

# Exhibitor services at RSNA

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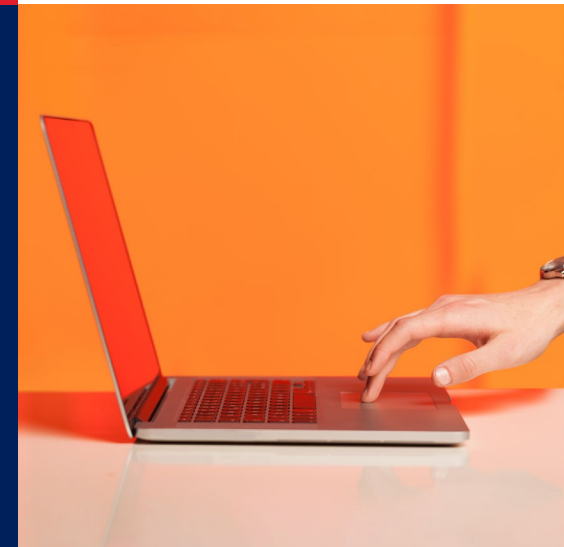
September 13, 2023

**Freeman**<sup>1</sup>



**RSNA**<sup>®</sup>

Radiological Society  
of North America





# 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 first  
move-in date

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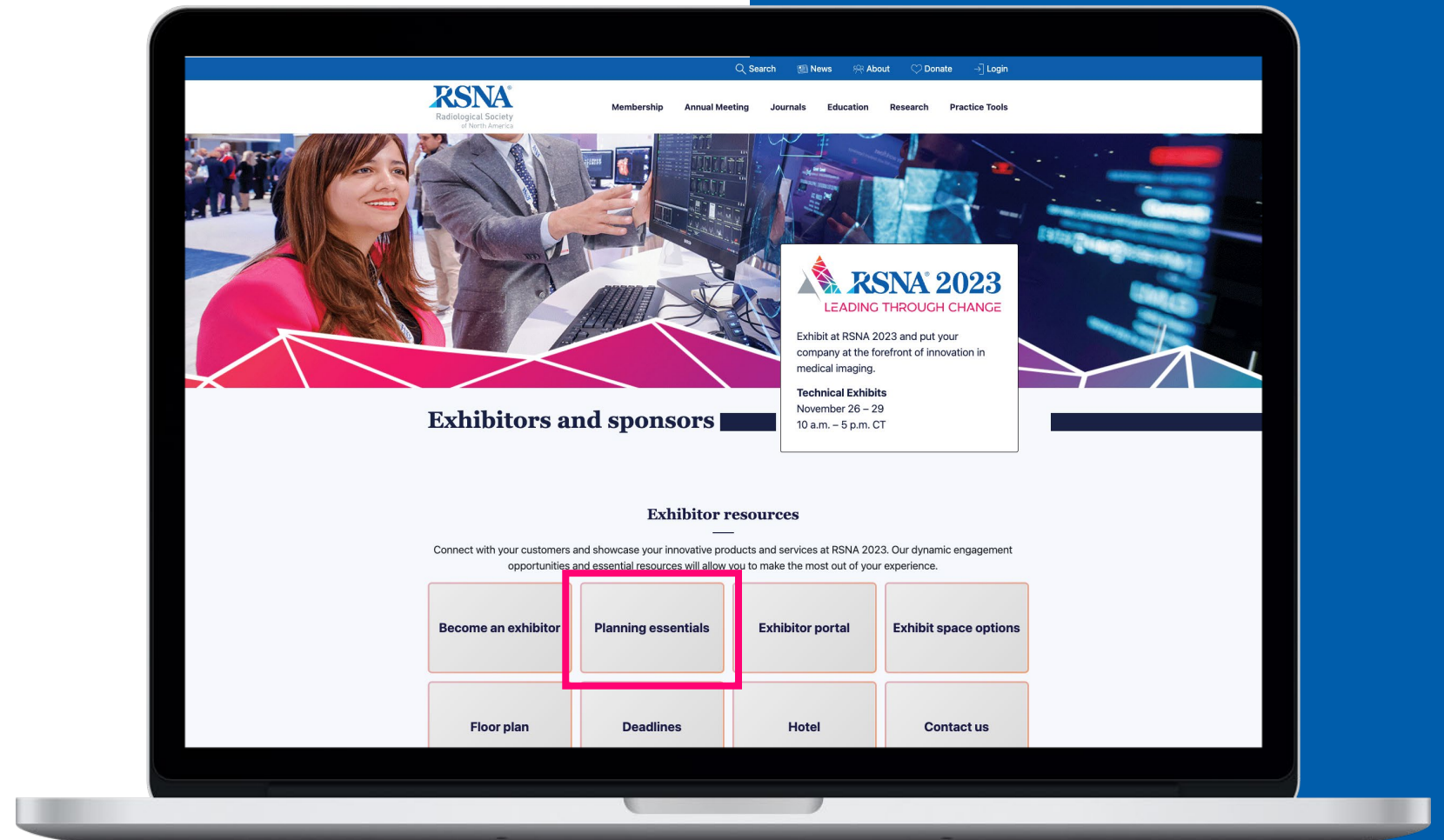


