

HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

EASY IS NICE, ON ANY DEVICE.

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

BOOTH EQUIPMENT

Each 2x3 Standard Booth Package space will be set with Black velcro compatible panels. If you have ordered a Standard Booth Package from APEX, your booth space will include the following items:

- (3) 1m (3.2 ft) wide x 2.4m (8 ft) high backwalls
- (2) 2m (6.56 ft) wide x 2.4m (8 ft) high sidewalls
- (1) 3 meter fascia header to include company name and stand # in black lettering
- (1) Blue booth carpet (Padding not included.
Please refer to the Carpet Order Form to order padding.)
- (1) 30"H X 36"W Round Table
- (2) Side chairs
- (1) Wastebasket

Freeman will custom design and construct booth units. Rates for these services are available upon request. Please call Exhibitor Support at (888) 508-5054 for an estimate.

Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

EXHIBIT HALL CARPET

The aisles will be carpeted in Blue. To enhance the appearance of your booth, rental carpet is available. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by 01 November 2021.

Orders received after the deadline will incur additional charges ranging from 30% to 50%, depending on the service.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

| | | | |
|---------|------------------|---------------|--|
| Sunday | 28 November 2021 | 08:00 - 20:00 | Exhibitors with space 15 sq. m. & over |
| Monday | 29 November 2021 | 08:00 - 20:00 | All Exhibitors |
| Tuesday | 30 November 2021 | 08:00 - 17:00 | All Exhibitors |

Aisle Carpet will be laid promptly at 20:00 on 30 November, and any booths that cause a delay will incur the charges of the delay.

Shipments received at show site anytime on Saturday or Sunday and after 16:30 on Friday and Monday will be assessed overtime charges. Please refer to the labor specific order forms for overtime rates.

EXHIBIT HOURS

| | | | | |
|-----------|------------------|-------|---|-------|
| Wednesday | 01 December 2021 | 09:00 | - | 17:00 |
| Thursday | 02 December 2021 | 09:00 | - | 17:00 |

EXHIBITOR MOVE-OUT

| | | | | |
|----------|------------------|-------|---|-------|
| Thursday | 02 December 2021 | 17:30 | - | 22:00 |
| Friday | 03 December 2021 | 08:00 | - | 22:00 |

We will begin returning empty containers once the aisle carpet is removed.

Outbound shipments after 16:30 on Thursday will be assessed overtime charges. Please refer to the labor specific order forms for overtime rates.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by **Friday 03 December 2021 at 22:00**.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Friday 03 December 2021 at 18:00**.

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 08:00 - 17:00. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

POST SHOW PAPERWORK AND LABELS

Exhibitor Support 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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call Exhibitor Support at (888) 508-5054 for an estimate.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

(888) 508-5054 Fax (469) 621-5602
ExhibitorSupport@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
Exhibit.Transportation@freeman.com

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **01 November 2021**. 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.

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 Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Please note that our warehouse will be closed Thursday, November 11, 2021 in observance of the holiday.

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
APEX EXPO 2021
 C/O FREEMAN
 3456 E. MIRALOMA AVE
 ANAHEIM, CA 92806

Freeman will accept crated, boxed or skidded material beginning **Monday 01 November 2021**, at the above address. Material arriving after **Monday 22 November 2021** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazard-ous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 08:00 - 15:30. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
APEX EXPO 2021
 C/O FREEMAN
 LONG BEACH CONVENTION CENTER
 300 E OCEAN BLVD
 LONG BEACH, CA 90802

NOTE: All Common Carriers and Van Lines should report to the Driver Check-In. (See enclosed map.) Certified Weight Tickets must accompany all shipments.

Freeman will receive shipments at the exhibit facility beginning **Sunday 28 November 2021 for Exhibitors with space 15 sq. m. & over and Monday 29 November 2021 for All Exhibitors**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman 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.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

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 Exhibitor Support at (888) 508-5054.

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 Exhibitor Support at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by 01 November 2021.

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.

Children less than 18 years old will not be allowed on the exhibition floor at any time, either during exhibit set-up, show hours, or tear down.

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 (EACs). Thank you for your cooperation

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.