



10 - 14 JANUARY 2016

NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER

NEW ORLEANS, LOUISIANA

### SERVICE INFORMATION

#### BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high blue and white back drape, 3' high blue side dividers and a 7" x 44" one-line identification sign.

#### EXHIBIT HALL CARPET

The exhibit area will not be carpeted; however, aisles will be carpeted tuxedo (a gray and black mix). Show management requires that all booths have carpeting or approved flooring to cover the concrete. Please see the enclosed carpet brochure and order form for options and rates on booth carpet with Freeman.

#### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of discount rates, place your order by **December 18, 2015**.

### SHOW SCHEDULE

#### EXHIBITOR MOVE-IN

Visit [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ) for more information & helpful hints on pre-show procedures and move-in.

Saturday	January 9, 2016	10:00 AM - 5:00 PM
Sunday	January 10, 2016	8:00 AM - 6:00 PM
Monday	January 11, 2016	8:00 AM - 2:00 PM

Installation must be complete by Monday, January 11, 2016 at 2:00 PM.

**All labor and material handling services performed on Saturday or Sunday will have overtime charges applied.**

#### EXHIBIT HOURS

Monday	January 11, 2016	4:00 PM - 5:30 PM	<i>International Walk-Around</i>
Monday	January 11, 2016	5:30 PM - 7:30 PM	<i>Ribbon Cutting at 5:30 PM</i>
Tuesday	January 12, 2016	9:00 AM - 6:00 PM	
Wednesday	January 13, 2016	9:00 AM - 6:30 PM	
Thursday	January 14, 2016	9:00 AM - 12:00 PM	

#### EXHIBITOR MOVE-OUT

Visit [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ) for more information & helpful hints on post-show procedures and move-out.

Thursday	January 14, 2016	12:00 PM - 6:00 PM
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Per Show Management rules, dismantling before 12:00 PM on Thursday, January 14 is not allowed. All materials must be removed from the exhibit facility by 6:00 PM on Thursday, January 14. Exhibitors dismantling or leaving early will be assessed a \$500 penalty by AMS.

**All labor and material handling services performed after 5:00 PM will have overtime charges applied.**

#### DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Thursday, January 14, 2016 at 6:00 PM**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Thursday, January 14, 2016 at 4:00 PM**.

#### POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material handling agreement and labels in advance. 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  
 1000 Elmwood Park Blvd.  
 New Orleans, LA 70123  
 (504) 731-6137 Fax (469) 621-5612  
 FreemanNewOrleansES@freemanco.com

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](http://www.freemanco.com/store) by December 18, 2015.** 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.freemanco.com/store](http://www.freemanco.com/store) 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 (512) 982-4186 Local & International.

SHIPPING INFORMATION

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
**AMERICAN METEOROLOGICAL SOCIETY ANNUAL MEETING**  
 C/O Freeman  
 905 Sams Ave.  
 New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning **Thursday, December 10, 2015**, at the above address. Material arriving after **December 31, 2015** will be received at the warehouse with an additional after deadline charge. Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
**AMERICAN METEOROLOGICAL SOCIETY ANNUAL MEETING**  
 C/O Freeman  
 Ernest N. Morial Convention Center  
 900 Convention Center Blvd.  
 New Orleans, LA 70130

\*\*PLEASE NOTE THAT ALL VEHICLES DELIVERING MATERIALS TO THE CONVENTION CENTER MUST REPORT TO THE MARSHALLING AREA AT 1221 SOUTH PETERS ST., LOT B, TO OBTAIN A DOCK PASS. THIS INCLUDES PRIVATELY OWNED VEHICLES (CARS, TRUCKS, VANS, ETC.) WHO CHOOSE TO UNLOAD THEIR OWN MATERIALS AT THE ESTABLISHED UNLOADING AREA. NO VEHICLE WILL BE ALLOWED TO THE DOCK AREA WITHOUT A PASS.

Freeman will receive shipments at the exhibit facility beginning **Saturday, January 9, 2016**. 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.

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 504-731-6137.

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 New Orleans Exhibitor Services at 504-731-6137 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (512) 982-4186 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of discount rates, place your order by **December 18, 2015**.

#### 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.

Per show management, children under the age of 16 are not permitted in the exhibit hall during installation and dismantle.

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 [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at 504-731-6137 with any questions or needs you may have.