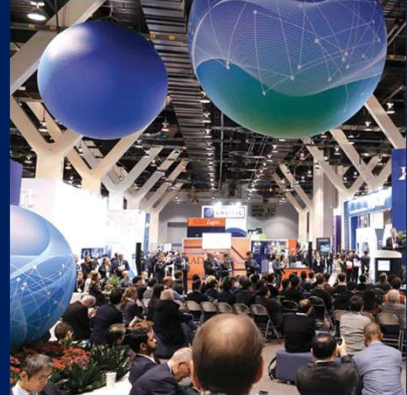


RSNA

2022 – McCORMICK PLACE CHICAGO, IL

EXHIBITOR EDUCATION WEBINAR SESSION: SEPTEMBER 7, 2022

Freeman¹



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Agenda

- 01 Accessing Your Online Resources
- 02 Show Services Overview
- 03 Shipping and Material Handling
- 04 Important Show Information
- 05 On-Site Tips

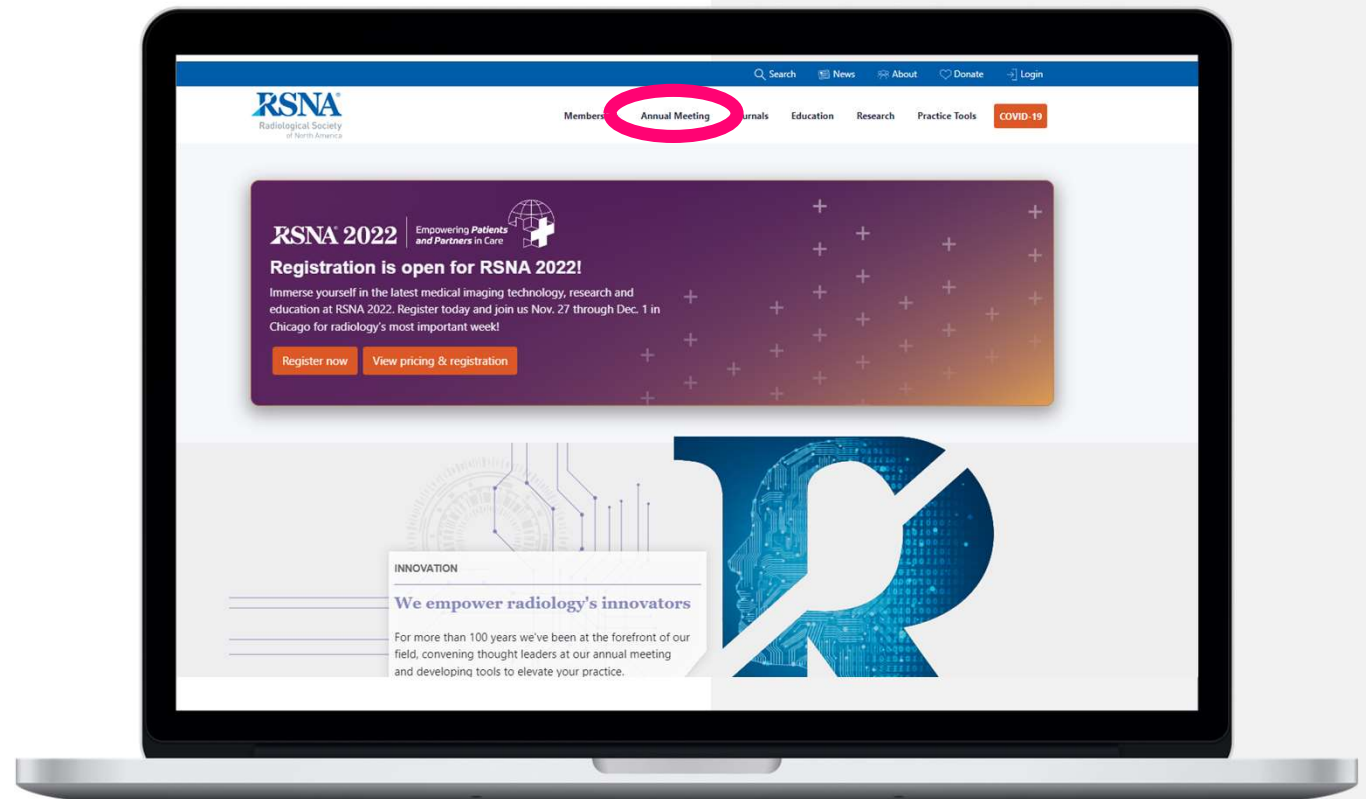
Pre-show Planning

Begin 45+ days from the 1st move-in date

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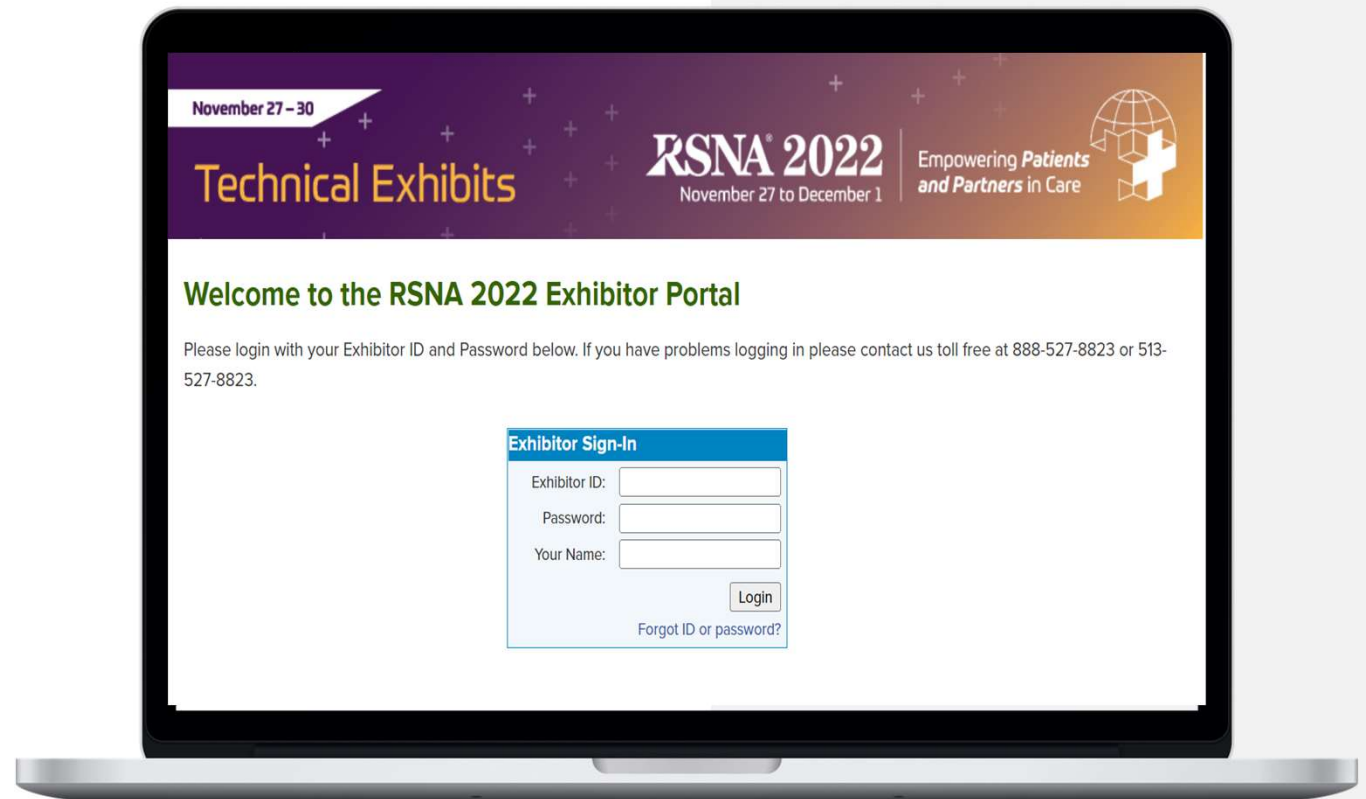
www.RSNA.org

