

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' Standard Booth will be set with 8' high royal blue, gray and black back drape, 36" high royal blue side divider drape, and a 7" x 44" one-line identification sign.

Each 10' x 20' Split Island/Premium Booth (marked with a "P" on Floor Plan) will be set with 8' high royal blue, gray and black drape for the full length of the booth with no line of sight requirements and no side divider drapes and a 7" x 44" one-line identification sign.

Each 20' x 20' Island Booth will be set with perimeter marking and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit / booth area is NOT carpeted. See optional booth package below. Aisles will be carpeted in tuxedo (black/gray mix).

OPTIONAL BOOTH PACKAGE

This optional package was offered at a discount and must be pre-purchased through the Texas Food & Fuel Expo. The optional packages includes 9'x10' classic black booth carpet, one 6'x30" gray skirted table, two standard side chairs, one wastebasket, and one time general booth cleaning/vacuuming prior to the opening of the show. This package is not being offered through Freeman and arrangements must be made through Show Management (dana@txgca.org) before July 12, 2010, to receive the discounted rate.

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 July 12, 2010.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

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	July 25, 2010	8:00 AM	-	5:00 PM
Monday	July 26, 2010	7:30 AM	-	10:30 AM

EXHIBIT HOURS

Monday	July 26, 2010	11:00 AM	-	4:00 PM
Tuesday	July 27, 2010	11:00 AM	-	3:00 PM

EXHIBITOR MOVE-OUT

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

Tuesday	July 27, 2010	3:00 PM	-	7:00 PM
---------	---------------	---------	---	---------

CART SERVICE

New this year - Cart Service for Privately Owned Vehicles will be offered. Please [CLICK HERE](#) for the POV Cart Service form for complete details.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers once aisle carpet is removed.
- All exhibitor materials must be removed from the exhibit facility by Tuesday, July 27, 2010 at 7:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Tuesday, July 27, 2010 at 5:00 PM.

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 REFER TO THE MATERIAL HANDLING SHEET FOR CHARGES.

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
 TEXAS FOOD & FUEL EXPO
 C/O Freeman
 5130 Cash Rd
 Dallas, Texas 75247

Freeman will accept crated, boxed or skidded material beginning **Friday, June 25, 2010** at the above address. Material arriving after **Tuesday, July 20, 2010** will be received at the warehouse with an additional after deadline charge.

THE WAREHOUSE WILL RECEIVE SHIPMENTS MONDAY THRU FRIDAY BETWEEN 8:00 AM AND 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
 TEXAS FOOD & FUEL EXPO
 C/O Freeman
 Gaylord Texan
 1501 Gaylord Trail
 Grapevine, Texas 76051

Please keep in mind not all carriers will ship on Sunday, therefore, you may need to ship in advance directly to the warehouse.

Freeman will receive shipments at the exhibit facility beginning **Sunday, July 25, 2010**. 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.

FREEMAN ONLINE®

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.

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 (214) 634-1463.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

8801 Ambassador Row
 Dallas, TX 75247
 (214) 634-1463 fax (469) 621-5601
 email: FreemanDallasES@freemanco.com

FREEMAN AUDIO VISUAL SERVICES, INC.

4545 W. Davis Street
 Dallas, TX 75211
 (214) 623-1300 fax (214) 337-5631

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (214) 615-6515

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 Dallas Exhibitor Services at 214-634-1463 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 deadline dates.

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.

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 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 214-634-1463 with any questions or needs you may have.