Suggested start no later than  
**October 11, 2023**



# RSNA exhibitor website

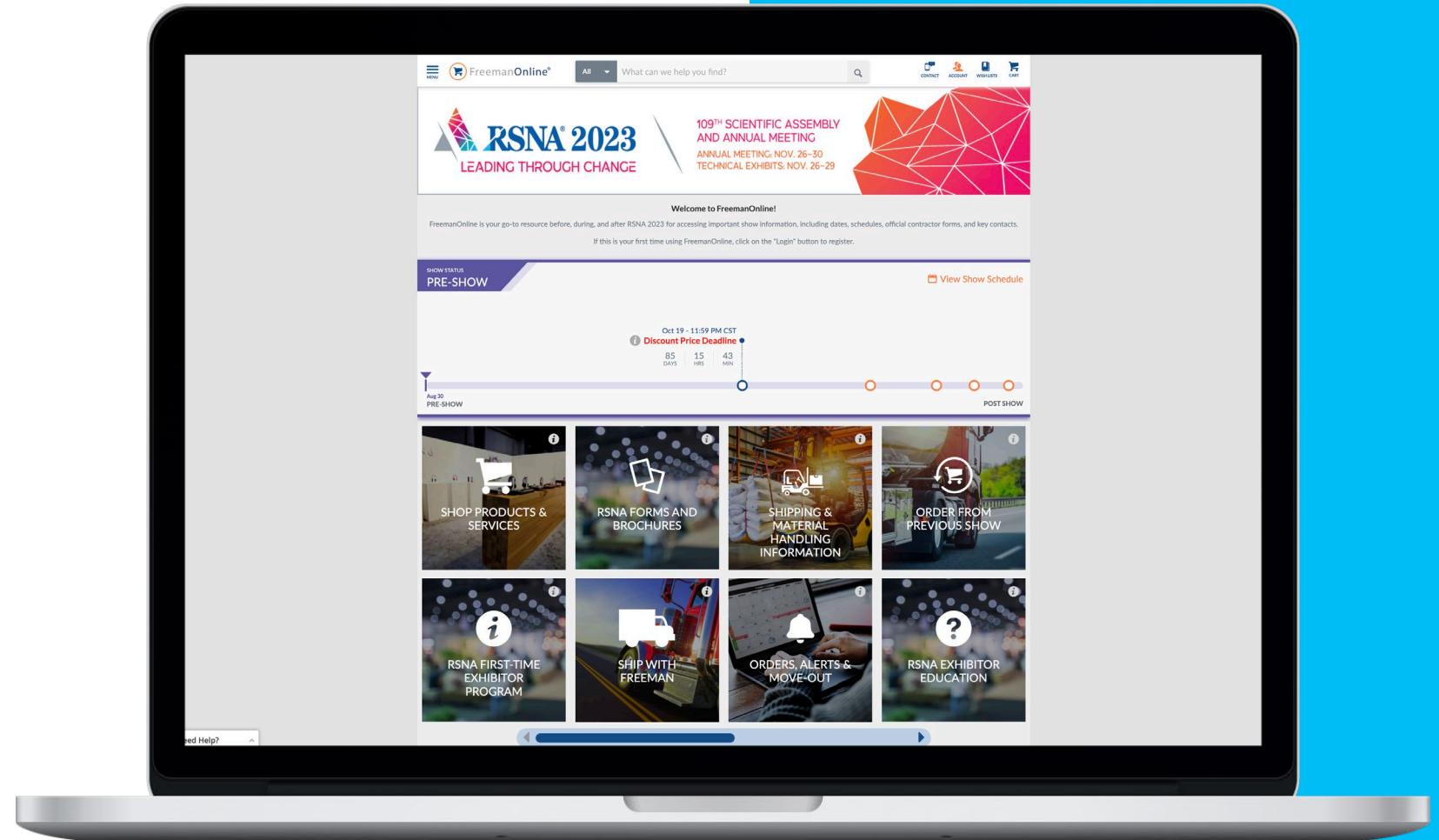
1. From RSNA.org/exhibitors, click on “Planning essentials”
2. Exhibitor Service Kit is listed both on left nav and under “Planning your booth”
3. Click on link in body of page





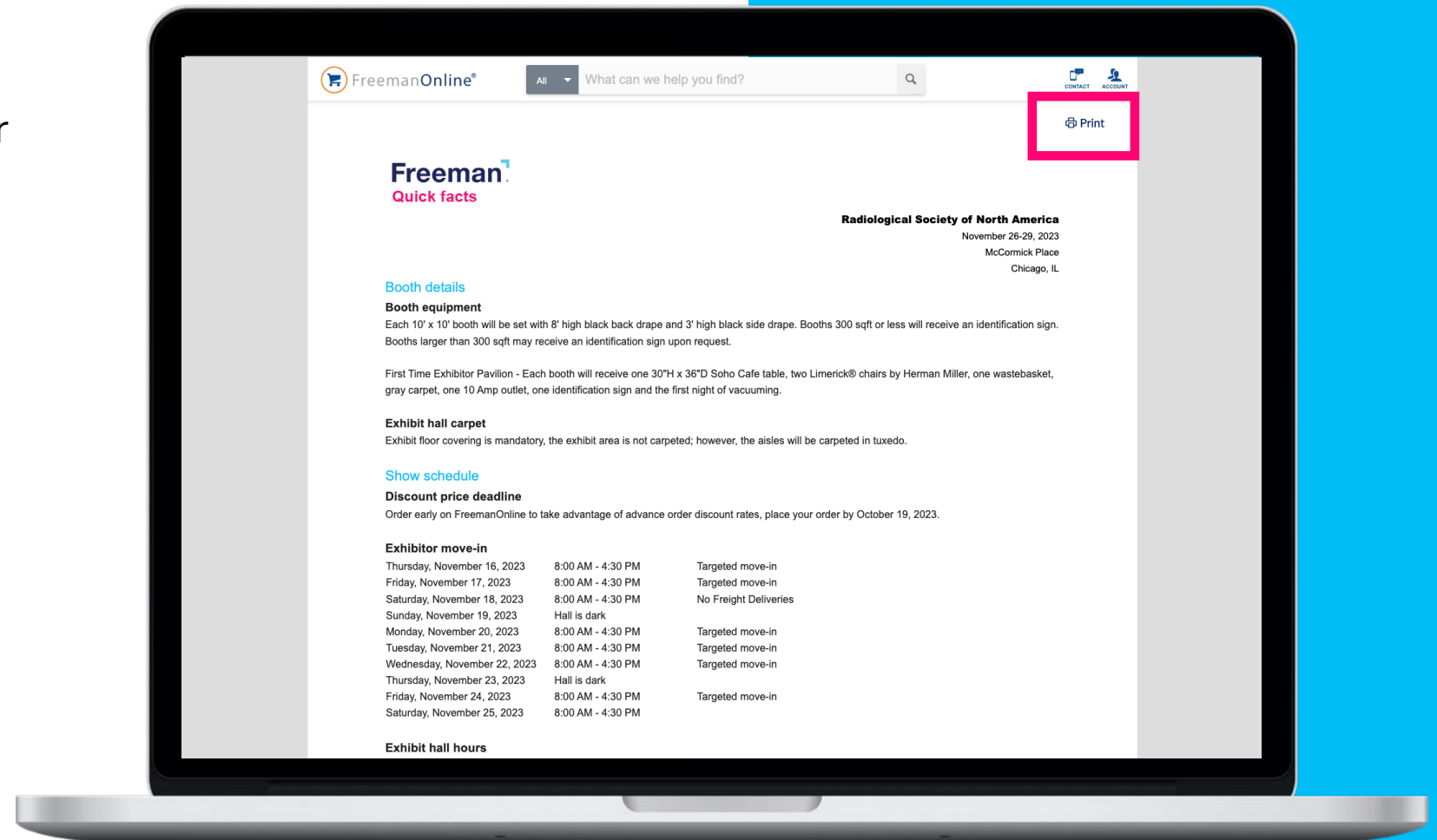
# FreemanOnline® show home page

- Show schedule and contacts
- What's included in your booth
- Shop products and services
- Custom exhibit rental solutions
- Shipping and material handling information
- Order from previous show
- First-time exhibitor program
- Exhibitor education
- Orders, alerts and move-out



