 2007	8:00 a.m.	-	6:00 p.m.

### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by **Friday, September 28 at 6:00 p.m.** 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 **Friday, September 28 at 4:00 p.m.**

### POST SHOW PAPERWORK AND LABELS

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.

## SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN  
841 Joseph E. Lowery Blvd NW  
Atlanta, GA 30318  
Ph: (404) 253-6494 Fax: (404) 898-0415

FREEMAN EXHIBIT TRANSPORTATION  
Ph: (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](http://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 #** \_\_\_\_\_  
The NAB Radio Show  
**C/O FREEMAN**  
**Roadway Express**  
**1200 Amble Drive**  
**Charlotte, NC 28206**

FREEMAN will accept crated, boxed or skidded materials beginning **AUGUST 23, 2007** at the above address. Materials arriving after **SEPTEMBER 19, 2007** 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. **Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday-Friday. Drivers must check in no later than 3:30 p.m. in order to be off-loaded on arrival date.**

Showsite shipping address:

**Exhibiting Company Name / Booth #** \_\_\_\_\_  
The NAB Radio Show  
**C/O FREEMAN**  
**CHARLOTTE CONVENTION CENTER**  
**501 South College Street**  
**Charlotte, NC 28202**

FREEMAN will receive shipments at the exhibit facility beginning at **1:00 P.M.** on **SEPTEMBER 24, 2007**. 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 not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

### 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 (404) 253-6494.

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 Atlanta Exhibitor Services at 404-253-6494 or Freeman's Customer Support Center at 888-508-5054.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **AUGUST 31, 2007**.

#### 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.

You are not allowed to ship Hazardous Materials. If you do so, you will be in violation of federal law, and may be subject to civil penalties of not more than \$27,000 for each offense.

#### 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](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at (404) 253-6494 with any questions or needs you may have.