- Select Annual Meeting
- Select Exhibitors & Sponsors from menu



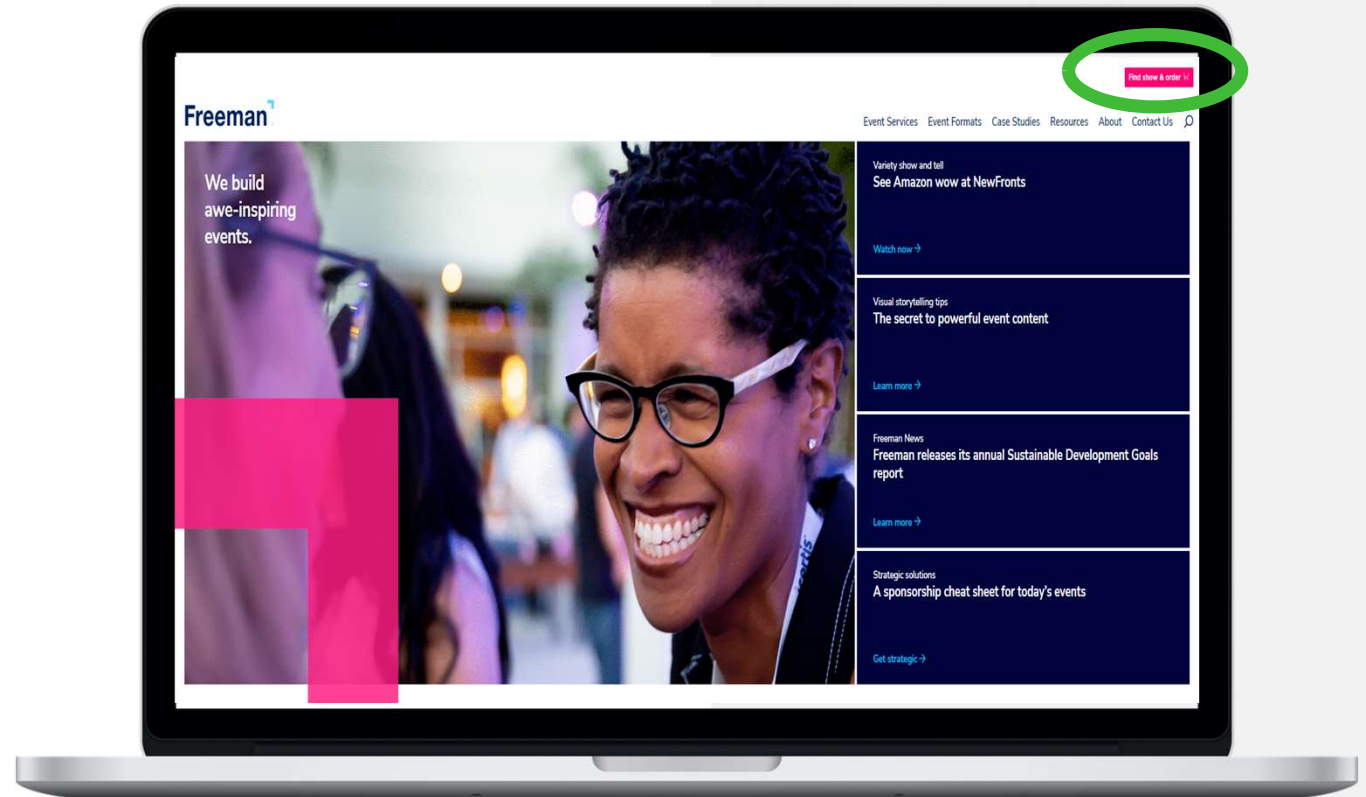
www.RSNA.org

- Select Annual Meeting
- Select Exhibitors & Sponsors from menu
- Select topics from Exhibitor Resources tiles