# Printing and saving online information

- Every informational page on FreemanOnline® has a quick and easy way to print and / or save the contents
- Look for the “print” option at the top right of the page



# What does my booth come with?

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- Each 10' x 10' booth set with 8' high black back drape and 3' high black side dividers
- Booths 300 sq ft or less receive a one-line 11"x17" identification sign. Booths larger than 300 sq ft may receive a sign upon request.
- **First-time exhibitor pavilion:** each booth receives one 30"H x 36" Soho Café table, two Limerick chairs by Herman Miller, one wastebasket, gray carpet, one 10 Amp outlet, and the first night of vacuuming





# RSNA booth packages

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## Ordering tips:

- Review our 10x10 curated booth packages which include collections of commonly ordered items:
- Furnishing basics
- Flooring options
- Cleaning
- Electrical





# Freeman: official service contractor

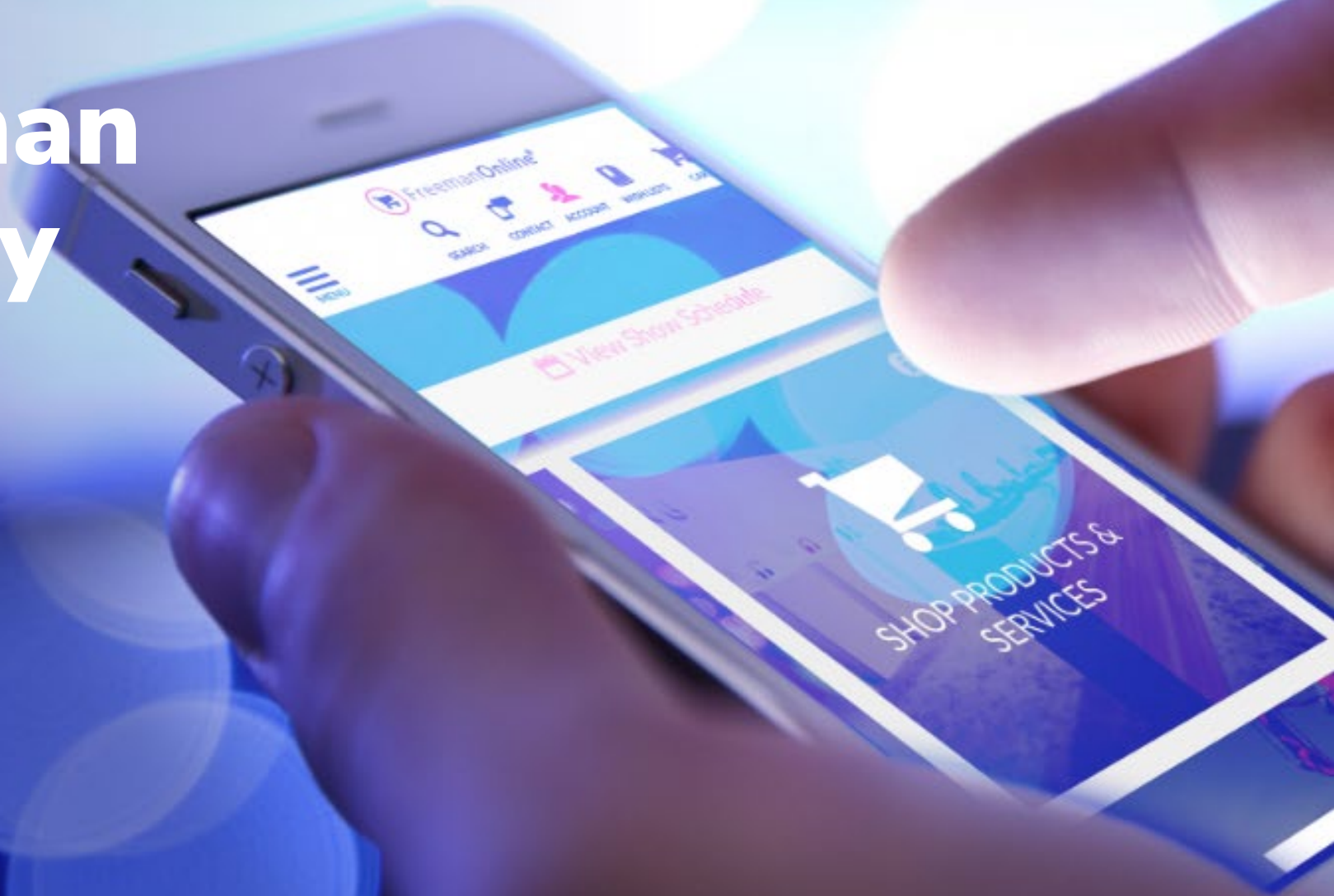
- Flooring
- Furnishings
- Cleaning services
- Ground rigging and equipment
- Electrical and utilities
- Signage and graphics
- Hanging signs and rigging
- Audio visual products
- Exhibit Rentals
- Install and dismantle labor services
- Material handling services
- Shipping services

