

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

1701 Lebanon Pike Circle
 Nashville, TN 37210
 (615) 884-5785 fax (469) 621-5615
 FreemanNashvilleES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or (817) 607-5100 Local & International fax (469) 621-5810

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by March 04, 2014.

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 (888)508-5054 US and Canada or (817) 607-5000 Local and International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
NATL SOCIETY OF BLACK ENGINEERS 40TH ANNUAL CONV
C/O Freeman
1701 Lebanon Pike Circle
Nashville, TN 37210

Freeman will accept crated, boxed or skidded material beginning February 21, 2014 at the above address. Material arriving after March 18, 2014 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
NATL SOCIETY OF BLACK ENGINEERS 40TH ANNUAL CONV
C/O Freeman
GAYLORD OPRYLAND RESORT & CONV CTR
2815 Opryland Drive
Nashville, TN 37214

Freeman will receive shipments at the exhibit facility beginning Tuesday, March 25, 2014. 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 are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items delivered by the exhibitor and items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.