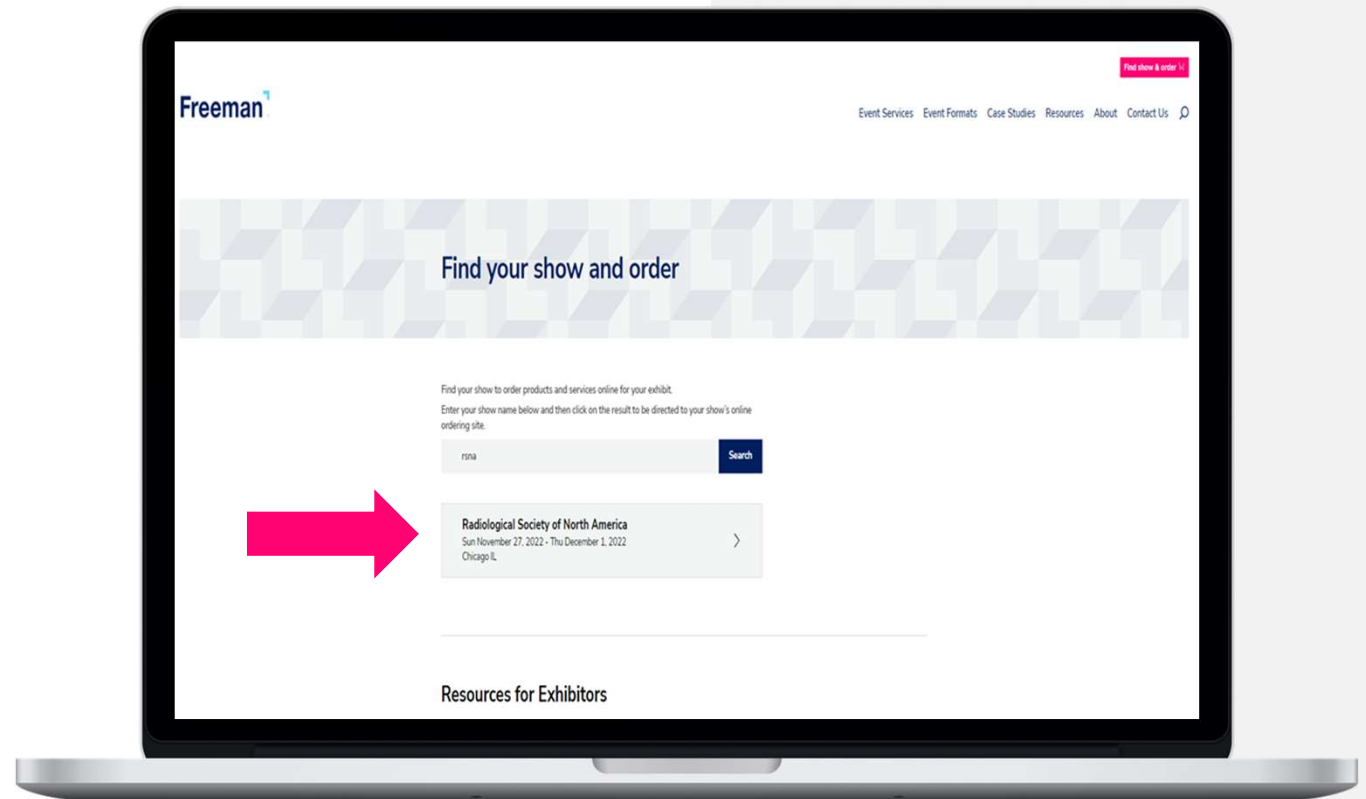
Freeman.com Site

- Find Show & Order

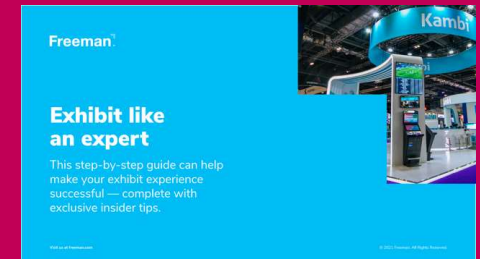
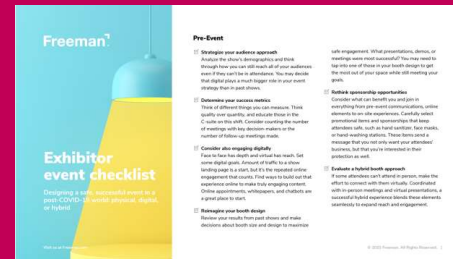


Freeman.com Site

- Find Show & Order
- Search RSNA



Exhibitor education materials







FreemanOnline[®]

Order services, invoices, contact us
and additional resources

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Account creation



Welcome to FreemanOnline
Exhibitor Ordering Made Easy

Find Your Show

Show Name or Abbreviation

Show Name or Abbreviation

Search

Login below or [Create an Account](#)

Email or Username

trimbc

Password

***** [Show](#)

[Forgot Username or Password?](#)

Logging in to the system requires you to accept our [Terms of Use](#) and [Privacy Policy](#).

Log In

Find Your Company [Need Help Finding Your Company?](#)

Search for your company name below by entering all or part of your company name. You can also search by show or your customer number.

**Required Field*

COMPANY NAME*

COUNTRY

USA

STATE

Select One

[+ See More](#)

[Search](#) [Search by Show](#) [Search by Customer Number](#)

Show services

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Freeman: official service contractor

Flooring

Furnishings

Cleaning
services

Ground
rigging and
equipment

Electrical and
utilities

Signage and
graphics

Hanging
signs and
rigging

Audio visual
products

Exhibit
Rentals

Install and
dismantle
labor services

Material
handling
services

Shipping
services

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Flooring



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Furnishings



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Furnishing offerings

Comfortable and Safe Networking Options

Powered Seating and Tables

Soft Seating and Accent Tables

Café and Bar Tables

Health and Safety Products

Conference Room and Storage Options

Rental exhibits

Small, medium, or large — go from idea to exhibit with ease.