# Order Freeman services early

Take advantage of advance order discount rates



Discount deadline date  
**October 19, 2023**

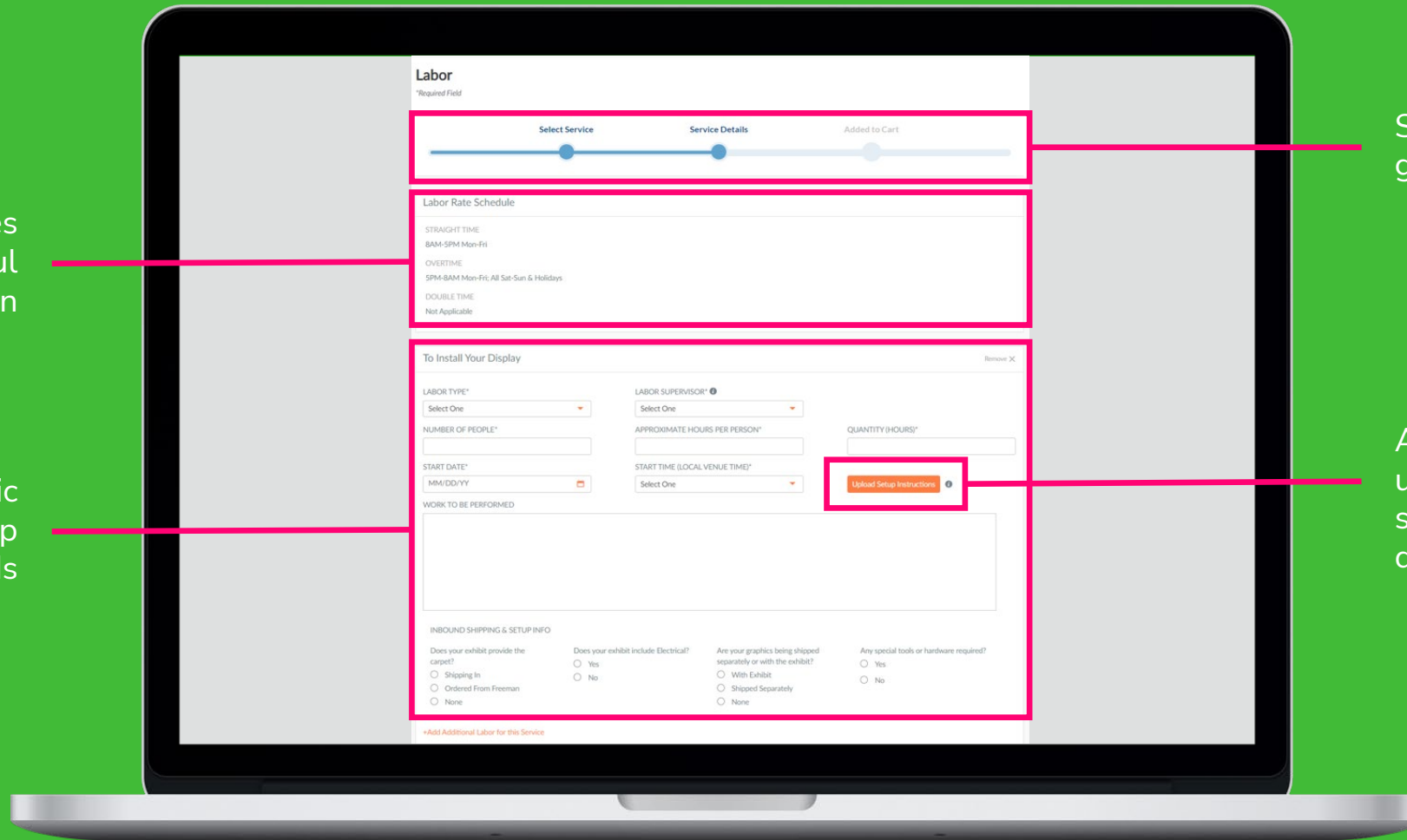




# Enhanced online ordering

Labor rates and helpful information

Dynamic follow-up request fields



Step-by-step guided ordering

Ability to upload supporting documents

# Flooring

Exhibit area is not automatically carpeted. Show management requires all exhibitors provide flooring for their booth.



# Furnishings





# Rental exhibit offerings

## Self-Serve Furniture Packages



## Self-Serve Rental Exhibit Packages



## Modular Exhibit Collection



## Custom Exhibits



# Cleaning services

Booths are not automatically provided cleaning (other than first-time exhibitor pavilion prior to first day). Order additional cleaning services as needed.



# Labor jurisdictions





# Chicago labor jurisdictions

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## Full-time employees of exhibiting companies may:

- set-up and/or tear-down their owned booth materials
- perform maintenance on their own equipment after initial set-up
- open boxes, stock shelves, distribute and set product, set-up product and literature
- unload their own vehicles at designated unloading areas as long as it is not a commercially registered vehicle
- use their own dollies, luggage carriers, non-hydraulic carts, two- to four-wheel hand trucks, ladders up to 6', and power tools (subject to building safety guidelines)
- install their own lighting, computers, monitors, and A/V equipment



# Install and dismantle labor services





# Labor services

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## 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





# Hanging signs and overhead rigging





# Hanging signs and overhead rigging

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## 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 and 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





