



Radiological Society  
of North America

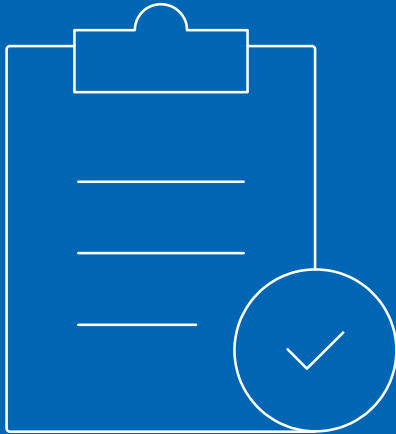
# *First-Time Exhibitor Webinar*

September 2019

F R E E M A N

# *Webinar Topics*

## **RSNA**



### **RSNA Topics**

#### **Pre-Show Planning**

#### **Material Handling**

#### **Cost Saving Tips**

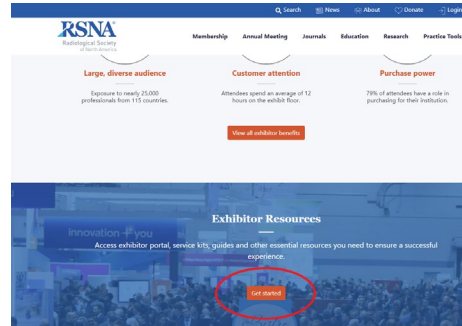
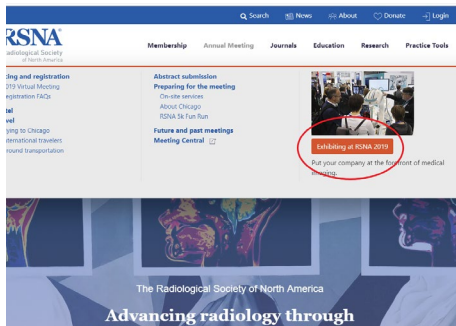
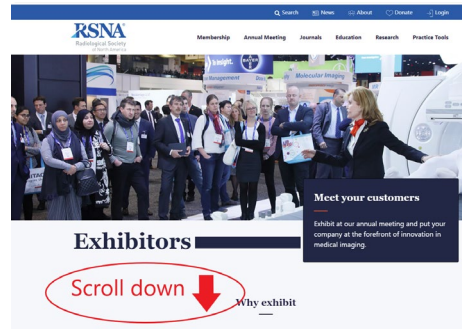
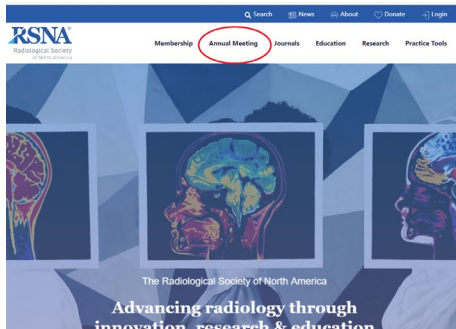
#### **On-Site Tips**

#### **Where To Go For Assistance**

#### **Questions?**

# Navigating to the RSNA exhibitor web pages

www.RSNA.org



# First Time Exhibitors web page

## How to find it:

## What you can do:



Membership Annual Meeting Journals Education Research Practice Tools

### For exhibitors

Why exhibit

Exhibit spaces

Badge registration

Hotel and travel information

### Tools & guides

RSNA 2019 exhibitor portal

RSNA 2019 exhibitor portal

First-time RSNA exhibitors

How it goes

International exhibitors guide

Exhibitor Service Kit

Meeting and function space rental

Logos & promotional tools

Target move-in assignments

Deadlines

Sponsorship opportunities

Become a corporate partner

Home / For exhibitors / Tools & guides

## Tools & guides

Plan your exhibit and build a timeline of important conference deadlines utilizing these resources we've prepared for you. View the floor plan, checklists for marketing, hotel and travel information and best practices for exhibiting at RSNA 2019.

Questions? Contact our Exhibition Services team.

### Preparing for the meeting



Information to help you plan and get ready.

RSNA 2019 exhibitor portal

Badge registration

Hotel and travel information

International exhibitor guide

Sponsorship opportunities

Floor plan

Deadlines



Membership Annual Meeting Journals Education Research Practice Tools

Home / For exhibitors / Tools & guides / First-time RSNA exhibitors

## First-time RSNA exhibitors

### Getting started

We look forward to seeing you at RSNA this year. This overview gives first-time exhibitors the essential benchmarks for getting ready for the event. It provides returning exhibitors with a quick refresher on the essentials.

1. Get your booth ready
2. Visit the RSNA Exhibitor Portal
3. Bookmark our Tools & guides page
4. Reserve hotel rooms for your staff now
5. Register for exhibitor badges when registration opens
6. Prepare to ship your freight

### 1. Get your booth ready

#### Need a booth?

Contact Freeman, the show's general contractor, for booth packages. They can help you select a booth to fit your needs, from basic configurations to customized solutions.

#### Already have your booth?

It's time to order the items and services that will bring your booth to life.

## Home Base

## Overview

## Guide Through Most Important Things (with links)

## Tips

## Additional Resources

# RSNA 2019 Exhibitor Portal

## How to find it:

https://www.rsna.org/annual-meeting/exhibitors/tools-and-guides

Search News About Donate Login

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of North America

Membership Annual Meeting Journals Education Research Practice Tools

Home | For exhibitors | **Tools & guides**

## Tools & guides

Plan your exhibit and build a timeline of important conference deadlines utilizing these resources we've prepared for you. View the floor plan, checklists for marketing, hotel and travel information and best practices for exhibiting at RSNA 2019.

