
EASY IS NICE, ON ANY DEVICE.

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

Exhibitors have a choice of one of two packages ordered through show management. Drape and carpet colors will depend on the area of your booth location. Please reference the areas below for color selection.

BOOTH PACKAGE OPTIONS

Standard Pipe & Drape Package

Each booth space will be equipped with:

- 8' high back drape
- 3' high side dividers
- 7" x 44" one-line identification sign

3 Star Booth Package

Each booth space will be equipped with:

- 8' high Blue back drape
- 3' high Blue side dividers
- 1 - 6' skirted table
- 2 - side chairs
- 1 - wastebasket
- 1 - 5 amp/500 watt electrical outlet
- 1 - Lead Retrieval Unit
- 7" x 44" one-line identification sign
- Classic booth carpet

SHOW AREA COLORS

General Food Area

Each booth space will be equipped with:

- 8' high Blue back drape
- 3' high Blue side dividers
- 7" x 44" one-line identification sign
- Midnight Blue booth carpet (Included *only* with 3 Star Package order)

Healthy Expo Area

Each booth space will be equipped with:

- 8' high Gray back drape
- 3' high Gray side dividers
- 7" x 44" one-line identification sign
- Blue booth carpet (Included *only* with 3 Star Package order)

Food Trends Experience

Each table top in this area is equipped with:

- 8 - 6'L x 42"H blue skirted counter high tables
- 4 - 6'L x 30"H white topped tables (no skirts)
- 1 - stool
- Access to a 5 amp/500 watt electrical outlet
- 7" x 44" one-line identification sign

This area is completely carpeted with Green carpet.

Beer, Wine & Spirits Pavilion

Each table top in this area is equipped with:

- 8' high Gray back drape
- 1 - 6' Gray skirted table
- 1 - folding chair
- 1 - wastebasket
- 7" x 44" one-line identification sign

This area is completely carpeted with Plum carpet.

Not included with your booth: If you are handing out SAMPLES of alcohol, you are required to hire a Bartender through Levy. This is mandatory in the city of Los Angeles. Please fill out the Sampling Form and return to Levy. Electricity, Refrigeration, Ice and Cups are not included.

ELECTRICAL

Please note that electrical service may not be included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisle carpet will be as follows:

- General Area: Midnight Blue aisle carpet
- Healthy Expo: Green aisle carpet
- Beer, Wine & Spirits Pavilion: Plum booth and aisle carpet
- Food Trends: Green booth and aisle carpet

If you have selected the 3 Star Package, your carpet will be as follows:

- General Area: Midnight Blue booth carpet
- Healthy Expo: Blue booth carpet

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by August 01, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to

[PreShowFAQ](#)

Friday	August 23, 2019	8:00 AM	-	5:00 PM
Saturday	August 24, 2019	8:00 AM	-	5:00 PM

EXHIBIT HOURS

Sunday	August 25, 2019	11:00 AM	-	5:00 PM
Monday	August 26, 2019	11:00 AM	-	5:00 PM
Tuesday	August 27, 2019	11:00 AM	-	4:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to

[PostShowFAQ](#)

Tuesday	August 27, 2019	4:00 PM	-	10:00 PM
Wednesday	August 28, 2019	8:00 AM	-	12:00 PM

We will begin returning empty containers once the aisle carpet has been removed. Please note that overtime / double time rates will apply for all labor and material handling services after 4:30 PM on Friday and all day on Saturday during move-in and after 4:30 PM on Tuesday during move-out.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by **Wednesday, August 28, 2019 at 12:00 PM.**

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Wednesday, August 28, 2019 at 9:00 AM.**

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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (714) 254-3410 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

2170 S. Towne Centre Place, Ste 100
 Anaheim, CA 92806
 (714) 254-3410 fax (469) 621-5602
 FreemanAnaheimES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
 International Shipping Services or fax (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by August 01, 2019. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
Western Foodservice & Hospitality Expo
 C/O FREEMAN
 3456 E. MIRALOMA AVE
 ANAHEIM, CA 92806

**The warehouse is not temperature controlled.
 Do not ship perishable items to the warehouse.**

Freeman will accept crated, boxed or skidded materials beginning **Monday, July 22, 2019**, at the above address. Material arriving after **Thursday, August 15, 2019** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (714) 254-3410.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
Western Foodservice & Hospitality Expo
C/O FREEMAN
LOS ANGELES CONVENTION CENTER
1201 S FIGUEROA ST
LOS ANGELES, CA 90015

NOTE: All Common Carriers and Van Lines should report to the Driver Check In. (See enclosed map.) Certified Weight Tickets must accompany all shipments.

Freeman will receive shipments at the exhibit facility beginning **Friday, August 23, 2019**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (714) 254-3410.

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 not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (714) 254-3410.

WE APPRECIATE YOUR BUSINESS!

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 feature you may contact Freeman Exhibitor Services at (714) 254-3410 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1 (512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by August 01, 2019.

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, 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 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 [PreShowFAQ](#)

For more information and helpful hints on postshow procedures and move-out, please go to [PostShowFAQ](#)

Call Freeman's Exhibitor Services department at (714) 254-3410 with any questions or needs you may have.