

F R E E M A N

One Washington Blvd., Suite 1056
Detroit, MI 48226
Ph: 313-393-0250 • Fax: 313-393-0620

ISMB 2005
JUNE 25 - 29, 2005
RENAISSANCE CENTER MARRIOTT
DETROIT, MICHIGAN

SERVICE CONTRACTOR CONTACTS:

FREEMAN

One Washington Blvd., Suite 1056
Detroit, MI 48226
(313) 393-0250 Phone
(313) 393-0620 Fax

BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high back drape, 3' high side dividers, one (1) 6' x 30" draped table (in predetermined color), one (1) side chair, a wastebasket and a 7" x 44" one-line identification sign with booth number.

EXHIBIT AREA CARPET

The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **June 2, 2005**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Saturday	June 25, 2005	10:00 a.m. - 5:30 p.m.
----------	---------------	------------------------

EXHIBIT HOURS

Sunday	June 26, 2005	10:00 a.m. - 6:00 p.m.
Monday	June 27, 2005	10:00 a.m. - 6:00 p.m.
Tuesday	June 28, 2005	10:00 a.m. - 6:00 p.m.
Wednesday	June 29, 2005	10:00 a.m. - 2:00 p.m.

EXHIBITOR MOVE-OUT

Wednesday	June 29, 2005	2:00 p.m. - 6:00 p.m.
-----------	---------------	-----------------------

Empty containers will be returned starting at 2:00 p.m. on Wednesday, June 29, 2005.
All carriers must check-in no later than 5:00 p.m. on Wednesday, June 29, 2005.

FREEMAN QUICK FACTS

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Saturday	June 25, 2005	10:00 a.m. - 5:30 p.m.
Sunday	June 26, 2005	8:00 a.m. - 12:00 noon
Wednesday	June 29, 2005	10:00 a.m. - 6:00 p.m.

SHIPPING INFORMATION

Warehouse shipping address:

ISMB 2005
Exhibiting Company Name
Booth # _____
Freeman
c/o ABF Freight System
6250 Inkster Rd.
Romulus, MI 48174

ABF will accept crated, boxed or skidded materials beginning Monday, May 23, 2005 at the above address. Shipments must be sent **prepaid** - collect shipments will be refused and returned. To avoid additional after deadline charges, materials must arrive by Monday, June 20, 2005. Shipments will **not** be received at the warehouse after Thursday, June 23, 2005. *Shipments that arrive after this date will be refused and returned to the local trucking terminal.* To trace the arrival of your shipment, or for directions to the warehouse, please call (313) 295-6403.

Show site shipping address:

ISMB 2005
Exhibiting Company Name
Booth # _____
c/o Freeman
Marriott Hotel
Renaissance Center
Detroit, MI 48234

Shipments will only be received at show site during the move-in period on June 25, 2005. As an exhibitor, it is your responsibility to instruct your carrier of the proper dates and times for direct deliveries to the convention facility. Any shipments arriving prior to move-in will be refused and returned to the local trucking terminal.

Shipments received without receipts, freight bills, or specified unit counts on the receipts or freight bills, such as UPS or Fed-Ex, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by Freeman for such shipments. Weight tickets or Bills of Lading indicating weight **must** accompany freight delivery. The driver's signature on the show site receiving report will verify the total piece count and weight. Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Shipping Outbound section on the order 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.

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 labor 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.

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine® at: www.myfreemanonline.com/ShowMain.jsp?show=131064, is available for your convenience to order all Freeman Services. NOTE: The '**S**' and '**M**' in the word **ShowMain** must be capitalized. To access Freeman OnLine® for this show. When you are ready to place your order using Freeman Online, you will need to set up a User ID and a Password. To do this, you will be asked to provide the show number (**131064**), your booth number, and company telephone number. If you need assistance, please call 1-888-508-5054.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 313-393-0250.

WE APPRECIATE YOUR BUSINESS.