Questions? Contact our Exhibition Services team.

### Preparing for the meeting

Information to help you plan and get ready

- RSNA 2019 exhibitor portal
- Exhibitor best practices
- Exhibitor Service Kit
- Meeting and function space rental
- Logos & promotional tools
- Target move-in assignments

### Guides for success

Check out these resources to make sure

**For exhibitors**

- Why exhibit
- Exhibit spaces
- Badge registration
- Hotel and travel information
- Tools & guides**
- Deadlines
- Sponsorship opportunities
- Become a corporate partner
- Contact

https://www.rsna.org/en/annual-meeting/exhibitors/tools-and-guides/service-kit

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Membership Annual Meeting Journals Education Research Practice Tools

## Exhibitor Service Kit

The RSNA Exhibitor Service Kit helps with all your exhibit needs prior to and during the show. In the tables below, you'll find forms related to services and guidelines of RSNA and McCormick Place, as well as forms and information concerning marketing, promotion, registration, hotel and travel.

If you have any questions regarding the Service Kit, please contact RSNA Exhibition Services team at [exhibits@rsna.org](mailto:exhibits@rsna.org).

### Freeman Exhibitor Service Kit

Official contractor forms, including booth furniture rental, electrical, lead management, floral, photography and more can all be found on Freeman's website.

#### RSNA guidelines

#### Marketing and promotional tools

	Contractor	Due date
Marketing tools - Free	RSNA	
Newsroom guidelines	RSNA	
Online exhibitor login - Free	RSNA	
Premium exhibitor using information		

**For exhibitors**

- Why exhibit
- Exhibit spaces
- Badge registration
- Hotel and travel information
- Tools & guides**
- Deadlines
- Sponsorship opportunities
- Become a corporate partner
- Contact

# RSNA 2019 Exhibitor Portal

What you can do:



**105<sup>TH</sup> Scientific Assembly  
and Annual Meeting**  
December 1-6 | McCormick Place, Chicago

**RSNA 2019**  
SEE POSSIBILITIES  
TOGETHER

[Contact Us](#) | [Event Webpage](#) | [Logout](#)

**RSNA Publications**  
Booth(s): 1119

**Activity**  
What is this? | **6** Views | **0** Clicks | **0** Leads

**Exhibitor Profile**  
Edit company information & select product categories.

**Hotel Reservation and/or Badge Registration**  
Click here to reserve your hotel room and/or register your exhibitor personnel.

**Freeman Exhibitor Service Kit**  
Download contractor forms, including booth furniture rental, electrical, lead management, floral, photography and more.

**Purchase Additional Items**

- Exhibitor Meeting Suites
- Headquarter Space
- Online Directory Packages

**Exhibitor Listing Upgrade Packages**  
Learn how you can increase your visibility, showcase your products, and generate qualified leads.

**Booth Payment Options**

- Make a payment online
- See when your next payment is due
- Download your invoice

**Exhibitor Resources**  
Plan your exhibit and build a timeline of important conference deadlines utilizing these resources we've prepared for you.

**Exhibitor Newsletters**  
Click here to view Exhibitor Newsletters

**Share Your Show Presence**  
Click here to generate a link to your listing and online booth.

**New Signature Required**  
One or more of your orders has changed. An updated signature has been requested by the show.

**Download Contract**  
Click here to download a copy of your booth sales contract.

**Certificate of Insurance**  
\*For your convenience, you can upload a copy of your COI. It is not required to submit a copy, but you must have insurance.

 [Change Password](#)

**Invoices and payments**

**Exhibitor Listing**

**Update Contacts/Company Info**

**Reserve Hotel Rooms**

**Register for Exhibitor Badges**

**Order Meeting Suites/HQ Space**

**Exhibitor Service Kit**

**Upload COI**

**Exhibitor Newsletter Archives**

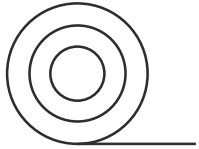
# *Pre-Show Planning*



**Begin planning 45-180 days from the move-in date**

# Freeman

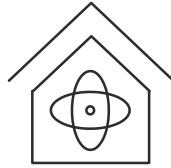
**Official Service Contractor**



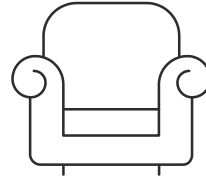
**Carpet  
and Flooring**



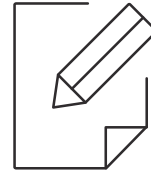
**Electrical  
and Utilities**



**Exhibit Rentals**



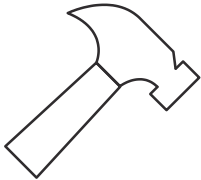
**Furnishings  
and Carpet**



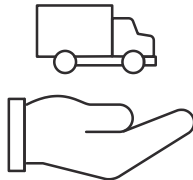
**Graphics  
and Signs**



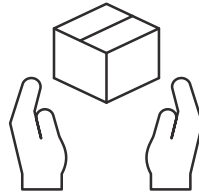
**Cleaning**



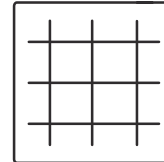
**Installation and  
Dismantle Labor**



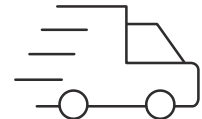
**Labor and Rental of  
Machine Equipment**



