

SERVICE INFORMATION

EXHIBIT HALL CARPET

The exhibit area will be carpeted in tuxedo (Visqueen NOT included) and the aisles will be carpeted in black.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by [January 29, 2018](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Tuesday	February 13, 2018	12:00 p.m. - 5:00 p.m.	
	<i>Hall A - Freight move-in starting at Noon</i>		
	<i>Hall B - Freight move-in starting at 3:00 p.m.</i>		
	<i>Hall C - Freight move-in starting at 4:00 p.m.</i>		
	<i>Halls D-E - Freight move-in starting at 12:00 noon (Auto Dealers)</i>		
	<i>ABC Concourse - Freight move-in starting at 4:00 p.m.</i>		
Wednesday	February 14, 2018	8:00 a.m. - 5:00 p.m.	<i>Halls A-C</i>
Wednesday	February 14, 2018	12:00 p.m. - 4:00 p.m.	<i>Halls D-E (Non Auto Dealers)</i>
Thursday	February 15, 2018	8:00 a.m. -12:00 p.m.	

Please note that overtime starts at 4:30 p.m.

Exhibits must be show ready by Thursday, February 15, 2018 at 12:00 p.m.

Thursday	February 15, 2018	5:30 p.m. -11:00 p.m.	<i>Dancing With The Cars</i>
----------	-------------------	-----------------------	-------------------------------------

EXHIBIT HOURS

Friday	February 16, 2018	10:00 a.m. -10:00 p.m.
Saturday	February 17, 2018	10:00 a.m. -10:00 p.m.
Sunday	February 18, 2018	10:00 a.m. - 6:00 p.m.
Monday	February 19, 2018	10:00 a.m. - 6:00 p.m.

EXHIBITOR MOVE-OUT

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

Monday	February 19, 2018	6:00 p.m. -11:45 p.m.
Tuesday	February 20, 2018	8:00 a.m. - 5:00 p.m.
Wednesday	February 21, 2018	8:00 a.m. - 5:00 p.m.

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Wednesday, February 21, 2018 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 Wednesday, February 21, 2018 at 8:00 a.m.

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7975 fax (469) 621-5609
 FreemanWashingtonES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
 International Shipping Services or fax (469) 621-5810 or
 email exhibit.transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by January 29, 2018. 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 first 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 #
Pittsburgh International Auto Show
C/O Freeman
APA Exposition Services
20 39th Street
Pittsburgh, PA 15201

Freeman will accept crated, boxed or skidded material beginning Friday, January 12, 2018 at the above address. Material arriving after February 06, 2018 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. If required, provide your carrier with this phone number: 301-918-7975

Show Site Shipping Address:

Exhibiting Company Name / Booth #
Pittsburgh International Auto Show
David L. Lawrence Convention Center
C/O Freeman
1000 Fort Duquesne Boulevard
Pittsburgh, PA 15222

Freeman will receive shipments at the exhibit facility beginning Tuesday, February 13, 2018. 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. If required, provide your carrier with this phone number: 301-918-7975

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.

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 Labor 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 301-918-7975.

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 Washington Exhibitor Services at 301-918-7975 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 January 29, 2018.

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 you 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 [Pre-Show FAQ](#).

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

Call Freeman's Exhibitor Services department at 301-918-7975 with any questions or needs you may have.