

Dear Aluminum USA exhibitors,

We would like to make sure you are heading in to the Aluminum USA show with all the information possible to make this year's event a success!

Below is the show schedule:

EXHIBITOR MOVE-IN

Wednesday, September 11, 2019 8:00 AM - 5:00 PM

EXHIBIT HOURS

Thursday, September 12, 2019 10:00 AM - 5:00 PM

Friday, September 13, 2019 10:00 AM - 3:00 PM

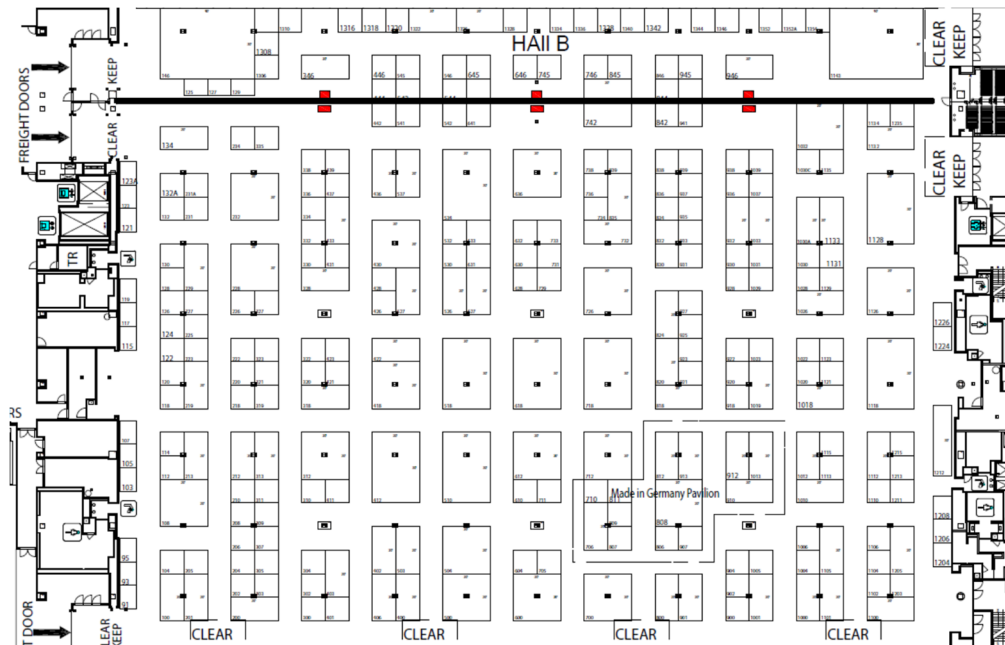
EXHIBITOR MOVE-OUT

Friday, September 13, 2019 3:00 PM - 7:00 PM*

Saturday, September 14, 2019 8:00 AM - 5:00 PM

***Hall B** All exhibitor materials must be removed from the exhibit facility by Friday, September 13, 2019 at 10:00 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 Friday, September 13, 2019 at 7:00 PM

Please be aware of that labor hours in Nashville; straight time is Monday – Friday 8am – 5pm / overtime time is Monday – Friday 5pm – midnight and Saturday 8am – 5pm. We recommend that you use Freeman when possible, as they are the official General Contractor for the event.



Please keep in mind the discount deadlines as you place your orders for the event (all order forms will be available through our online manual)

I NEED TO ORDER...	CONTRACTOR	DISCOUNT DATE (IF APPLICABLE)	TELEPHONE
Audio Visual	LMG / MCC	N/A	(615) 401-1326
Booth Cleaning	Freeman	21-Aug-19	(615) 884-5785
Business Center	MCC	N/A	(615) 401-1495
Carpet	Freeman	21-Aug-19	(615) 884-5785
Catering	MCC	9-Sep-19	(615) 401-1360
Computers / Office Equipment	MCC	23-Aug-19	(615) 401-1328
Customs / International Freight	Phoenix Int'l Logistics	PLEASE SEE FORM	(908) 355-8900
Domestic Shipping	Freeman	21-Aug-19	(800) 995-3579
Electrical	MCC	23-Aug-19	(615) 410-1440
Exhibitor Insurance	John Buttine, Inc.	N/A	(800) 964-4454
Floral	Teasley	3-Sep-19	(615) 876-3695
Furnishings – Chairs, Tables, Etc.	Freeman	21-Aug-19	(615) 884-5785
General Contractor	Freeman	21-Aug-19	(615) 401-1328
Hanging Signs – with motor/electric	MCC	23-Aug-19	(615) 458-2680
Hanging Signs – without motor/electric	MCC	23-Aug-19	(702) 352-1468
Internet	MCC	23-Aug-19	(615) 410-1440
Labor (Installation & Dismantle)	Freeman	21-Aug-19	(615) 884-5785
Lead Retrieval	CompuSystems, Inc.	N/A	(866) 600-5323
Plumbing	MCC	23-Aug-19	(615) 401-1440
Rental Exhibits	Freeman	21-Aug-19	(615) 401-1328
Security Guards	MCC	23-Aug-19	(615) 401-1440
Signs & Accessories	Freeman	21-Aug-19	(615) 401-1328
Telecommunications	MCC	23-Aug-19	(615) 401-1440

Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.



1 *booth structure*

Option 1 Multiple Use

Use **Forest Sustainable Certified (FSC)** wood to build your booth and crates.

Get creative! Design your booth with a **small shipping footprint** to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

Option 2 One-time Use

Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2 *carpet*

Option 1 Rent

Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



3 *shipping*



Online + before deadline = better bottom line. Take advantage of early-bird pricing and consolidate shipping when ordering supplies.



Choose reusable shipping padding. Avoid packing peanuts and foam plastic materials that never decompose.



Ship early. Use the 30-day policy to ship materials to the Freeman advance warehouse.

4 *graphics*

Option 1 Multiple Use

Print on a durable substrate **without dates, event names, or locations.**

Option 2 One-time Use

Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

5 *printing*



Reduce printing and **go digital** with your booth literature.



Print locally. Supporting local businesses while reducing shipping? It's a win-win.



Print on at least **50 percent post-consumer recycled paper.**

6

ON SITE

save energy



Use Energy
Star-rated equipment
for audio-visual
equipment and
monitors.



Power down. Turn off
equipment at the end
of each day.



Light up your booth
with CFLs, LEDs, or
other energy-
efficient lighting.

8

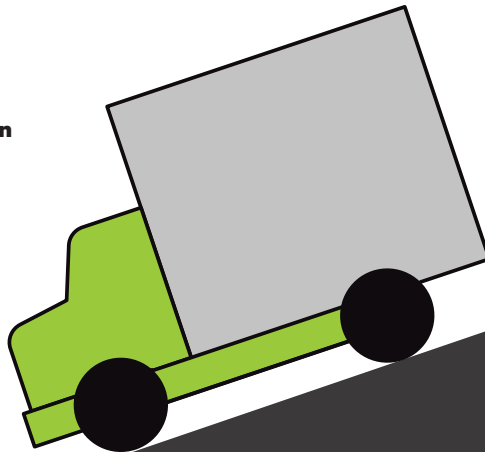
shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

If you're shipping directly to another
show, ask **Freeman Transportation**
about joining a caravan to your
next show.



FREEMAN

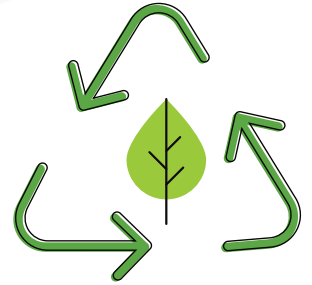
FREEMAN.COM

7

MOVE OUT

train your team

Educate your installation
and dismantling teams
about **recycling and
donation processes.**



leftover materials

Remember to label.

Clearly **label recyclable leftover
material** for disposal.

Donate the rest.

Ask the Freeman Exhibitors Services
desk about local donation programs.

TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor
staging materials

Unused raw materials: Plywood,
subflooring, non-laminate wood

Flooring: 100 square feet of
flooring. Excludes carpet.

Left over giveaways: Pens, pads
of paper, sunglasses, USBs, etc., left
over in your promotional giveaway

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or
shipping boxes

Glass: Green, brown, clear

Plastics: Shrink-wrap or plastic
banding used to secure shipments;
water/soda bottles; plexiglass
(acrylics) clear, smoked, or tinted;
Visqueen used to protect flooring

Metal: Aluminum cans/
steel banding

Paper: Fliers, brochures, programs,
tickets, office paper, newspaper,
magazines, paperboard

Wood: Non-laminate wood