**Material  
Handling  
Services**



**Overhead  
Rigging and  
Equipment**



**Shipping**



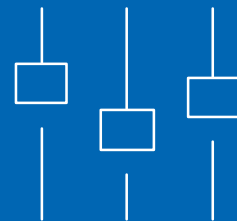
# *Booth Packages & Custom Exhibits*

**Elevating your exhibit experience**



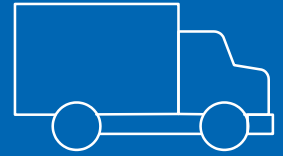
# Event Technology

## Audio Visual Services





# *Freeman Transportation*



**All-Inclusive Pricing**

**One Convenient Invoice**

**On-Site Transportation Experts**

**Reliable Customer Service**

**Call 1-800-995-3579 for a Quote**

# Specialty Contractors

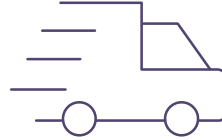
## Additional Service Providers



**Floral Exhibits**



**Datasis  
Computer Rental**



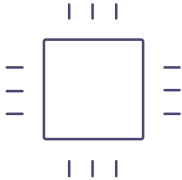
**Rogers Worldwide  
International  
Shipping & Customs**



**Experient  
Lead Retrieval**



**SAVOR  
Exhibit Catering  
&  
Bottled Water  
Service**



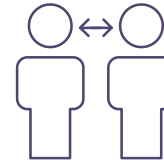
**Liability  
Insurance  
Rain protection**



**Chicago Talent  
Network  
Booth Personnel**



**AF Services Inc (South Hall)  
United Security (North Hall)  
Security**




**McCormick  
Place/SMG  
Telephone**



**Photography  
Oscar and  
Associates**

**Order information, brochures, and contact information located on FreemanOnline®**




# 105<sup>TH</sup> Scientific Assembly and Annual Meeting

December 1-6 | McCormick Place, Chicago


## RSNA Publications

Booth(s): 119


Activity: What is this? | 6 Views | 0 Clicks | 0 Leads




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Search | About | Donate | Login

Membership | Annual Meeting | Journals | Education | Research | Practice Tools

Home | For exhibitors | Tools & guides | **Exhibitor Service Kit**

## For exhibitors

- Why exhibit
- Exhibit spaces
- Badge registration
- Hotel and travel information
- Tools & guides**
  - RSNA 2019 exhibitor portal
  - Exhibitor best practices
  - Floor plan
  - International exhibitors guide
  - Exhibitor Service Kit**
  - Meeting and function space rental
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- RSNA guidelines**
- Marketing and promotional tools**
- Registration/hotel/travel**
- McCormick Place facility information**

Menu

FreemanOnline®

All

What can we help you find?

Search

Contact

Account

Wish Lists

Cart

105<sup>TH</sup> Scientific Assembly  
and Annual Meeting

December 1-6 | McCormick Place, Chicago

RSNA® 2019

SEE POSSIBILITIES  
TOGETHER

Welcome to FreemanOnline!

Your go-to resource before, during and after RSNA 2019 for accessing important show information, including dates, schedules, official contractor forms and key contacts.  
If this is your first time using FreemanOnline, please click on the "Login" button to register.

SHOW STATUS

PRE-SHOW

View Show Schedule

Aug 30 - 08:00 AM CST

Island, Mobile and Peninsula Booth Designs Due

22  
DAYS

15  
HRS

19  
MIN

Aug 30  
PRE-SHOW

POST SHOW

Do you want to order products/services as a third party? Select yes to go to third party (EAC) billing authorization page.

Yes

No

SHOP PRODUCTS & SERVICES

FIRST-TIME EXHIBITOR PROGRAM

SHIPPING

ORDERS, ALERTS & MOVE-OUT

ORDER FROM PREVIOUS SHOW

## Show Information



Quick Facts



Floor Plan ▼



Show Contacts

 Forms & Brochures

## BOOTH EQUIPMENT

 What's Included  
In Your Booth

## Additional Information

Welcome RSNA 2019 Exhibitor!

On behalf of RSNA, we would like to thank you for your support of RSNA 2019 and welcome you to Chicago, IL! The Technical Exhibits portion of the annual meeting will be held in McCormick Place, Sunday, December 1 - Thursday, December 5.

The RSNA Exhibitor Service Kit is a resource and tool that includes forms and general information about RSNA, Freeman, McCormick Place and ancillary vendors which will help you successfully plan your exhibit at this year's meeting. The kit also includes RSNA rules, regulations, and guidelines for participating in the show and RSNA forms that you may have to submit.

The Freeman Exhibitor Service Center will be open in both the North and South Halls. Exhibitors may verify and adjust their requirements for installation, furniture, audio/visual and other auxiliary services at the service desk.