# Audio visual services

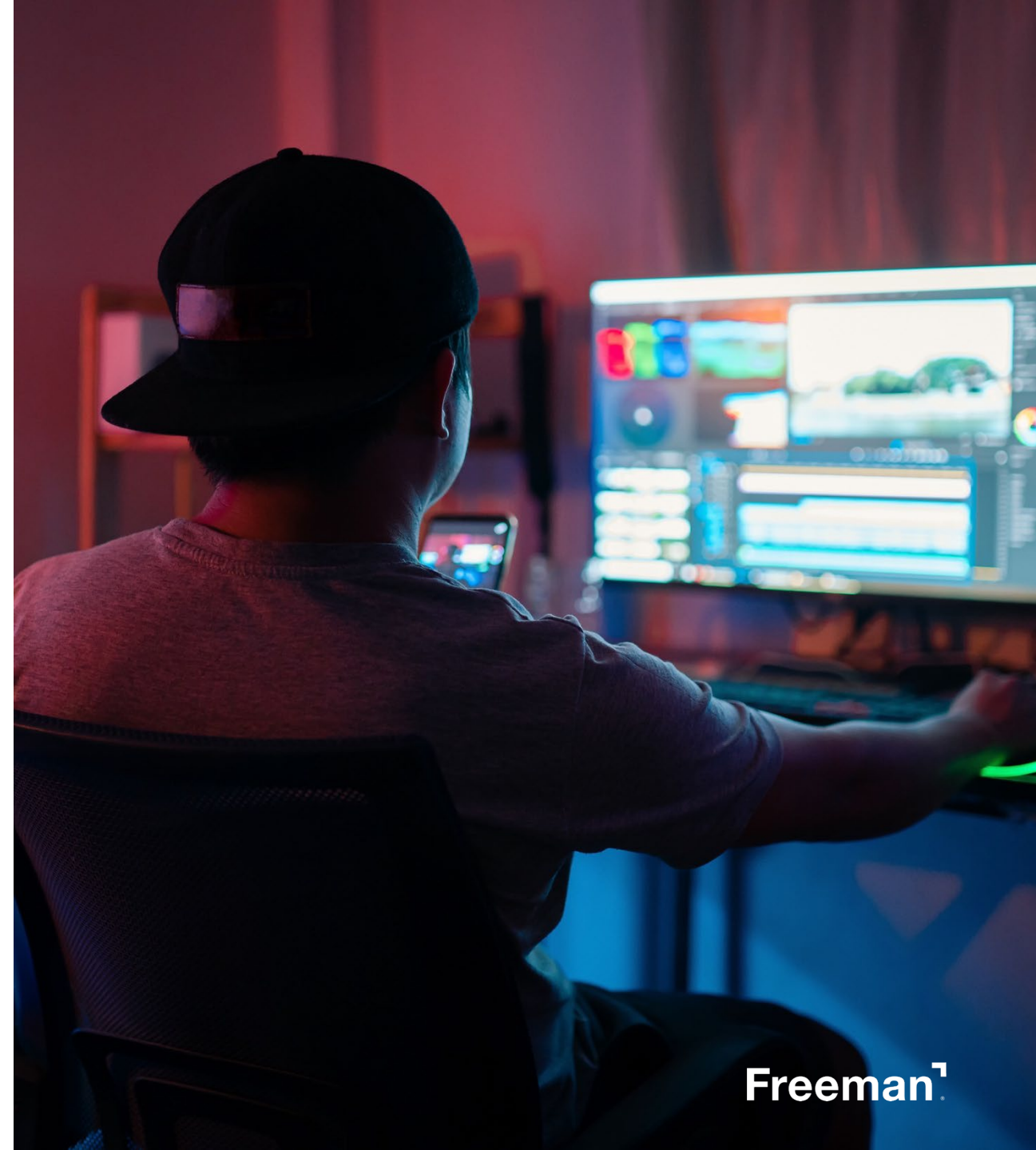


# Audio visual services

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## 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 Freeman Exhibitor Services





# Electrical and utilities





# Electrical and utilities

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## 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

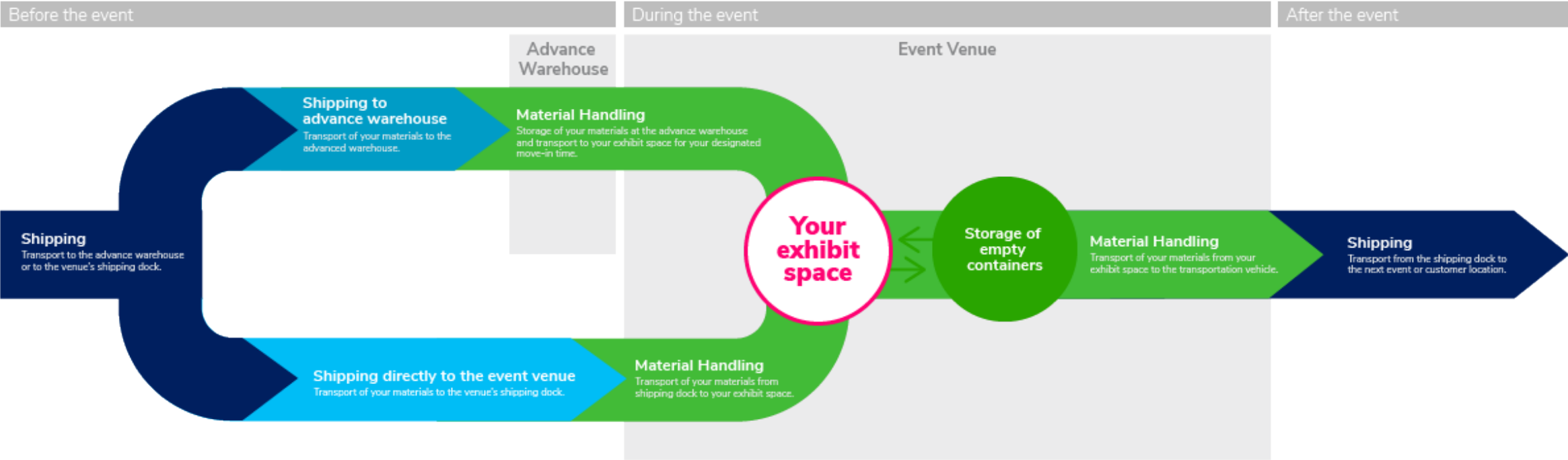


# Material handling services





# Shipping and material handling overview



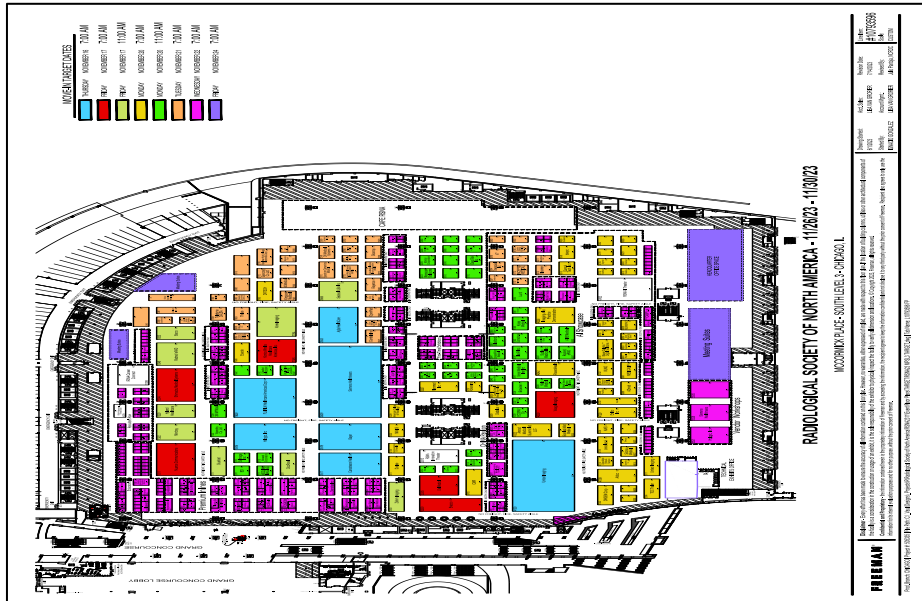
# Material handling Price per pound

## It's just easier!

- No minimums
- No crated/uncrated
- No special handling
- No marshalling yard fees
- No warehouse vs. show site
- No hundred-weight billing
- No reweigh fees
- No overtime
- No rounding — pay only for actual weight
- No small package pricing - shipments under 10lbs are FREE!



