

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
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FreemanLasVegasES@freemanco.com

SAP TechEd 2011

Conference Dates: September 12-16, 2011
Exhibit Hall Dates: September 13-15, 2011
The Venetian/Palazzo Congress Center
Las Vegas, Nevada

SERVICE INFORMATION

EXHIBITOR BOOTHS

Gold Plus, Gold, Silver and Pod level exhibitors will be provided with a booth structure. For complete information, please refer to the specific graphic panel instruction documents located in the SAP TechEd Exhibitor Manual. All Platinum level exhibitors are responsible for providing their own booth property.

EXHIBIT HALL CARPET

The entire exhibit area will be carpeted.

Platinum level exhibitors may order additional carpet colors through Freeman. Please contact your exhibit manager for the order form. Carpet ordered from Freeman will be installed on top of the existing hotel carpet.

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 **AUGUST 29, 2011**.

Save money by ordering labor in advance. All 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.

Monday	September 12, 2011	12:00 p.m.	-	7:00 p.m.
Tuesday	September 13, 2011	8:00 a.m.	-	10:00 a.m.

All exhibits must be fully installed by **Tuesday, September 13 at 10:00 a.m.**

EXHIBIT HOURS

Tuesday	September 13, 2011	11:30 a.m.	-	3:00 p.m.
Tuesday	September 13, 2011	6:00 p.m.	-	8:00 p.m.
Wednesday	September 14, 2011	11:30 a.m.	-	3:00 p.m.
Thursday	September 15, 2011	11:30 a.m.	-	3:00 p.m.

The Exhibit Hall Schedule is subject to change.

EXHIBITOR MOVE-OUT

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

Thursday	September 15, 2011	3:00 p.m.	-	6:30 p.m.
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PLEASE NOTE: All show site freight received after 5:00 p.m. on Monday, September 12, will be charged for Inbound Overtime. All outbound freight loaded after 5:00 p.m. on Thursday, September 15, will be charged for Outbound Overtime. Labor for move-in after 5:00 p.m. on Monday, September 12, will be charged on Overtime. Labor for move-out after 5:00 p.m. on Thursday, September 15, will be charged on Overtime. Please refer to the appropriate order form(s) for rates.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **Thursday, September 15 at 6:30 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to 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, September 15 at 4:30 p.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 Material Handling section on the order 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 pick-up of your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1400 Fax: (469) 621-5604

FREEMAN EXHIBIT TRANSPORTATION
Ph: (800) 995-3579 Fax: (469) 621-5810

SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

Monday	September 12, 2011	12:00 p.m.	-	7:00 p.m.
Tuesday	September 13, 2011	8:00 a.m.	-	6:00 p.m.
Wednesday	September 14, 2011	8:00 a.m.	-	3:00 p.m.
Thursday	September 15, 2011	8:00 a.m.	-	7:00 p.m.

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.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).

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name _____ / Booth # _____

SAP TechEd 2011
C/O FREEMAN
6675 West Sunset Road
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **AUGUST 12, 2011** at the above address. Materials arriving after **SEPTEMBER 2, 2011** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**

Showsite shipping address:

Exhibiting Company Name _____ / Booth # _____

SAP TECHED 2011
C/O FREEMAN
The Venetian/Palazzo Congress Center
3355 Las Vegas Blvd South
Las Vegas, NV 89109

FREEMAN will receive shipments at the exhibit facility beginning at **8:00 A.M. on SEPTEMBER 12, 2011**. 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: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

This show will be marshalled. Please see marshalling yard map in this service manual.

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

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 Freeman Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

WE APPRECIATE YOUR BUSINESS.
(245081)

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 Las Vegas Exhibitor Services at (702) 579-1700 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 **AUGUST 29, 2011**.

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 (702) 579-1700 with any questions or needs you may have.