

SERVICE INFORMATION**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high tan and black back drape, 36" high tan side dividers, one 6' x 30" black skirted table, two Limerick chairs, one wastebasket, and a 7" x 44" identification sign.

EXHIBIT HALL CARPET

All aisles will be carpeted in latte' (a black & tan tweed). Booth spaces are not carpeted.

DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at www.freemanco.com/store by February 17, 2012.

Save money by ordering services and labor in advance. All services including 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.

Saturday	March 3, 2012	8:00 AM - 4:30 PM	Early Exhibitor Move-In
Saturday	March 3, 2012	12:00 PM - 6:00 PM	
Sunday	March 4, 2012	7:00 AM - 12:00 PM	

EXHIBIT HOURS

Sunday	March 4, 2012	2:00 PM - 6:30 PM
Monday	March 5, 2012	1:00 PM - 5:00 PM

EXHIBITOR MOVE-OUT

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

Monday	March 5, 2012	5:00 PM - 9:30 PM
Tuesday	March 6, 2012	7:00 AM - 11:00 AM

We will begin returning empty containers once the aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Tuesday, Mar. 6 at 11:00 AM. 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 6 at 9:00 AM.

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 when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
 8801 Ambassador Row
 Dallas, TX 75247
 (214) 634-1463 fax (469) 621-5601
 email: FreemanDallasES@freemanco.com

FREEMAN AUDIO VISUAL SERVICES, INC.
 4545 W. Davis Street
 Dallas, TX 75211
 (214) 623-1300 fax (214) 337-5631

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 (888) 508-5054.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name
SW CAR WASH ASSN
C/O Freeman
5130 Cash Rd
Dallas, TX 75247

Freeman will accept crated, boxed or skidded material beginning February 2, 2012 at the above address. Material arriving after February 28, 2012 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name
SW CAR WASH ASSN
C/O Freeman
Arlington Convention Center
1200 Ball Park Way
Arlington, TX 76011

Freeman will receive shipments at the exhibit facility beginning Saturday, March 3, 2012. 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.

SCWA is proud to announce a new material handling option for Machinery.
 Please see the new Machinery Rate Guidelines.

Machinery Rate Guidelines:

To qualify for these rates the machinery cannot come in crates or skids.
 The equipment must have lifting bars or eyes and either the exhibitor or the carrier for the exhibitor must supply their own straps/chains for unloading/loading.
 Freeman will not accept uncrated machinery at the warehouse, only showsite.
 The rates are based on each individual shipment - NOT the total weight of all shipments combined.
 Rates are based on a sliding scale.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (214) 634-1463.

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 Dallas Exhibitor Services at 214-634-1463 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 deadline dates.

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

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

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 214-634-1463 with any questions or needs you may have.