# Assigned target dates and times



South hall target map

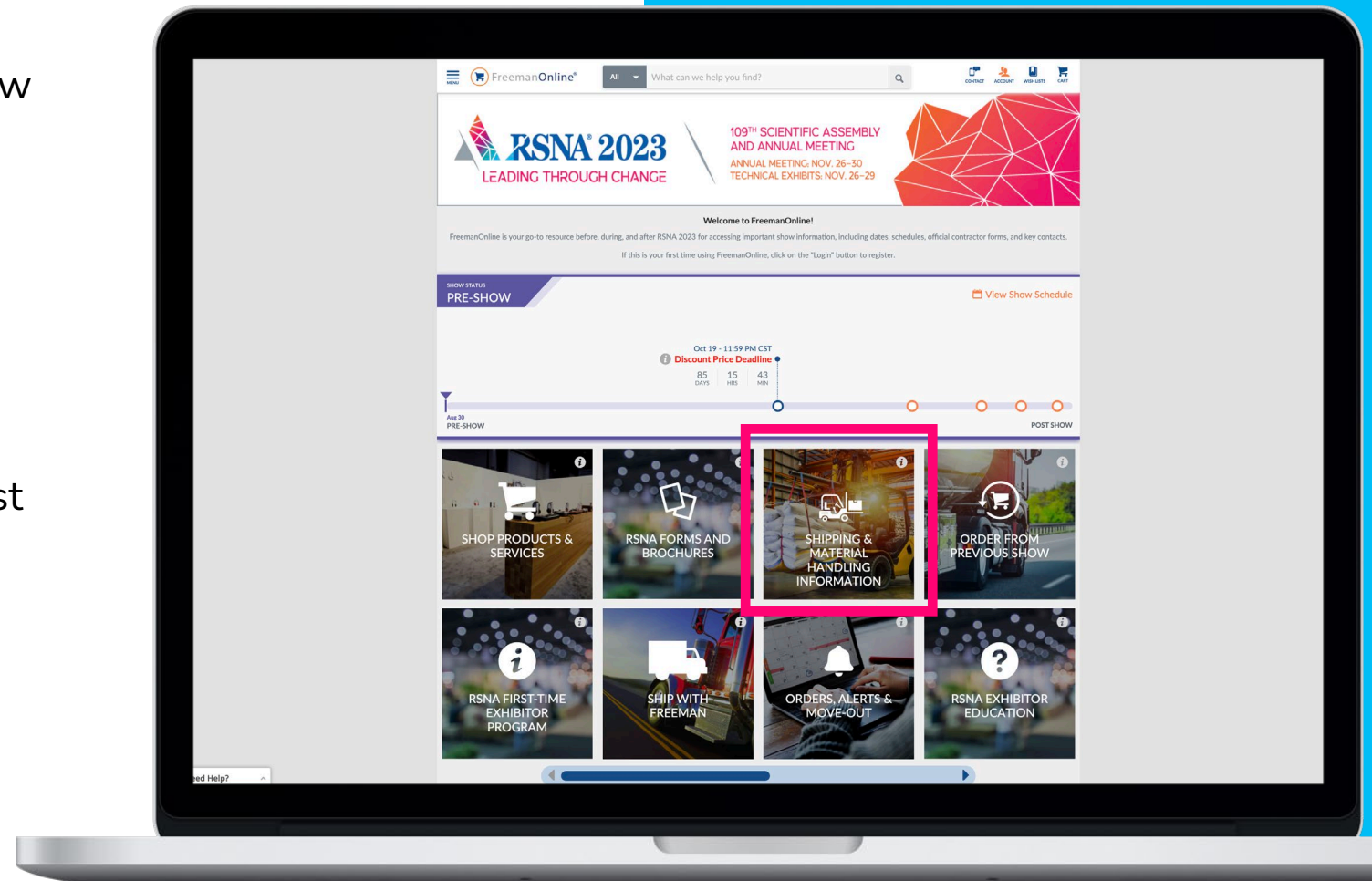


North hall target map

- Target dates and times listed on FreemanOnline®, including change request form
- For show site shipments target dates apply to display and exhibit materials, not product
- Target date and time applies to carrier check-in at the marshalling yard

# Shipping and material handling page

- Shipping and material handling overview
- Material handling rates
- Shipping labels
  - Warehouse and show site labels
  - Hanging sign labels
- Shipping and material handling checklist
- Marshalling yard information
- Empty storage details
- Outbound information





# Empty container storage

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## During move-in

- Tag cartons, fibers, and crates with “Empty” stickers
- Empty cartons and cases must be removed from booth