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Rental exhibit offerings

Self-Serve
Furnishing Packages



Self-Serve Rental
Exhibit Packages



Modular Exhibit
Collection



Custom
Exhibits



Signage and graphics

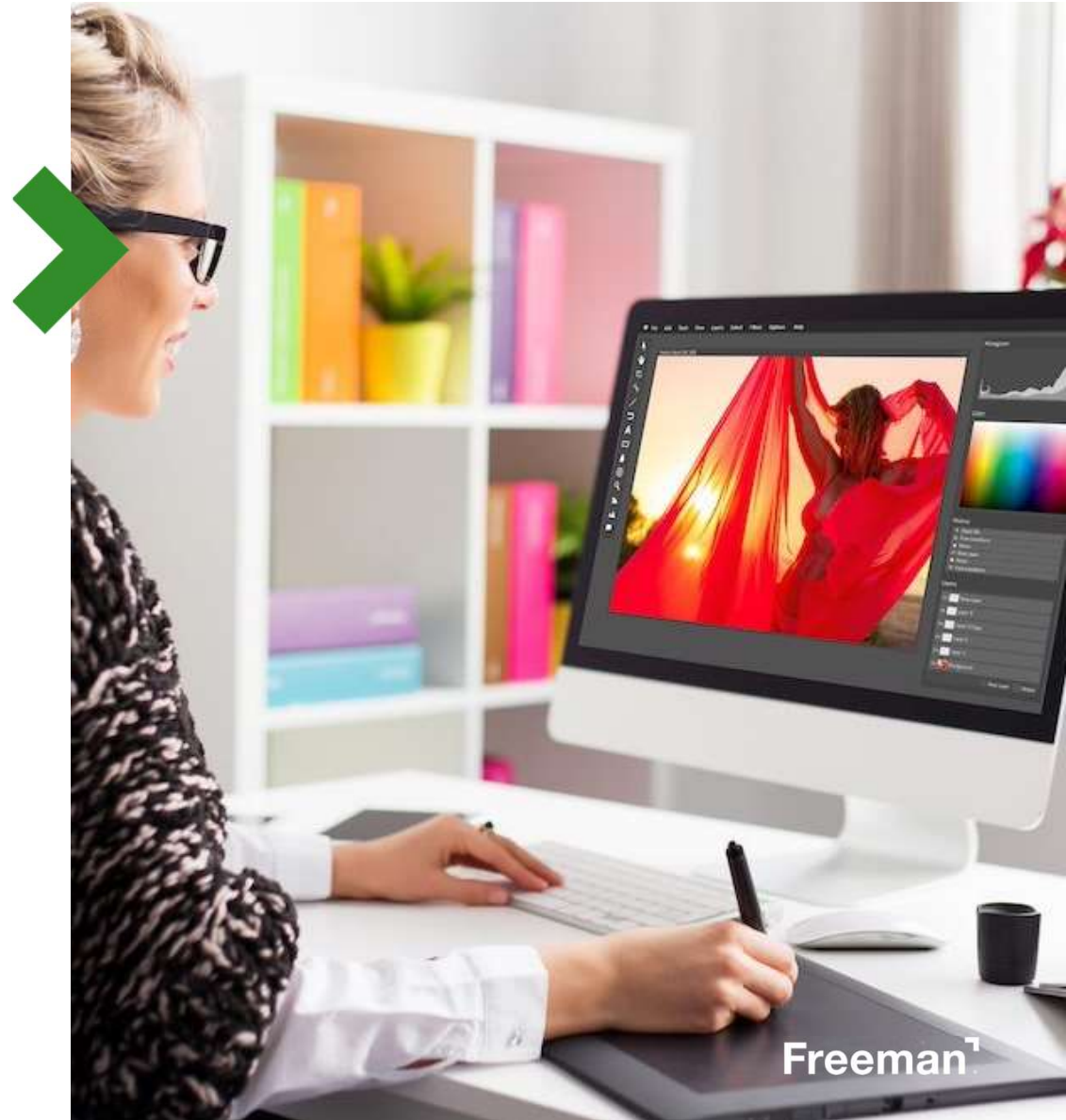


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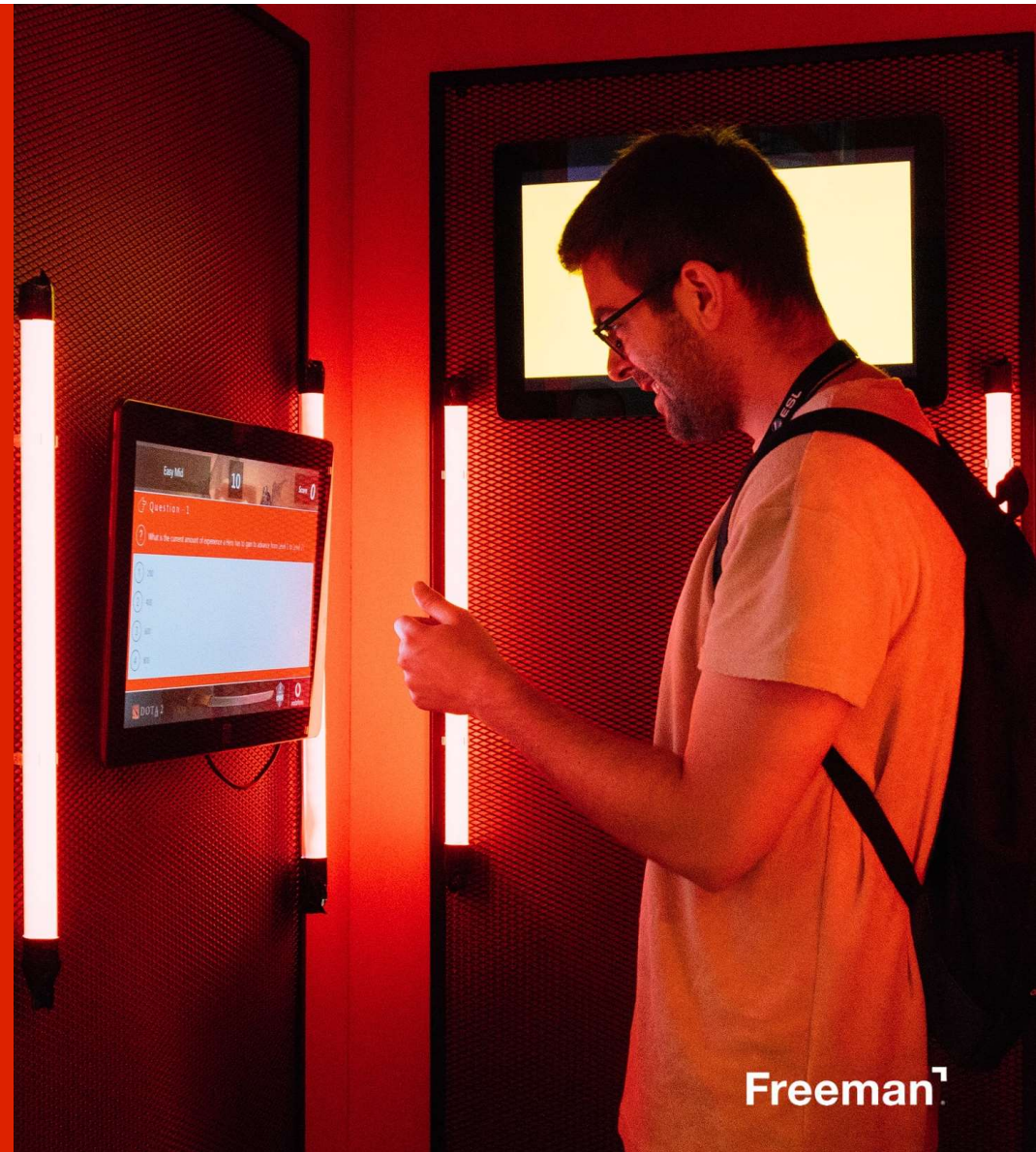
Signage and graphics

