



EASY IS NICE, ON ANY DEVICE.

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

ACTIVATIONS

Reed Exhibitions will furnish each 6' x 8' non-island display activation with 8' high backwall drape and 3' high side rail drape. In the Racquet & Paddle Sports Area, the drapery color is GREEN and the aisle carpet will be BLUE.

EXHIBIT HALL CARPET

The exhibit hall is NOT carpeted; however, the aisles will be carpeted. The color for aisles will be BLUE.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by December 28, 2018

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

Tuesday January 22, 2019 7:00 AM - 5:00 PM

EXHIBIT HOURS

Wednesday	January 23, 2019	9:00 AM - 3:00 PM	(One2One)
Thursday	January 24, 2019	8:30 AM - 6:00 PM	
Friday	January 25, 2019	8:30 AM - 3:00 PM	

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Friday	January 25, 2019	3:00 PM - 7:00 PM
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DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, January 25, 2019 at 7:00 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 Friday, January 25, 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 (407) 816-7900 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

1601 Boice Pond Rd
 Orlando, FL 32837
 (407) 816-7900 fax (469) 621-5605
 FreemanOrlandoES@freeman.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.

2616 Commerce Park, Suite 600
 Orlando, FL 32819
 (407) 816-1005 fax (407) 816-1017

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by December 28, 2018. 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. 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 # _____
RACQUET & PADDLE SPORTS CONFERENCE
C/O FREEMAN
10088 GENERAL DR
ORLANDO, FL 32824

Please be aware the Freeman Advance Warehouse will be closed on December 24 - 25, 2018 and January 01, 2019 in observance of the holidays.

Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse.

Freeman will accept crated, boxed or skidded materials beginning Wednesday, December 19, 2018, at the above address. **Material arriving after January 11, 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: (407) 816-7900

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
RACQUET & PADDLE SPORTS CONFERENCE
 C/O FREEMAN
 ORANGE COUNTY CONVENTION CENTER
 9800 INTERNATIONAL DR
 ORLANDO, FL 32819-8111

Freeman will receive shipments at the exhibit facility beginning Saturday, January 19, 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: (407) 816-7900.

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.

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 (407) 816-7900.

WE APPRECIATE YOUR BUSINESS!