## Suggestions For You



Booth Packages



Carpet



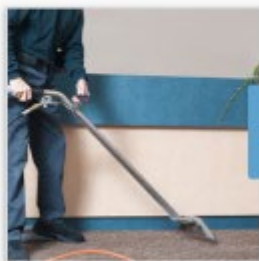
Furnishings



Audio Visual

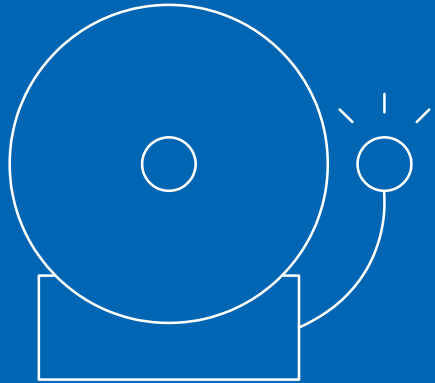


Utilities



Cleaning Services

# *Important Deadlines Dates & Times*



## **PRE-SHOW**

**Advance Warehouse Freight Receiving Begins:**  
**Thursday, October 24, 2019**

**Freeman Advance Order Discount Deadline:**  
**Thursday, October 31, 2019 (Save up to 40%)**  
**Exhibit floor covering is mandatory**

**Last Day For Advance Warehouse Freight:**  
**Wednesday, November 13, 2019**

## **MOVE-IN**

<b>Thursday, November 21</b>	<b>8 AM - 4:30 PM (Targeted)</b>
<b>Friday, November 22</b>	<b>8 AM - 4:30 PM (Targeted)</b>
<b>Saturday, November 23</b>	<b>8 AM - 4:30 PM (NO DELIVERIES)</b>
<b>Sunday, November 24</b>	<b>HALL IS DARK</b>
<b>Monday, November 25</b>	<b>8 AM - 4:30 PM (Targeted)</b>
<b>Tuesday, November 26</b>	<b>8 AM - 4:30 PM (Targeted)</b>
<b>Wednesday, November 27</b>	<b>8 AM - 4:30 PM (Targeted)</b>
<b>Thursday, November 28</b>	<b>HALL IS DARK</b>
<b>Friday, November 29</b>	<b>8 AM - 4:30 PM</b>
<b>Saturday, November 30</b>	<b>8 AM - 4:30 PM</b>

**Exhibits must be fully installed & operational by:**  
**Sunday, December 1<sup>st</sup> 2019 by 9 AM**



# *Exhibit Hours & Move-Out*



## **EXHIBIT HOURS**

<b>Sunday, December 1</b>	<b>10 AM - 5 PM</b>
<b>Monday, December 2</b>	<b>10 AM - 5 PM</b>
<b>Tuesday, December 3</b>	<b>10 AM - 5 PM</b>
<b>Wednesday, December 4</b>	<b>10 AM - 5 PM</b>
<b>Thursday, December 5</b>	<b>10 AM - 2 PM</b>

## **MOVE-OUT**

<b>Thursday December 5</b>	<b>2 PM - 10 PM</b>
<b>Friday December 6</b>	<b>8 AM - 4:30 PM</b>
<b>Saturday December 7</b>	<b>8 AM - 4:30 PM</b>
<b>Sunday December 8</b>	<b>HALL IS DARK</b>
<b>Monday December 9</b>	<b>8 AM - 4:30 PM</b>
<b>Tuesday December 10</b>	<b>8 AM - 12 PM</b>

## **EMPTY RETURN**

**Up to 6 hours**

**Carriers to check-in no later than:**

**Tuesday, December 10, 2019 at 9 AM**

**All exhibit material must be removed by:**

**Tuesday, December 10, 2019 at 12 PM**

# *What is a Target Date?*



- **The date and time your carrier should check-in at the Marshaling Yard**
- **Target Floor Plan is located on the RSNA show page and FreemanOnline homepage**
- **Target dates apply to display and exhibit material not product**
- **If carriers arrive after the target date and time, they may have to wait until the end of day to be off-loaded**