Ordering tips

- Visit FreemanOnline® for pre-designed display signage options
- Freeman offers custom design options
- Materials include vinyl decals, foamboards, fabric, hanging signs, floor decals and more



Audio visual services

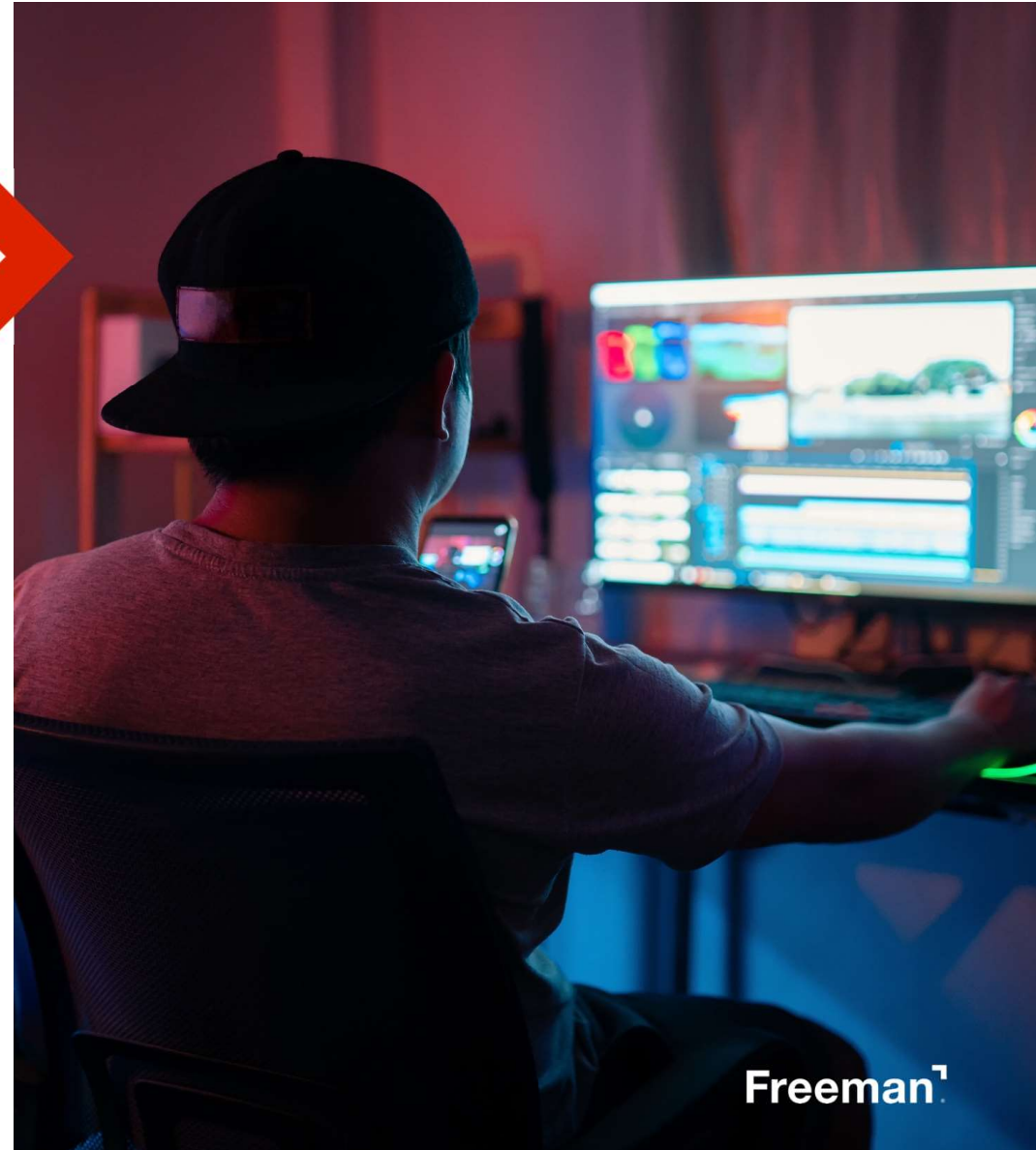


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Audio visual services

Ordering tips

- Internet and electrical services not included in equipment pricing
- Pricing is for the length of the event and includes product delivery
- Once ready for delivery, notify the Exhibitor Service Center



Hanging signs and overhead rigging



Hanging signs and overhead rigging

Ordering tips

- Check exhibit hall rules and guidelines
- Rate is per person/per hour
- Start time guaranteed only at the start of each working day; One hour min. & ½ hour increments thereafter
- Exhibitors must submit a signed **Structural Integrity form**; include **set-up instructions** with the order form and with sign crates
- Arrange for shipping to the **advance warehouse**, use the **Hanging Sign Shipping Label**



