

F R E E M A N

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Houston, Texas 77045

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PIPELINE PIGGING & INTEGRITY MANAGEMENT CONFERENCE & EXHIBITION

FEBRUARY 12 - 14, 2008

HOUSTON MARRIOTT WESTCHASE/EXHIBIT HALL
HOUSTON, TEXAS

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high beige back drape and 3' high beige side dividers. **BY ORDER OF THE FIRE MARSHAL, NOTHING MAY BE ATTACHED TO THIS DRAPE.** In addition, Freeman will supply each booth with:

- Identification sign with company name and booth number, 7" x 44"
- Wastebasket

And, the Marriott Westchase will supply each booth with:

- Two armless chairs
- One draped table

EXHIBIT HALL CARPET

The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by January 29, 2008.

Save money by ordering labor in advance. All display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Monday	February 11, 2008	1:00 p.m. - 7:00 p.m.
Tuesday	February 12, 2008	7:00 a.m. - 3:00 p.m.

All exhibits must be fully installed by Tuesday, February 12, 2008 at 3:00 p.m.

*Freight moved into the facility after 4:30 p.m. on Monday, February 11 or before 8:00 a.m. on Tuesday, February 12, 2008, will be subject to overtime rates.

EXHIBIT HOURS

Tuesday	February 12, 2008	5:00 p.m. - 7:00 p.m.
Wednesday	February 13, 2008	9:00 a.m. - 6:30 p.m.
Thursday	February 14, 2008	9:00 a.m. - 2:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Thursday	February 14, 2008	2:00 p.m. - 5:00 p.m.
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*Freight moved out of the facility after 4:30 p.m. on Thursday, February 14, 2008 will be subject to overtime rates.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Thursday, February 14, 2008 at 5:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Thursday, February 14, 2008 at 3:00 p.m. or freight will be re-routed.

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.

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN	FREEMAN EXHIBIT TRANSPORTATION
13101 Almeda Rd.	(800) 995-3579 fax (817) 385-0983
Houston, TX 77045	
(713) 433-2400 fax (713) 433-9441	

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth # _____
Pipeline Piggig & Integrity Management Conference & Exhibition
C/O Freeman
2000 Cavalcade
Houston, TX 77009

Freeman will accept crated, boxed or skidded material beginning Monday, January 7, 2008 at the above address. Material arriving after February 8, 2008 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
Pipeline Piggig & Integrity Management Conference & Exhibition
C/O Freeman
Houston Marriott Westchase / Exhibit Hall
2900 Briarpark Drive
Houston, TX 77042

Freeman will receive shipments at the exhibit facility beginning Monday, February 11, 2008 at 1:00 p.m. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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 713-433-2400.

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 service you may contact Freeman Houston Exhibitor Services at 713-433-2400 or Freeman's Customer Support Center at 888-508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by early deadline order date here.

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, and 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.

You are not allowed to ship Hazardous Materials. If you do so, you will be in violation of federal law, and may be subject to civil penalties of not more than \$27,000 for each offense.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (713-433-2400) with any questions or needs you may have.