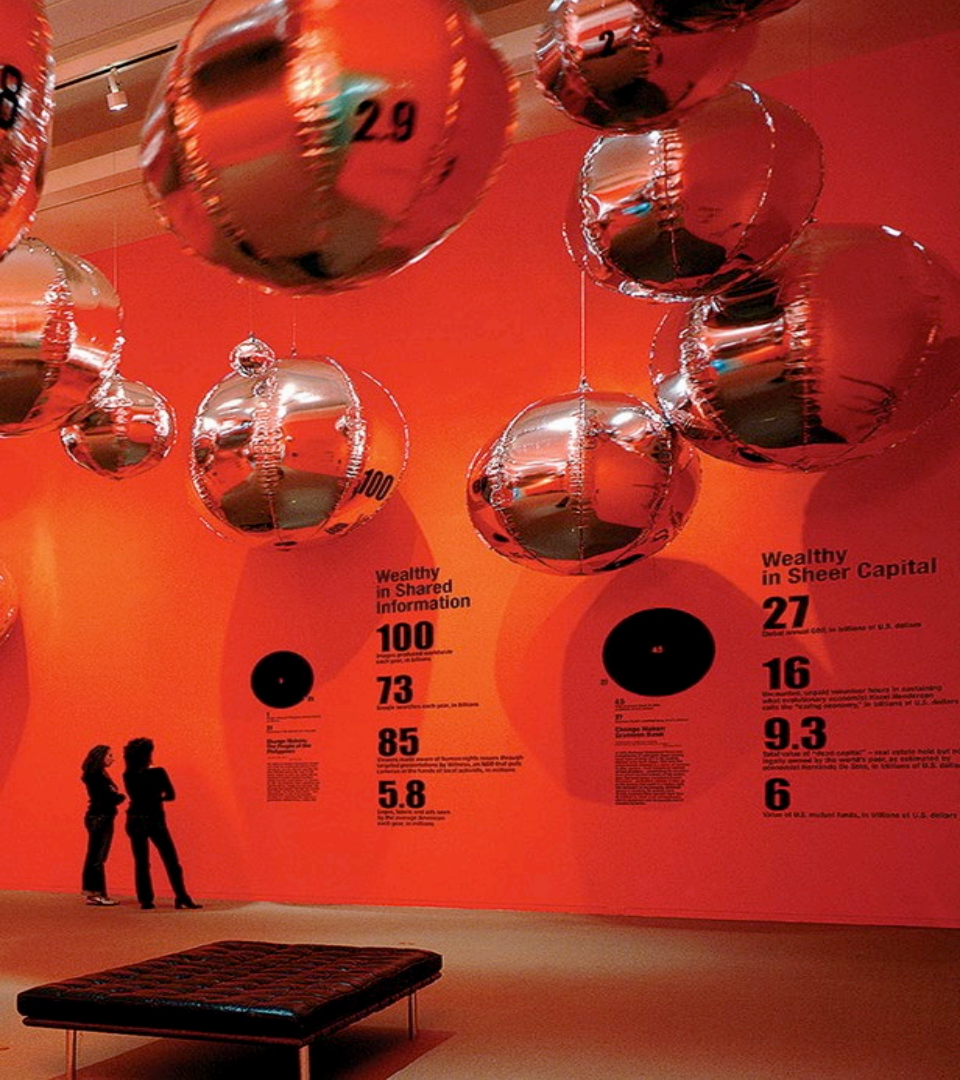
# *Chicago Labor Union Jurisdiction*



**An exhibitor or full-time company employee may do work within their booth and are permitted to use hand tools and ladders. Set-up and plug in exhibitor's electrical equipment.**



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

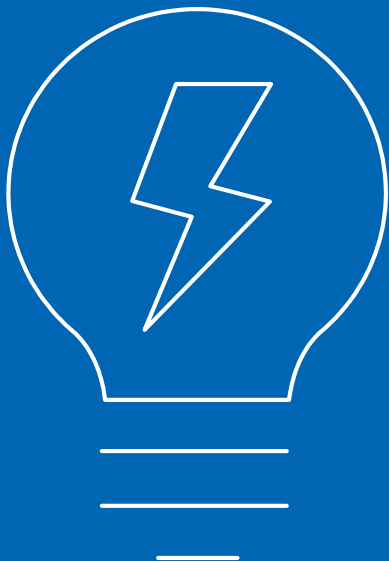


# Hanging Sign Tips

- **Permitted in HALLS A & B only not in Hall C (AI Showcase)**
- **Hanging Signs are only permitted in Island and Mobile booths**
- **Must ship to Advance Warehouse no later than Wednesday, November 13, 2019**
- **Must ship separately than display**
- **Submit a Structural Integrity Form**
- **Submit a Diagram for placement**
- **Always provide on-site contact information**
- **Review Hanging Signs Procedures and Rules**

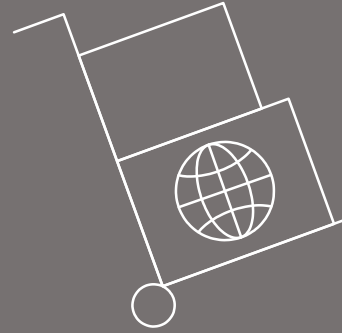
*Note: RSNA must review and approve booth designs for all Island, Mobile, and Peninsula booths*

# *Electrical Tips*



- **Order in Advance by October 31, 2019**
- **Include an electrical floor plan w/details – always!**
- **Always provide on-site contact information**
- **Location and load of main power drop**
- **Location and load of all outlets**
- **Booth orientation - please provide surrounding aisle and/or booth #'s**
- **Advance orders installed prior to your arrival**
- **Freeman Carpet will be installed prior to arrival**
- **Usage guidelines provided in the Exhibitor Manual**