Cleaning services

Keeping your exhibit clean, safe and ready for customers



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Electrical and utilities

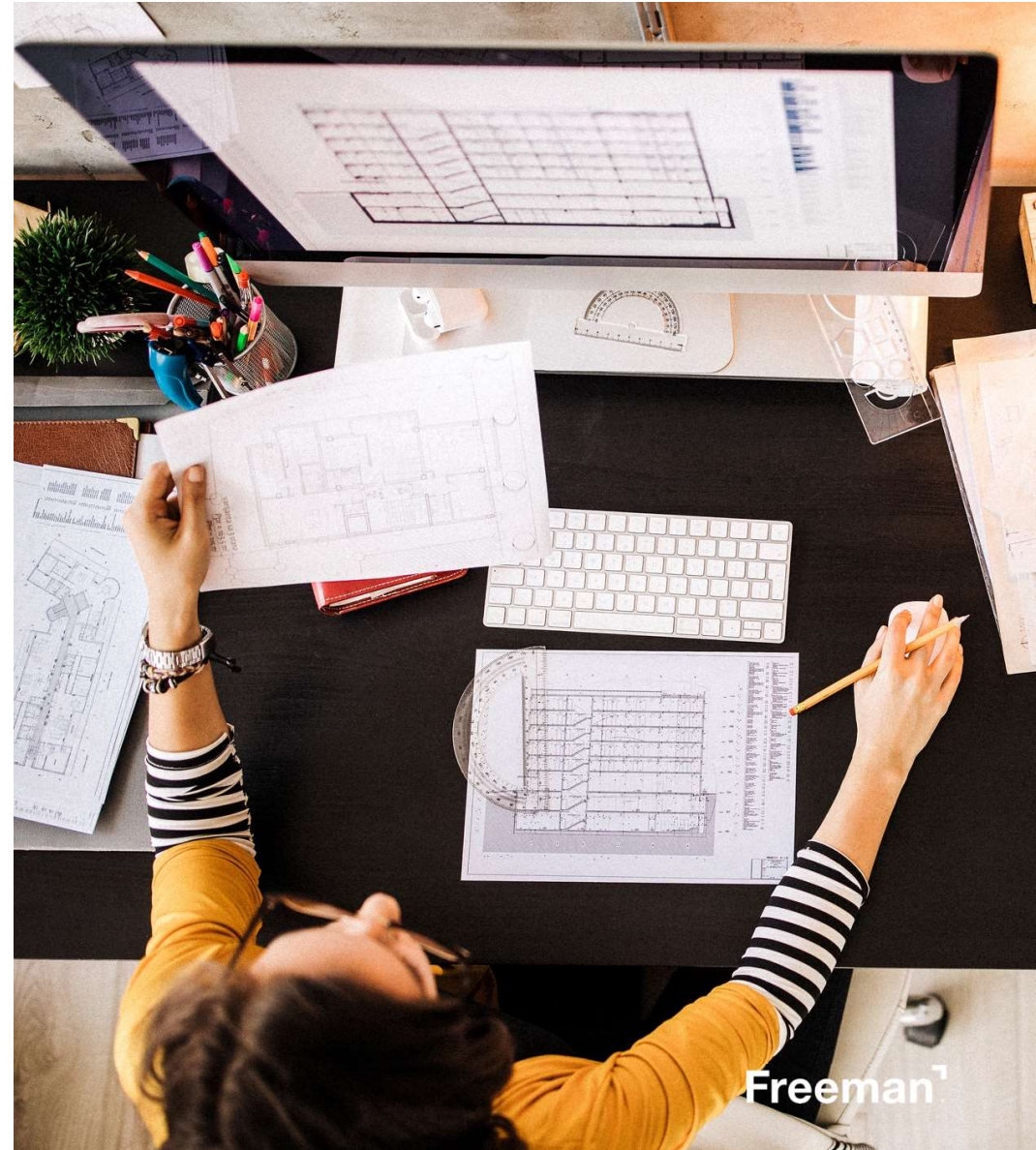


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Electrical and Utilities

Ordering tips

- Order in advance for best price; installed prior to your arrival
- Provide complete information, including floorplan, booth orientation, location and load of main power drop, and on-site contacts
- Access helpful resources on FreemanOnline® like usage guides



Labor services



Labor jurisdictions

Permitted:

- An exhibitor or full-time company employee may do work within their booth

Excluded:

- The use of forklifts, pallet jacks, condors, scissor lifts, motorized dollies or hydraulic equipment is not permitted.



Labor services

Ordering tips

- Order form pricing is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day
- Check-in at Exhibitor Service desk for labor calls not requested for the start of the working day
- If you need to cancel labor, it must be completed in writing; 24 hr in advance
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared



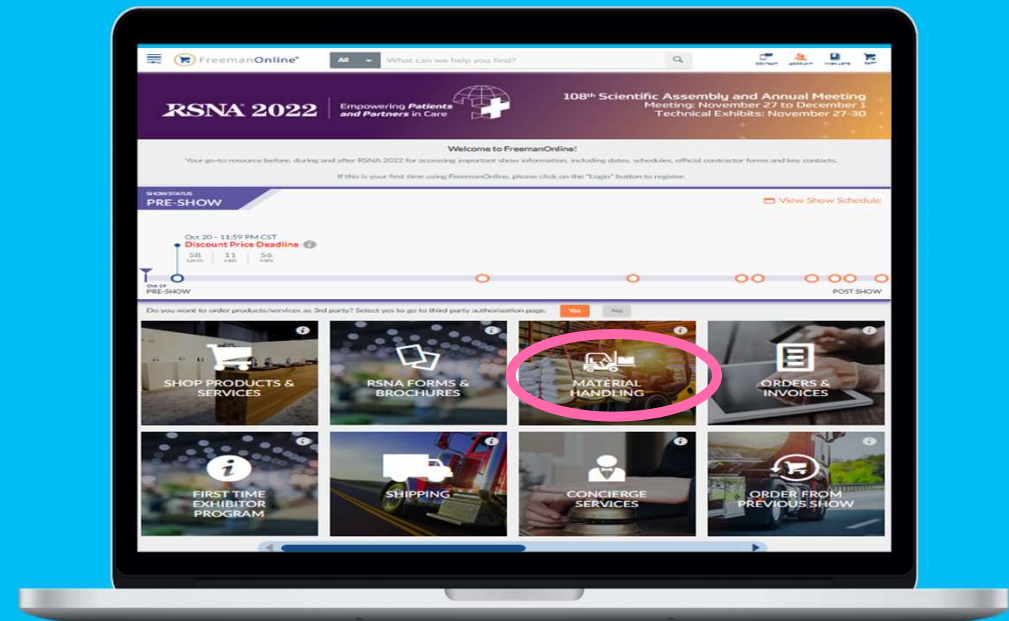
Material handling services



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Material Handling & Labels

- Access Material Handling section
 - Shipping labels: shipping labels to the warehouse and/or show site
 - Hanging Sign Shipping Labels
 - Estimate Material Handling
 - Outbound Paperwork
- Refer to the Quick Facts page for schedule
- Contact us if your freight is oversized
- Prioritize hanging signs to Advance Warehouse separate from display
- Materials should be insured full duration (time they leave your firm until they are returned)



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Material handling simplified

- Per-pound pricing allows for ease of budgeting with no surcharges
- Shipments 10lbs and under are free
- Smaller zones for a shorter and more accurate empty return time



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ASUV

McCormick Place allows exhibitors to unload/load from Privately Owned Vehicles also known as ASUV (Automobile and Small Utility Vehicle)

For more information:

