SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high blue backwall drape, 3’ high blue side dividers and a 7” x 44” one-line identification sign.

A special discounted Furnishings Package is being offered to exhibitors. Please refer to the enclosed form for further details. The Furnishings Package is available until the discount deadline date of MONDAY, MAY 11, 2015.

EXHIBIT HALL CARPET
The exhibit area is NOT carpeted; however, the aisles will be carpeted in blue.
Exhibitors are required to carpet their booth area. Rental Carpet is available through Freeman.
Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by MONDAY, MAY 11, 2015.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.
Sunday May 31 8:00 A.M. - 3:00 P.M.
All exhibits must be fully installed by 3:00 P.M., Sunday, May 31, 2015.

EXHIBIT HOURS
Sunday May 31 7:30 P.M. - 9:30 P.M.
Monday June 1 9:00 A.M. - 5:00 P.M.
Tuesday June 2 9:00 A.M. - 5:00 P.M.
Wednesday June 3 9:00 A.M. - 5:00 P.M.
Thursday June 4 9:00 A.M. - 2:30 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 June 4 2:30 P.M. - 10:00 P.M.
Friday June 5 8:00 A.M. - 10:00 A.M.

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by 10:00 A.M., Friday, June 5, 2015.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by 9:00 A.M., Friday, June 5, 2015.

SHIPPING INFORMATION
Warehouse shipping address:
ASMS ANNUAL CONFERENCE
Exhibiting Company Name
Booth # ________
FREEMAN
c/o UPS WAREHOUSE
8500 N. Hall Street
St. Louis, MO 63147

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to America’s Center and NOT to Freeman’s Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning Monday, May 4, 2015 at the above address. Materials arriving after Friday, May 22, 2015 will be received at the warehouse with an additional after deadline charge.
Warehouse receiving hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.
Show site shipping address:
ASMS ANNUAL CONFERENCE
Exhibiting Company Name
Booth # __________
c/o FREEMAN
America’s Center
701 Convention Plaza
St. Louis, MO 63101

NOTE: To check the arrival of warehouse shipments please phone: (314) 388-7200
Steve Moore, Office Manager
c/o UPS WAREHOUSE
Curt Mason, UPS Rep.: 708-691-5221

Freeman will receive shipments at the above address beginning Sunday, May 31, 2015. 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.

HOSPITALITY SUITE INFORMATION

RENAISSANCE HOTEL SCHEDULE

3-NIGHT HOSPITALITY SUITE RENTALS MOVE-IN
Sunday May 31, 2015 8:00 A.M. - 5:00 P.M.

3-NIGHT HOSPITALITY SUITE RENTALS MOVE-OUT
Thursday June 4, 2015 8:00 A.M. - 1:00 P.M.

Please note that the 1-night and 2-night suite rentals will receive separate specific move-in & move-out instructions.

HOSPITALITY SUITE SHIPPING INFORMATION

Warehouse shipping address:
ASMS ANNUAL CONFERENCE
Exhibiting Company Name
Suite # __________
c/o FREEMAN
FREEMAN
c/o UPS WAREHOUSE
8500 N. Hall Street
St. Louis, MO 63147

To ensure prompt and accurate delivery of your shipment, all Hospitality Suite shipments must be shipped to the Warehouse Shipping Address and should be packaged and labeled separately from your booth shipment materials. Labor charges may apply to move your materials if not shipped separately.

Freeman will accept crated, boxed or skidded materials beginning Monday, May 4, 2015 at the above address. Materials arriving after Friday, May 22, 2015 will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.

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.

LOADING DOCK
The hotel Loading Dock is located on 10th Street between St Charles and Locust Street for access. For outbound purposes, the dock will accommodate a trailer up to 45’ in length and 13’7” in height motored by a city tractor only, no sleepers. The loading dock is served by one freight elevator outlined below. If your carrier’s truck/trailer is larger than the above measurements or you require a stacked shipment, your freight will have to be loaded on the street by forklift and additional fees will apply.

FREIGHT ELEVATOR
Dimensions: 6’ W x 9’ D x 7’6” H
Capacity: 6,000 lbs
SERVICE CENTER HOURS
We will have staff available at show site at the Exhibitor Service Center as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>May 31</td>
<td>8:00 A.M. - 9:30 P.M.</td>
</tr>
<tr>
<td>Monday</td>
<td>June 1</td>
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<td>June 5</td>
<td>8:00 A.M. - 10:00 A.M.</td>
</tr>
</tbody>
</table>

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
8201 West 47th Street
McCook, IL  60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

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

FREEMAN ONLINE®
Order early to take advantage of advance order discount rates, place your order by MONDAY, MAY 11, 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 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 (1-888-508-5054).

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 (773) 473-7080.

WE APPRECIATE YOUR BUSINESS!