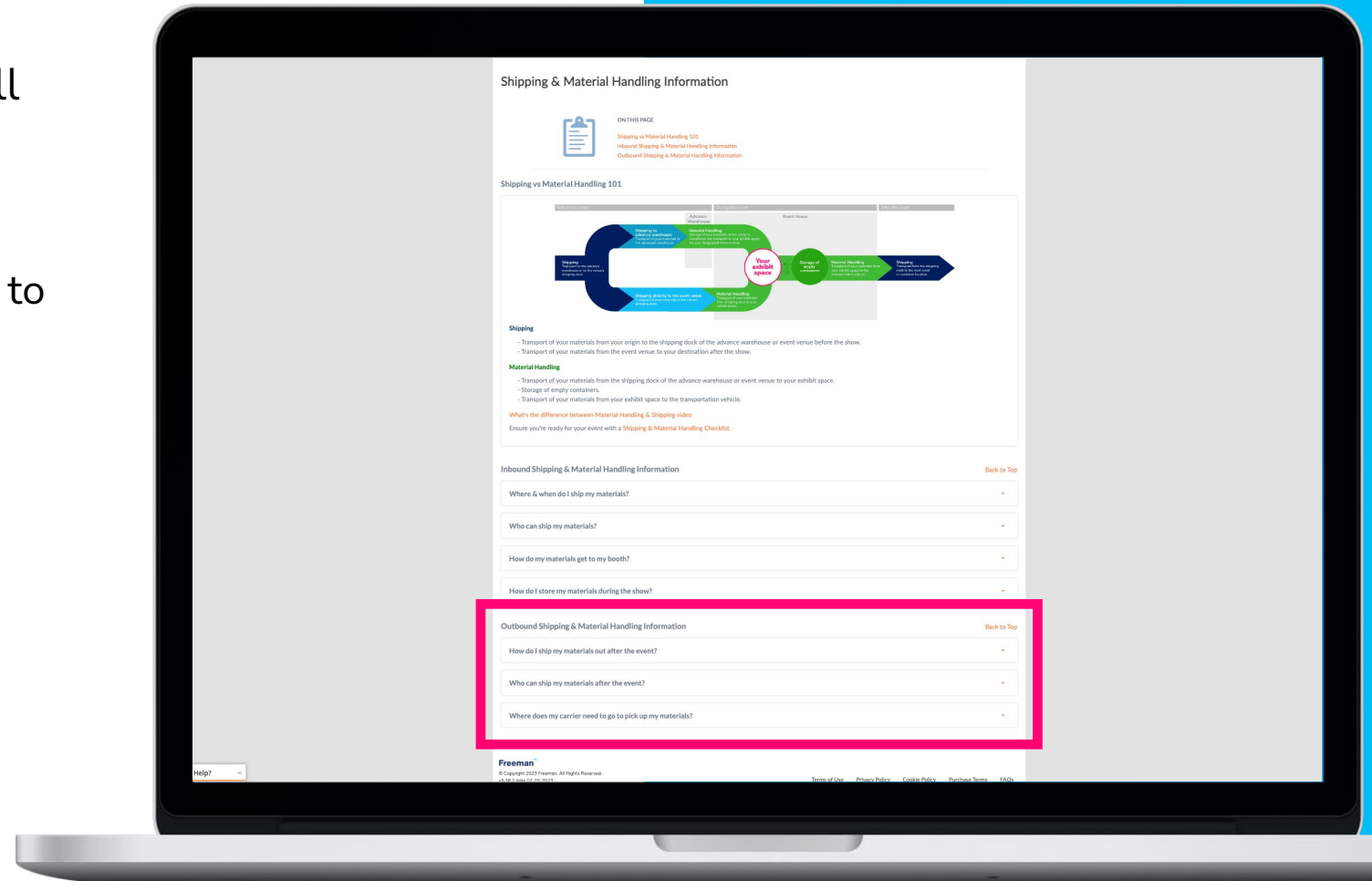
## During move-out

- Empty containers begin returning at close of show, can take many hours
- Cartons and cases delivered first, crates delivered throughout move-out
- Freeman-supervised labor available to pack your booth



# Outbound paperwork process

- Outbound paperwork is needed for all shipments, regardless of carrier
- On-site, once shipments are packed up, outbound paperwork must be turned in to Exhibitor Services
- Freight should be left labeled in booths







# 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



# Important show site information

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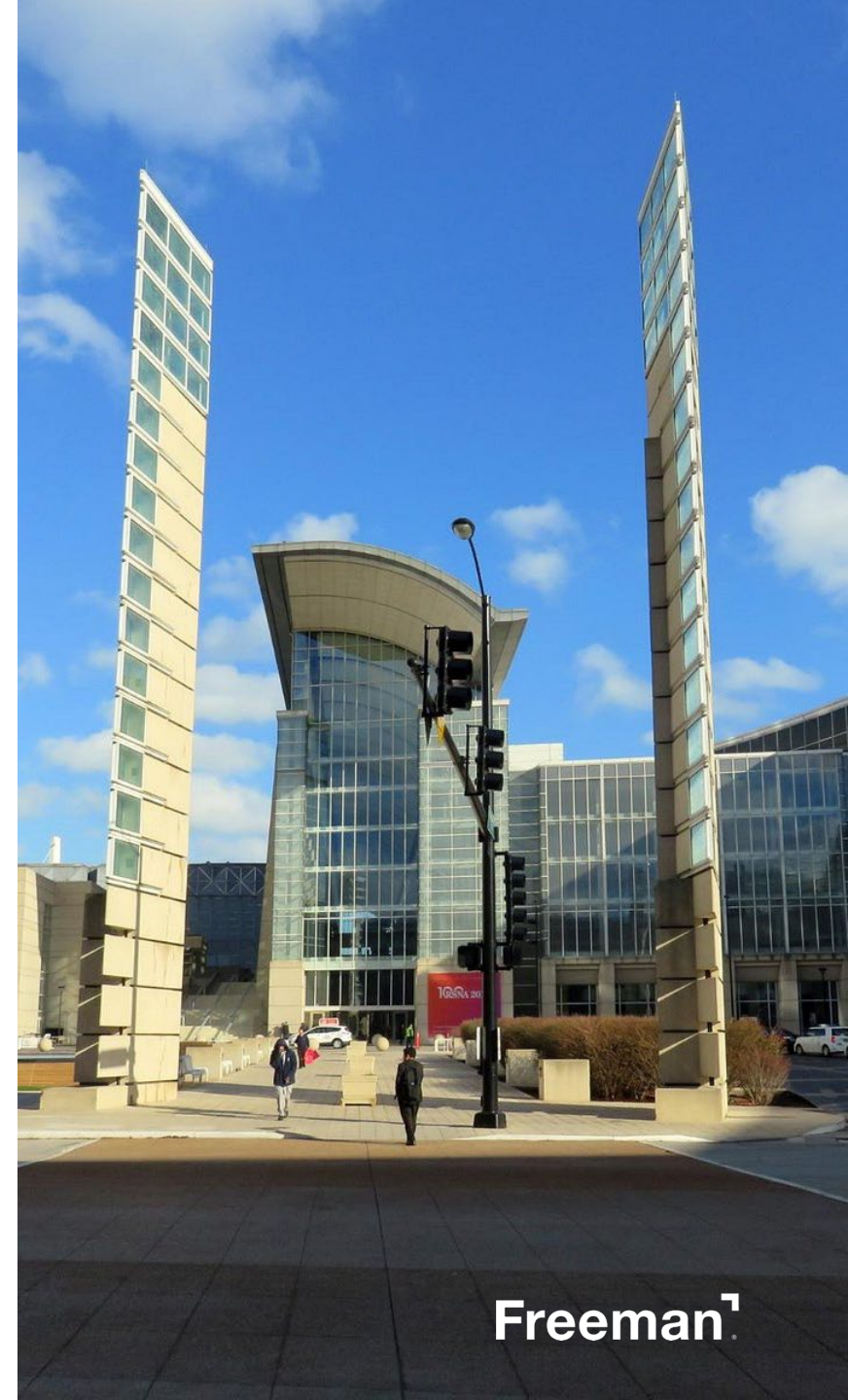


