



**SERVICE INFORMATION**

**CAREER FORUM BOOTHS (June 11, 2019)**

Each 10' x 10' booth will be set with 8' high blue back drape, 3' high blue side dividers, one 8' x 30" blue skirted table, two Limerick chairs, one wastebasket, and a 7" x 44" identification sign.

**PRIVATE INTERVIEW BOOTHS (June 12, 2019)**

Each 10' x 10' Private Interview Booth will be set with 8' high blue drape on all 4 sides, one 8' x 30" blue skirted table, three Limerick chairs, one wastebasket and a 7" x 44" identification sign.

**EXHIBIT HALL CARPET**

The exhibit area will NOT be carpeted; however, Career Forum aisles will be carpeted in blue. Please see the enclosed carpet order form if you wish to order carpet for your booth space.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates, place your order by May 21, 2019.**

**CAREER FORUM SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

Monday	June 10, 2019	3:00 PM - 10:00 PM
Tuesday	June 11, 2019	7:00 AM - 8:30 AM

**EXHIBIT HOURS**

Tuesday	June 11, 2019	8:30 AM - 11:30 AM
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**EXHIBITOR MOVE-OUT**

Tuesday	June 11, 2019	11:30 AM - 5:30 PM
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**PRIVATE INTERVIEW SHOW SCHEDULE**

**PRIVATE INTERVIEWS MOVE-IN**

Tuesday	June 11, 2019	12:00 PM - 6:00 PM
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**PRIVATE INTERVIEWS SHOW DATE**

Wednesday	June 12, 2019	7:00 AM - 4:00 PM
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**PRIVATE INTERVIEWS MOVE-OUT**

Wednesday	June 12, 2019	4:00 PM - 6:00 PM
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**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Wednesday, June 12, 2019 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 Wednesday, June 12, 2019 at 5:00 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.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (713) 770-6750 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

9258 Park South View, Ste 100  
Houston, TX 77051  
(713) 770-6750 fax (469) 621-5613  
FreemanHoustonES@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 May 21, 2019.** 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 # \_\_\_\_\_

**THE CONSORTIUM - ORIENTATION PROGRAM - 478242**

C/O FREEMAN

9258 PARK SOUTH VIEW, STE 100

HOUSTON, TX 77051

Freeman will accept crated, boxed or skidded materials beginning Friday, May 3, 2019, at the above address. Material arriving after June 04, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (713) 770-6750.

**FREEMAN ADVANCE WAREHOUSE WILL BE CLOSED FOR MEMORIAL DAY, MAY 27, 2019**

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**THE CONSORTIUM - ORIENTATION PROGRAM - 478242**  
C/O FREEMAN  
GEORGE R BROWN CONVENTION CENTER  
1001 AVENIDA DE LAS AMERICAS  
HOUSTON, TX 77010

Freeman will receive shipments at the exhibit facility beginning Monday, June 10, 2019. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (713) 770-6750.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

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.

Service Center Hours:

Monday, June 10, 2019 - 3:00 PM - 10:00 PM

Tuesday, June 11, 2019 - 6:30 AM - 6:00 PM

Wednesday, June 12, 2019 - 6:30 AM - 6:00 PM

**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 (713) 770-6750.