

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
BOOTH EQUIPMENT

EXHIBIT HALL CARPET

The exhibit booths and aisles will be carpeted in Black.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by Friday, May 03, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN NEW YORK RIGHTS FAIR

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

| | | |
|-----------|--------------|--|
| Sunday | May 26, 2019 | 8:00 AM - 6:00 PM - <i>Double Time Rates Apply</i> |
| Monday | May 27, 2019 | Dark Day - No Work |
| Tuesday | May 28, 2019 | 8:00 AM - 6:00 PM |
| Wednesday | May 29, 2019 | 8:00 AM - 12:00 PM - <i>In booth set-up only</i> |

EXHIBIT HOURS NEW YORK RIGHTS FAIR

| | | |
|-----------|--------------|--------------------|
| Wednesday | May 29, 2019 | 12:00 PM - 5:00 PM |
| Thursday | May 30, 2019 | 9:00 AM - 5:00 PM |
| Friday | May 31, 2019 | 9:00 AM - 3:00 PM |

Show closes for **companies in Hall 3A at 3:00 PM. Move-out for 3A only will start at 3:00 PM. See NEW YORK RIGHTS FAIR move-out for further information.**

EXHIBITOR MOVE-OUT NEW YORK RIGHTS FAIR

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

| | | |
|----------|--------------|---|
| Friday | May 31, 2019 | 3:00 PM - 9:00 PM <i>Empties returned in 3A only. Move out for 3A only</i> |
| Saturday | June 1, 2019 | 8:00 AM - 1:00 PM |
| Sunday | June 2, 2019 | 5:00 PM - 9:00 PM |
| Monday | June 3, 2019 | 8:00 AM - 3:00 PM |

DRIVER CHECK IN MOVE-OUT

| | | |
|----------|---------------|---|
| Friday | May 31, 2019 | 8:00 PM <i>Driver checked in by 7PM if loading for 3A Friday</i> |
| Saturday | June 01, 2019 | 11:00 AM <i>Driver checked in by 11AM if loading for 3A Saturday</i> |
| Sunday | June 03, 2018 | 7:00 PM <i>Driver check in by 7:00 PM if loading out Sunday</i> |
| Monday | June 04, 2018 | 11:00 AM <i>Driver check in by 11:00 AM for all halls. Rerouted after this time</i> |

SERVICE CENTER HOURS

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

| | | |
|-----------|---------------|-------------------|
| Sunday | May 26, 2019 | 8:00 AM - 6:00 PM |
| Tuesday | May 28, 2019 | 8:00 AM - 6:00 PM |
| Wednesday | May 29, 2019 | 8:00 AM - 6:00 PM |
| Thursday | May 30, 2019 | 8:00 AM - 6:00 PM |
| Friday | May 31, 2019 | 8:00 AM - 9:00 PM |
| Saturday | June 01, 2019 | 8:00 AM - 6:00 PM |
| Sunday | June 02, 2019 | 8:00 AM - 9:00 PM |
| Monday | June 03, 2019 | 8:00 AM - 3:00 PM |

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 7 hours
- All exhibitor materials must be removed from the exhibit facility Monday, June 03, 2019 at 3:00 PM. Outbound freight may be removed from the Javits Convention Center on Saturday, June 1st and Sunday, June 2nd. All freight removed on Saturday or Sunday will incur outbound overtime material handling charges.

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 exhibitor 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 (201) 299-7575 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 fax (469) 621-5618
 FreemanNewYorkES@freeman.com

FREEMAN

(800) 995-3579 Toll Free US & Canada
 (817) 607-5100 Local & International
 (469) 621-5810 Fax

Take advantage of discount pricing by ordering online at www.freeman.com by Friday, May 03, 2019. Using the enhanced FreemanOnline, 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 FreemanOnline 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 time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
NEW YORK RIGHTS FAIR
 C/O FREEMAN
 909 NEWARK TURNPIKE
 KEARNY, NJ 07032

Freeman will accept crated, boxed or skidded material beginning Thursday, April 25, 2019 at the above address. Material arriving after Friday, May 17, 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 - 2:30 PM. weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-7575.

Please note that all warehouse freight will be delivered on Saturday, May 25th on overtime.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
NEW YORK RIGHTS FAIR
 C/O FREEMAN
 JACOB K. JAVITS CONVENTION CENTER
 655 WEST 34TH STREET
 NEW YORK, NY 10001

Freeman will receive shipments at the exhibit facility according to the target move-in schedule. Please refer to the Target Floor Plan for move-in schedule. Shipments arriving before this date may be refused by the facility. Any changes incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (201) 299-7575.

Please note: All items and materials that must be brought into the facility 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.

BOOK DISPLAY SHIPPING (See the Material Handling - Book Rate Order Form)

- Books received at the warehouse must arrive no sooner than 30 days and no later than 7 days prior to the first day of move-in.
- Books received at the warehouse or at site must be identified by a separate and district Bill of Lading stating "Books" with the proper weight of the shipment clearly shown on the Bill of Lading.
- Books must be in cartons and on a skid; the skit must be shrink wrapped for ease of andling. Skid must also be capable of being lifted by a fork lift or pallet jack.
- Books sent to the warehouse will be delivered to exhibitor booths based on the Book Target Plan.
- Exhibitors needs to notify their display installers to finish booth construction by Wednesday night and have all empty crates labeled and ready for removal as they become available to make room for the books. Books shipped to show site with display materials will receive no discount.
- All books must be clearly labeled "Books" for easy identification.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS at <http://www.javitscenter.com/plan/policies> to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ADDITIONAL SHOW INFORMATION

Please note: Inbound and outbound shipments after 4:30 PM during move-in and move-out will be assessed overtime charges.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to 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 New York Exhibitor Services at 201-299-7575 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by Friday May 03, 2019.

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 pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

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

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you