Move-in begins for select exhibitors  
**November 16, 2023**

# Move-in dates and times

## Exhibitor move-in

Thurs, Nov 16	8am – 4:30pm	Targeted move-in
Fri, Nov 17	8am – 4:30pm	Targeted move-in
Sat, Nov 18	8am – 4:30pm	No freight deliveries
<del>Sun, Nov 19</del>	Hall is dark	
Mon, Nov 20	8am – 4:30pm	Targeted move-in
Tues, Nov 21	8am – 4:30pm	Targeted move-in
Wed, Nov 22	8am – 4:30pm	Targeted move-in
<del>Thurs, Nov 23</del>	Hall is dark	
Fri, Nov 24	8am – 4:30pm	Targeted move-in
Sat, Nov 25	8am – 4:30pm	





# Exhibit hall hours

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## Show hours

Thurs, Nov 26	10am – 5pm
Fri, Nov 27	10am – 5pm
Sat, Nov 28	10am – 5pm
Sun, Nov 29	10am – 5pm



# Move-out dates and times

## Exhibitor move-out

Wed, Nov 29 5pm – 10pm

Thurs, Nov 30 8am – 4:30pm

Fri, Dec 1 8am – 4:30pm

Sat, Dec 2 8am – 4:30pm

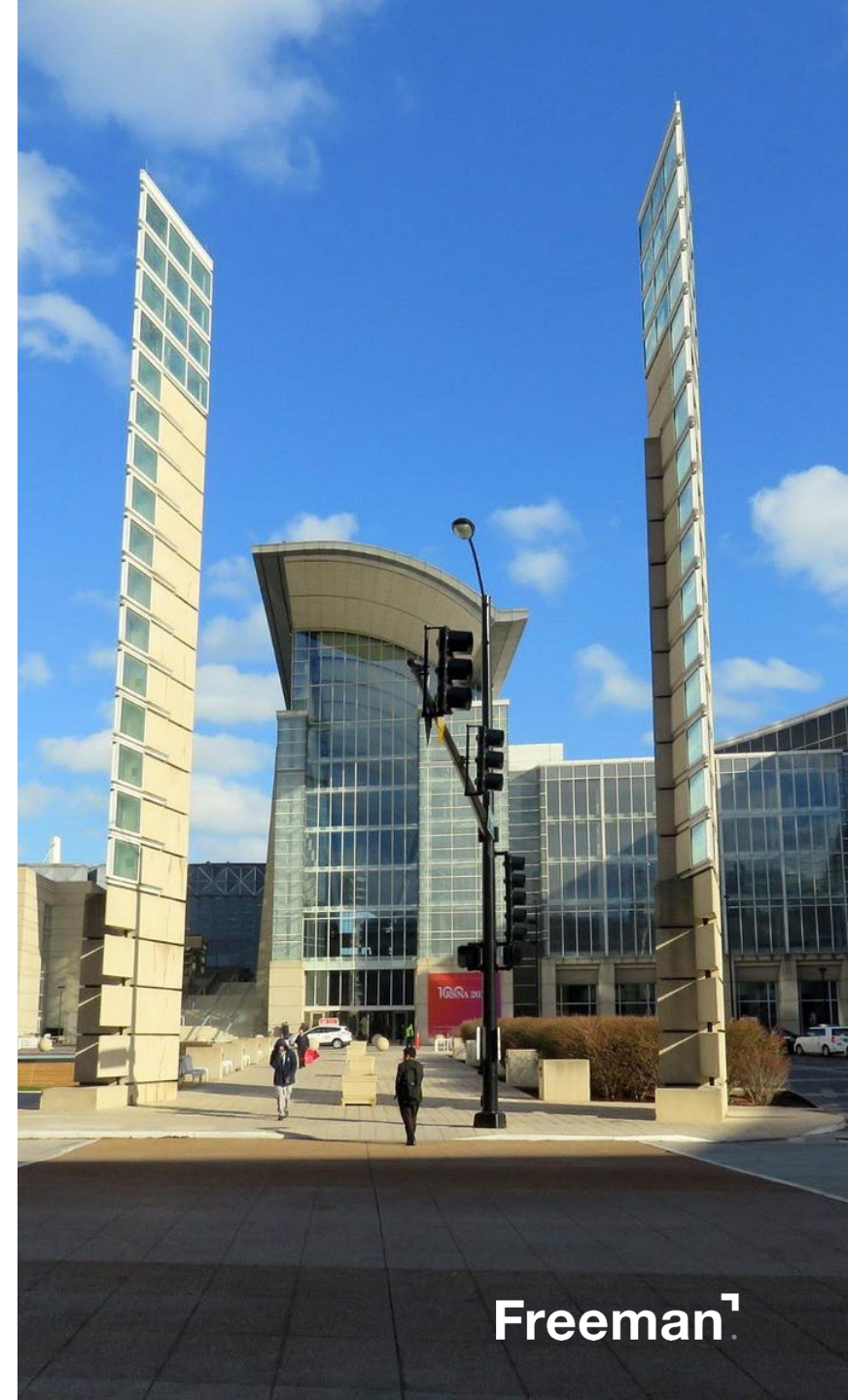
~~Sun, Dec 3~~ Hall is dark

Mon, Dec 4 8am – 12pm

No freight deliveries

Carrier check in: 8am

Exh clear deadline: 12pm





# Exhibitor Service Center

Visit us on-site to receive the highest level of service

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LOCATION

DELETE BEFORE USING

- Update location of exhibitor service center

# Cost-saving and planning tips



Review the exhibitor portal and understand deadlines

Order prior to deadline dates for best rates

Include set-up instructions with labor order and inside crates

Consolidate shipments and avoid late to warehouse fees

Ensure all teams have all paperwork on-site





# Have additional questions? contact us!

Freeman.com

1-888-508-5054

- 7AM – 7PM CST Mon-Thur
- 7AM – 5PM CST Friday





# Thank you!

Freeman<sup>™</sup>

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