



SHOW INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue, teal and white back drape, 36" high blue side dividers, and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area IS carpeted.

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 **January 28, 2010**.

Save money and order labor in advance. All display and rigging labor orders placed at Showsite 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.

EXHIBITOR MOVE-IN

Thursday	February 11, 2010	10:00 AM - 6:00 PM
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EXHIBIT HOURS

Friday	February 12, 2010	12:00 PM - 5:00 PM
Saturday	February 13, 2010	11:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT

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

Saturday	February 13, 2010	4:00 PM - 8:00 PM
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DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Saturday, February 13, 2010 at 8:00 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 Saturday, February 13, 2010 at 7:00 PM.

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.

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
3323 IH-35 North, Suite 120
San Antonio, TX 78219
(210) 227-0341 * fax (210) 212--8049
email: FreemanSan AntonioES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 fax (214) 615-6515

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

PLEASE REFER TO THE MATERIAL HANDLING RATE SHEET FOR CHARGES.

Warehouse shipping address:

EXHIBITING COMPANY NAME & BOOTH # _____
SOUTHWEST POOL & SPA SHOW
C/O FREEMAN
3323 IH 35 NORTH, SUITE 126
SAN ANTONIO, TX 78219

THE WAREHOUSE WILL RECEIVE SHIPMENTS MONDAY THRU FRIDAY DURING
THE HOURS OF 8:00 AM TO 4:00 PM.

Freeman will accept crated, boxed or skidded materials beginning January 15, 2010 at the above address. Material arriving after February 05, 2010 will be received at the Warehouse with an additional after deadline charge.

We encourage all shipments to the hotel be directed to the advance warehouse address. The Marriott Rivercenter Hotel is unable to accept shipments. Therefore, advance warehouse shipping to Freeman is required. Please coordinate all outbound shipping in advance with your carrier. Arrangements must be made prior to show date. Failure to comply will result in additional charges from Freeman. Please contact Exhibitor Services with specific shipping questions.

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installatin & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 210/227-0341.

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 Exhibitor Services at (210) 227-0341 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 **January 28, 2010**.

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.

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

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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 (210-227-0341) with any questions or needs you may have.