<https://www.mccormickplace.com/exhibitors/asuv/>

- Accessed by way of the Marshalling Yard
- Self-Loading/Unloading
- Hand Carry Items from Parking Lot
- Personal Automobiles
- Unload <20 minutes
- Small Utility vehicles
- Non-motorized
- Non-hydraulic
- Hand Trucks permitted
- Hand dollies permitted

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Empty Storage

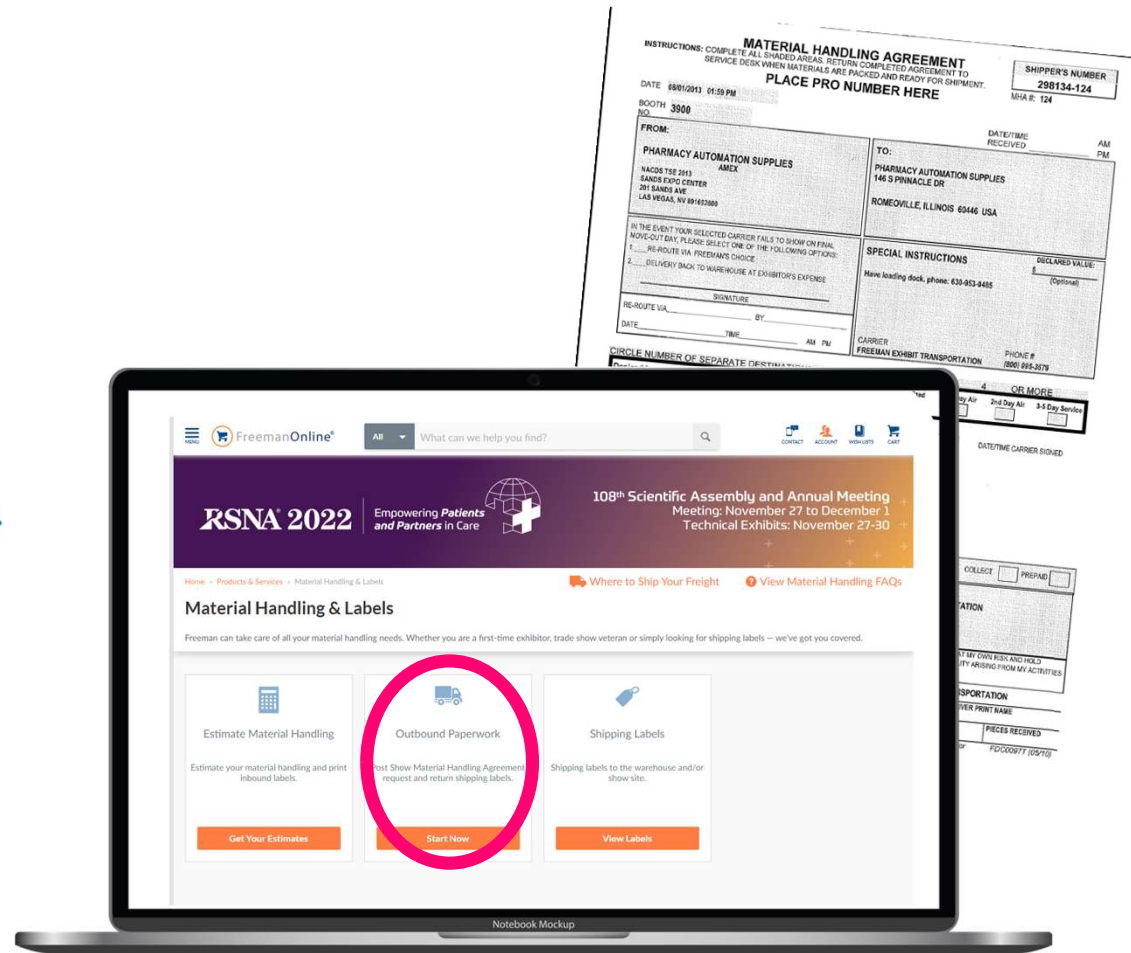
During move-in

- Tag cartons, fibers, and crates with “Empty” stickers
- Empty cartons and cases must be removed from booth
- Review “Clean Floor Policy” located on **FreemanOnline®**

During move-out

- Empty containers begin returning at close of show once aisle carpet is removed
- Freeman-supervised labor available to pack your booth
- Review “Move-Out Bulletin” located on **FreemanOnline®** or available at the **Exhibitor Service Center**

Outbound Material Handling Form



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Shipping services

- Shipments originating from countries other than the US must be cleared through customs
- Review dates for advance warehouse, show site, target dates and check-in times when confirming with shipper
- Freeman transportation specialist available for custom quotes

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Important show information



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Important Deadline Dates & Times



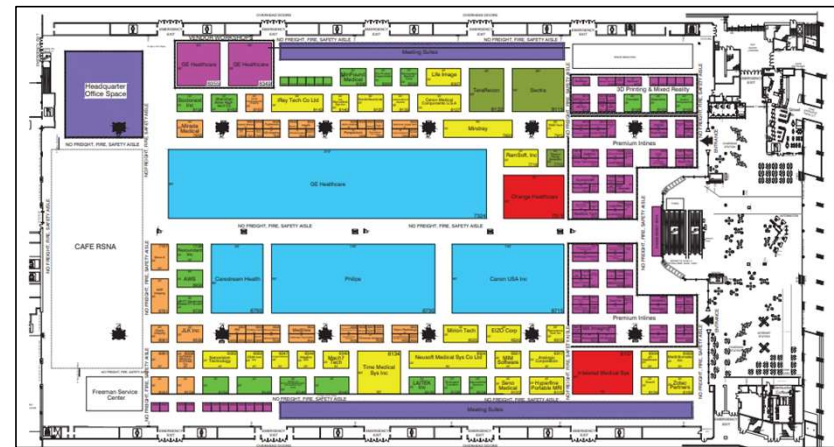
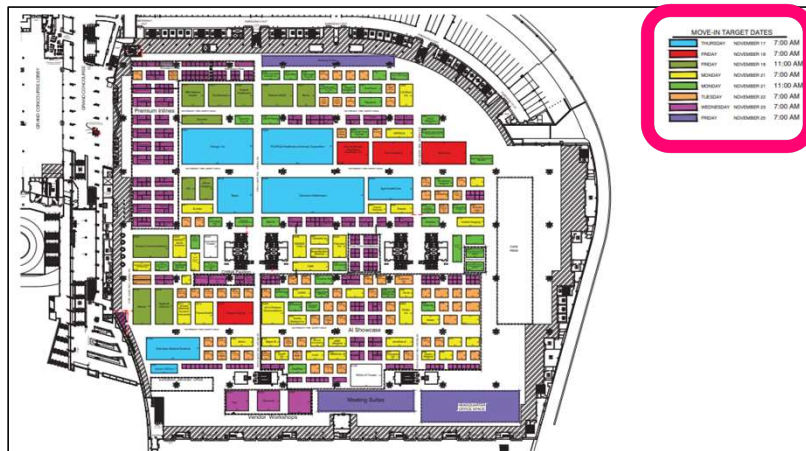
EXHIBITOR MOVE-IN

