



Concierge Elite

Download the Concierge Elite app from the **Apple** App Store, **Android** Google Play or **Windows** App Store(search for Concierge Elite) or visit www.freemanco.com/solutions/mobile to learn more. This will give you the ability to:

- Submit requests for service
- View previous & current orders
- Sign up for freight notifications
- Request shipping labels
- Receive empty return notifications
- Express checkout of the show

For a short demo of Concierge Elite go to www.freemanco.com/cedemo to view its many features.

SERVICE INFORMATION

OTC PAVILION BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue and white back drape, 36" **high** blue side dividers and a 7" x 44" one-line identification sign. By order of the fire marshal, **NOTHING MAY BE ATTACHED TO THIS DRAPE.**

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the main aisle will be carpeted in tuxedo. All other aisles will be carpeted in blue.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by 8 April 2014.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

No single piece of freight or machinery can weigh more than 500 #'s because of the weight limitation on the floor.

Tuesday	29 April 2014	8:00 a.m. - 5:00 p.m.
Wednesday	30 April 2014	8:00 a.m. - 5:00 p.m.
Thursday	1 May 2014	8:00 a.m. - 5:00 p.m.
Friday	2 May 2014	8:00 a.m. - 5:00 p.m.
Saturday	3 May 2014	8:00 a.m. - 5:00 p.m.

*****NO ONE WILL BE ALLOWED IN THE EXHIBIT HALL ON SUNDAY*****

All exhibits must be fully installed by Saturday, 3 May 2014 at 5:00 p.m.

EXHIBIT HOURS

Monday	5 May 2014	9:00 a.m. - 5:30 p.m.
Tuesday	6 May 2014	9:00 a.m. - 5:30 p.m.
Wednesday	7 May 2014	9:00 a.m. - 5:30 p.m.
Thursday	8 May 2014	9:00 a.m. - 2:00 p.m.

EXHIBITOR MOVE-OUT

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

Thursday	8 May 2014	2:00 p.m. - 10:00 p.m.
Friday	9 May 2014	8:00 a.m. - 6:00 p.m.
Saturday	10 May 2014	8:00 a.m. - 5:00 p.m.

SERVICE CENTER HOURS

We will have staff available at each of the Freeman Service Centers as follows:

Tuesday	29 April 2014	8:00 a.m. - 5:00 p.m.
Wednesday	30 April 2014	8:00 a.m. - 5:00 p.m.
Thursday	1 May 2014	8:00 a.m. - 5:00 p.m.
Friday	2 May 2014	8:00 a.m. - 5:00 p.m.
Saturday	3 May 2014	8:00 a.m. - 5:00 p.m.
Monday	5 May 2014	9:00 a.m. - 5:30 p.m.
Tuesday	6 May 2014	9:00 a.m. - 5:30 p.m.
Wednesday	7 May 2014	9:00 a.m. - 5:30 p.m.
Thursday	8 May 2014	8:00 a.m. - 10:00 p.m.
Friday	9 May 2014	8:00 a.m. - 6:00 p.m.
Saturday	10 May 2014	8:00 a.m. - 5:00 p.m.

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 12 hours.
- All exhibitor materials must be removed from the exhibit facility by Saturday, 10 May 2014 at 5:00 p.m.
- 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, 10 May 2014 at 10:00 a.m. or freight will be re-routed.
- Freight must be ready for outbound loading by 2:30 p.m., Friday 9 May 2014 to avoid overtime charges.
- All labor incurred to take down booths after the deadline will be charged at time and a half rates.

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
 13101 Almeda Rd.
 Houston, TX 77045
 (713) 433-2400 fax (469) 621-5613

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by 8 April 2014. 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 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
Offshore Technology Conference 2014
C/O Freeman
13101 Almeda Rd
Houston, TX 77045

Freeman will accept crated, boxed or skidded material beginning Monday, 31 March 2014 at the above address. Material arriving after Wednesday, 23 April 2014 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
Offshore Technology Conference 2014
C/O Freeman
Reliant Center
1 Reliant Park
Houston, TX 77054

Freeman will receive shipments at the exhibit facility beginning Tuesday, 29 April 2014 at 8:00 a.m. or in accordance with the assigned target date. 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.

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & 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 713-433-2400.

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 Houston Exhibitor Services at 713-433-2400 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 8 April 2014.

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.

Children under the age of 18 not permitted on the show floor during move in/move out.
Children under the age of 15 not permitted on the show floor during official show hours.

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.

Please make sure that all delivering carriers are equipped with wheel chocks to help secure trailers while they are unattended or are in the process of being unloaded.

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 (713-433-2400) with any questions or needs you may have.