# *Material Handling*

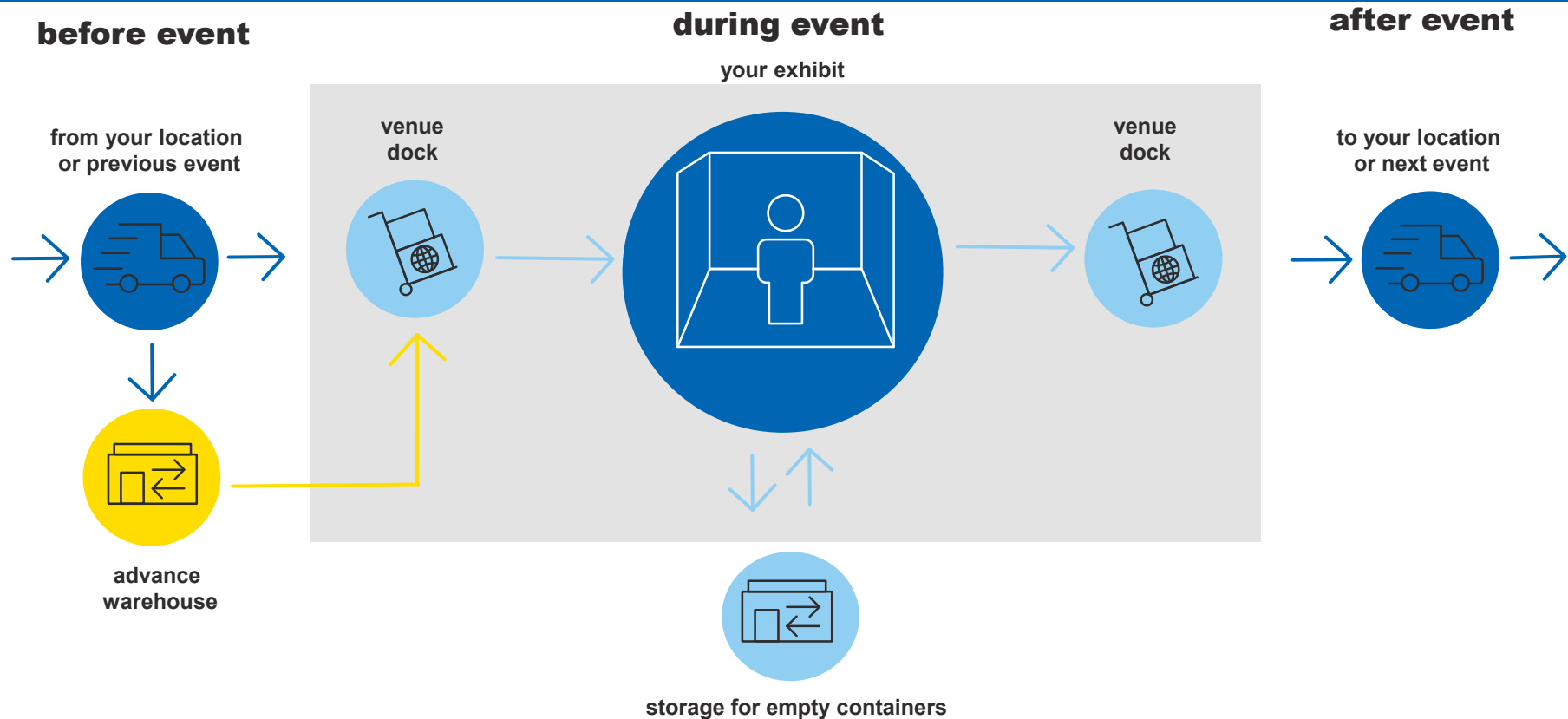




# *Material Handling*



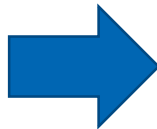
# Shipping vs. Material Handling





# Outbound Shipping Form

<b>FREEMAN</b> 841 Joseph E. Lowery Blvd N W Atlanta, GA 30318 (404) 253-6494 Fax: (404) 621-5610 FreemanAtlanta@freeman.com		<b>OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS</b>
NAME OF SHOW: <b>99TH ASH ANNUAL MEETING &amp; EXPOSITION / DECEMBER 09 - 11, 2017</b>		
COMPANY NAME:	BOOTH #:	BOOTH SIDE: <b>X</b>
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:		
For Assistance, please call (404) 253-6494 to speak with one of our experts. For fast, easy ordering, go to <a href="http://www.freeman.com">www.freeman.com</a>		
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.		
<b>SHIPPING INFORMATION</b> SHIP TO: COMPANY NAME: _____ DELIVERY ADDRESS: _____ CITY: _____ STATE/ _____ ZIP/ _____ PROVINCE: _____ POSTAL CODE: _____ PHONE: _____ ATTN: _____		
SPECIAL INSTRUCTIONS: _____ BILL TO: <input type="checkbox"/> Same as Ship to: _____ COMPANY NAME: _____ DELIVERY ADDRESS: _____ CITY: _____ STATE/ _____ ZIP/ _____ PROVINCE: _____ POSTAL CODE: _____		
<b>METHOD OF SHIPMENT</b> Select a Carrier: <input type="checkbox"/> Freeman Exhibit Transportation <input type="checkbox"/> Other Carrier No need to schedule your outbound shipment. Carrier Name: _____ Charges will appear on your Freeman invoice. Carrier Phone: _____ Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.		
Select a Level of Service: <input type="checkbox"/> 1 Day: Delivery next business day <input type="checkbox"/> Standard Ground <input type="checkbox"/> 2 Day: Delivery by 5:00 P.M. second business day <input type="checkbox"/> Specialized: Pad wrapped, uncrated, or truckload <input type="checkbox"/> Deferred: Delivery within 3-6 business days		
Select Shipment Options (if applicable) <input type="checkbox"/> Have loading dock <input type="checkbox"/> Lift gate required <input type="checkbox"/> Inside delivery <input type="checkbox"/> Air ride required <input type="checkbox"/> Pad wrap required <input type="checkbox"/> Residential <input type="checkbox"/> Do not stack		
Select Desired Number of Labels: _____ Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to your warehouse at exhibitor's expense.		