Thursday, November 17	8 AM - 4:30 PM (Targeted)
Friday, November 18	8 AM - 4:30 PM (Targeted)
Saturday, November 19 (No Freight Deliveries)	8 AM - 4:30 PM
Sunday, November 20	HALL IS DARK
Monday, November 21	8 AM - 4:30 PM (Targeted)
Tuesday, November 22	8 AM - 4:30 PM (Targeted)
Wednesday, November 23	8 AM - 4:30 PM (Targeted)
Thursday, November 24	HALL IS DARK
Friday, November 25	8 AM - 4:30 PM (Targeted)
Saturday, November 26	8 AM - 4:30 PM

IMPORTANT:

- No Freight Deliveries will be accepted on Saturday, November 19th
- No move-in activities on Hall Dark Days
- Overtime rates will apply on Saturday, November 19 & 26 (Move-In)
- Target exhibit space completed by Saturday, November 26th 4:30 PM

Assigned Target Dates & Times



- Assigned target dates available on FreemanOnline® and www.rsna.org
- For show site shipments target dates apply to display & exhibit materials not product
- The target date & time applies to when carriers need to check-in the marshalling yard

Exhibitor Move-out highlights

- Carrier check in deadline: Monday, December 5th
- Exhibitor service hours follow event schedule
- Outbound Material Handling Agreement must be received at service desk for release of freight





Specialty contractor services

Plants and
floral

Internet
service

Customs
clearance

Lead retrieval

Catering
services

Safe rentals

Modeling

Telecom
services

Security

Photography

Facility
services

...and more!

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Cost Saving Tips



Order prior to deadline dates for best rates.

Cancel or modify orders prior to restocking fees apply

Coordinate labor on straight time

Include set-up prints and booth orientation with labor order & inside crates

Ship to advance warehouse & consolidate shipments.

At minimum ship hanging sign to advance warehouse



**Need help?
Contact us...**

Freeman.com

1-888-508-5054

7 AM – 7 PM CST

Monday – Thursday

7 AM – 5 PM CST

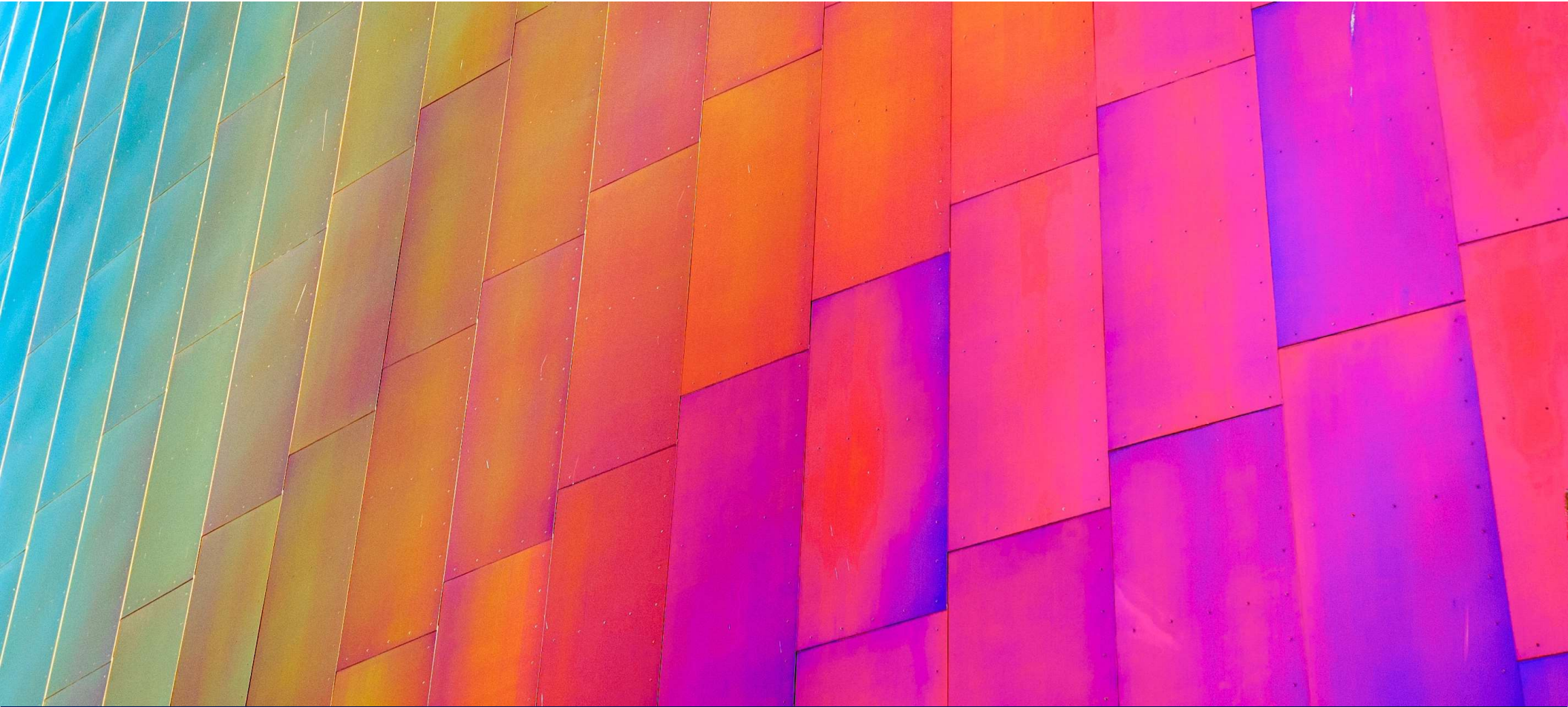
Friday

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Questions?



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