<b>MATERIAL HANDLING AGREEMENT</b> INSTRUCTIONS: COMPLETE ALL SHIPMENT AREAS. RETURN COMPLETED AGREEMENT TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.		SHIPPER'S NUMBER <b>290134-124</b> USA #: 124
<b>PLACE PRO NUMBER HERE</b> DATE: <b>08/10/18</b> <b>01:59 PM</b>		
BOOTH NO. <b>3000</b>	DATE/TIME RECEIVED AM PM	
<b>FROM:</b> PHARMACY AUTOMATION SUPPLIES AMEX NACOS T88 2013 SANDS EXPO CENTER 20 SANDS AVE LAS VEGAS, NV 89120000	<b>TO:</b> PHARMACY AUTOMATION SUPPLIES 140 S PINNACLE DR ROMEVILLE, ILLINOIS 60446 USA	DECLARED VALUE: _____ (Optional) Have loading dock, phone: 630-953-0485
IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE-OUT DAY, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS: 1. _____ RE-ROUTE VIA FREEMAN'S CHOICE 2. _____ DELIVERY BACK TO WAREHOUSE AT EXHIBITOR'S EXPENSE		SPECIAL INSTRUCTIONS: _____ SIGNATURE: _____ RE-ROUTE VIA _____ BY _____ DATE: _____ TIME: _____ AM PM
CIRCLE NUMBER OF SEPARATE DESTINATIONS IN BOOTH: 1 2 3 4 OR MORE Desired Level of Service: _____ At Freight will be billed on Actual or Dimensional Weight, whichever is greater.		CARRIER: <b>FREEMAN EXHIBIT TRANSPORTATION</b> PHONE # <b>(800) 955-3070</b>
CHECKER NO. <b>000000</b> DESCRIPTION AND EXCEPTIONS, UNREPACKED TRANSFERRED, EXHIBITOR OR SHOW USE Date: (wooden) Carbons (cardboard) Tarpaulins (tarp) (color) Slids / Pallets _____ Shrinkwrapped _____ Loose Carpets (carpet) _____ Whipped _____ Loose Carpet Pasting Rolls _____ Whipped _____ Loose	WEIGHT LBS. (LBS. TO OZS.) DATE/TIME CARRIER SIGNED: _____	IF NEITHER BOX IS CHECKED, SHIPMENT WILL BE SENT COLLECT. <input type="checkbox"/> COLLECT <input type="checkbox"/> PREPAID <b>BILL FREIGHT CHARGES TO:</b> FREEMAN EXHIBIT TRANSPORTATION 600 WEST SUNSET ROAD LAS VEGAS, NV 89118
BY SIGNED THIS AGREEMENT, YOU ARE AGREEING TO BE BOUND BY FREEMAN'S TERMS AND CONDITIONS. THESE TERMS AND CONDITIONS ARE IN YOUR BOOTH KIT OR CAN BE OBTAINED AT THE SERVICE DESK. BY SIGNED BELOW, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS. EXHIBITOR SHALL BE RESPONSIBLE FOR ALL SHIPPING CHARGES INCLUDING EXHIBITOR'S SIGNATURE (OR THE SIGNATURE OF EXHIBITOR'S AGENT) CERTIFIES & WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS.		BY SIGNED THIS TARIFF TO ENTER AT MY OWN RISK AND HOLD FREEMAN HARMLESS FROM ALL LIABILITY ARISING FROM MY ACTIVITIES ON THE PREMISES.
CARRIER NAME: _____ TRAILER NO. _____ EXHIBITOR: <b>PHARMACY AUTOMATION SUPPLIES</b> SIGNATURE: _____ PRINT NAME: _____ EMERGENCY PHONE: _____	DATE: _____ START TIME: _____ FINISH TIME: _____ CARRIER: _____ DRIVER SIGNATURE: _____ DATE: _____	FREEMAN EXHIBIT TRANSPORTATION DRIVER SIGNATURE: _____ DATE: _____ PECS RECEIVED: _____
Original - File Copy Green - Driver Yellow - Exceptions Pink - Control Gold - Exhibitor PCC00077 (08/18)		

Material Handling Agreement and shipping labels will be delivered directly to your booth.

# Material Handling

FreemanOnline  
SHOP PRODUCTS & SERVICES > Material Handling & Labels



## Stand Out!

Exhibits & accessories suited for your space.



Order Now

Manage Your Cargo

What's Material Handling? 



Shipping Services



Material Handling & Labels



# RSNA 2019 Automobile & Small Utility Vehicle Policy (ASUV)

<https://www.rsna.org/annual-meeting/exhibitors/tools-and-guides/service-kit>

## Self-Loading/Unloading at the Exhibition Hall:

- Obtain an ASUV ramp pass at the Marshalling yard Office (3050 S. Moe Drive)
- Use of two wheel dollies is permitted
- Cases with built in wheels can be rolled to booth space
- Use of pallet jacks is not permitted

## Move-in:

Saturday, November 30, 2019

8 AM – 4 PM

## Move-out:

Thursday, December 5, 2019

2 PM – 5:30 PM

Each hall will have one dedicated “ASUV” Area

## Hand Carry Items Option – From Parking Lot:

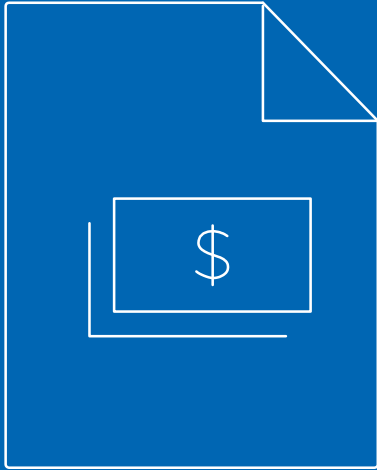
You may hand carry items or utilized non-motorized, non-hydraulic hand truck or dolly transport our items to the Exhibit area. (During move-in/move-out)



<http://mccormickplace.com/exhibitors/asuv.php>

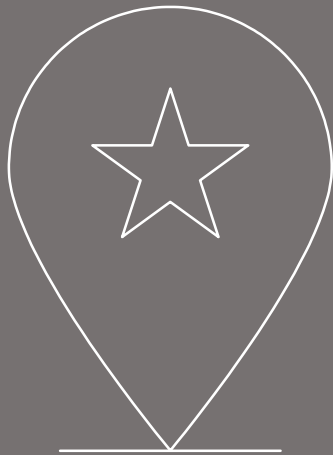
# *Cost Saving Tips*

# Cost Saving Tips

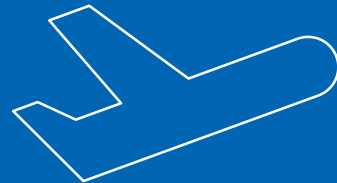


- **Order by the discount deadline date for each contractor**
- **First-time 10% discount on all non-exclusive Freeman services**
- **Order pre-arranged booth packages**
- **Shipping to the Advance warehouse**
- **Consolidated shipments (200 lbs. min)**
- **Reduce your exposure to special handling**
- **Carrier to skid/shrink wrap boxes and cases**
- **Avoid shipping loose or pad-wrapped pieces**
- **Schedule labor on straight time**
- **Pay attention to shipping deadlines**
- **Additional Resources: [Exhibit Like An Expert](#)**

# *On-Site Tips*



# *When You Arrive*



- **Make your way to your exhibit space**
- **Furniture arrives per the delivery schedule located at the Freeman Service Desk**
- **Obtain empty stickers from the Freeman Service Desk**
- **Bring all tracking numbers & order confirmations**
- **If ordered labor, check-in at the Freeman Service Desk**
- **Wear comfortable shoes**
- **Count on Freeman personnel to answer your exhibit-related questions!**

# Freeman Service Center

**North Hall Service Desk location near 6156 (vendor workshop)**

**South Hall Service Desk located near cafés A1 & A2**

**Open for extended hours**

**Dedicated phone number**

**Delivery schedule**

**Pick up empty & trash stickers**

**Arrange for outbound shipping**

**Order show services**

**Track freight shipments**

**Review Invoices**

**Any and all questions**



**Easy Access to Freeman**





**Elevated Service**

# Freeman Concierge

**Brings the service to you!**

**“I really liked the fact that you assigned a customer service agent to me and provide me with a cell number.”**

-Exhibitor at RSNA

**“I found my concierge to be extremely helpful since she was able to come to my booth rather than me having to find the Freeman area at the show, this made a huge difference in how I view Freeman.”**

-Exhibitor at World Gas Conference

# Show Flyer

Easy Access to Freeman

FREEMAN

*service and support*

to enhance your experience



## Welcome to your booth!

Freeman is at your service, in person and online. We want to make sure you have everything you need to get moved in and set up, so your booth is ready to go when the show opens. Our team members are here to help, so please contact your show site concierge for information about exhibitor services, labor, freight, or any other questions. Our goal is to help you exceed your goals and elevate your experience.

Thank you — we look forward to helping you have a great show!



### Concierge for your booth:

John Smith – 1-XXX-XXX-XXXX

Picture  
here



### Your Freeman service center location and phone number:

Central Hall – 1-XXX-XXX-XXXX



### Your Freeman audio visual contact and phone number:

John Smith – 1-XXX-XXX-XXXX

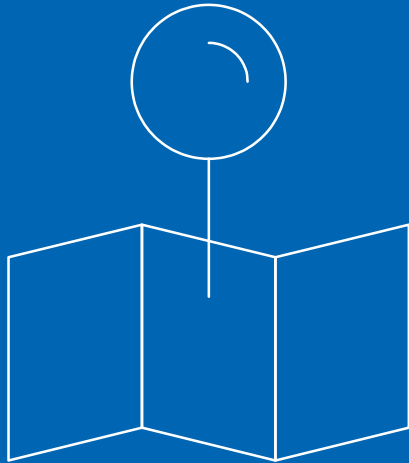
While at show site, use the handy FreemanOnline mobile app to track freight, order last minute products and services, submit concierge services requests, register to receive important notifications, and much more.



Download the FreemanOnline app at [folmobile.freemanco.com](http://folmobile.freemanco.com)



*Where to go for  
assistance?*



# *Our Promise to You!*

**Local Freeman Office**

**Chicago: (773) 473-7030**

**Monday thru Friday**

**8:00 AM – 5:00 PM CST**

**FreemanChicagoES@freeman.com**

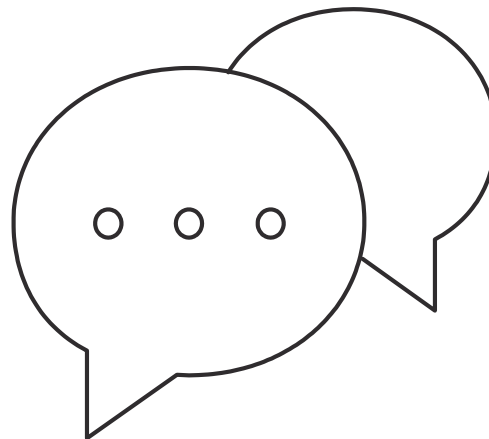
**Customer Support Center: (888) 508-5054**

**Monday thru Friday**

**7:00 AM – 7:00 PM CST**

**Saturday**

**8:00 AM – 5:00 PM CST**



*thank you*



To view this webinar, visit RSNA Exhibitor Best Practices page

<https://www.rsna.org/annual-meeting/exhibitors/tools-and-guides/exhibitor-best-practices>

F R E E M A N