FREEMAN

NEW YORK COMIC CON
OCTOBER 10-13, 2013
JACOB K. JAVITS CONVENTION CENTER
NEW YORK, NEW YORK

FREEMAN quick facts

CONCIERGE ELITE on your PC or Smartphone - service at your fingertips!
Check out our Concierge Elite service to take advantage of our new time saving tools!
Log on to www.freemanco.com from your Smartphone or PC. This will give you instant access to:

- Receive notification when your show site shipments arrive and empty containers are returned to your booth after the show
- Ask for service or assistance from anywhere
- View your orders and freight shipments
- Submit your outbound paperwork without making a trip to the service desk

For a short demo of Concierge Elite go to www.freemanco.com/cedemo to view its many features.

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLACK back drape, 3' high BLACK side dividers and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in RED.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by September 17, 2013.

All billing discepancies must be addressed at the Freeman Service Center during normal show hours. Any other discrepancies can be resolved up to but not to exceed 30 days prior to the last move out day.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Tuesday	October 08, 2013	10:00 AM	-	6:00 PM
Wednesday	October 09, 2013	8:00 AM	-	6:00 PM

All crates must be off the floor by end of day.

Thursday	October 10, 2013	8:00 AM	-	10:00 AM

All booths must be set by noon and exhibitors off the floor to install aisle carpet.

SHOW FLOOR HOURS

Thursday	October 10, 2013	3:00 PM	-	9:00 PM - *Press, Professionals, VIP, 4 day & Single day Thursday Tickets*
Friday	October 11, 2013	10:00 AM	-	8:00 PM
Saturday	October 12, 2013	10:00 AM	-	8:00 PM
Sunday	October 13, 2013	10:00 AM	-	5:00 PM

EXHIBITOR MOVE-OUT

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

Halls 3A, 3B, 3C, 3D

Sunday	October 13, 2013	5:00 PM - 10:00 PM	
Monday	October 14, 2013	8:00 AM - 4:00 PM	*Holiday and Double Time Rates Apply*
Tuesday	October 15, 2013	8:00 AM - 12:00 PM	

Halls 3E and North Pavilion

Sunday	October 13, 2013	5:00 PM - 10:00 PM	
Monday	October 14, 2013	8:00 AM - 12:00 PM	*Holiday and Double Time Rates Apply*

We will return empty containers by October 13, 2013 at 10:00 PM.

DISMANTLE AND MOVE-OUT INFORMATION

Halls 3A, 3B, 3C, 3D

All exhibitor materials must be removed from the exhibit facility by Tuesday, October 15, 2013 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 Tuesday, October 15, 2013 at 10:00 AM.

Halls 3E and North Pavilion

All exhibitor materials must be removed from the exhibit facility by Monday, October 14, 2013 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 Monday, October 14, 2013 at 10:00 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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 fax: (469) 621-5618
FreemanNewYorkES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (469) 621-5810

SERVICE CENTER HOURS

Tuesday	October 08, 2013	8:00 AM - 6:00 PM
Wednesday	October 09, 2013	8:00 AM - 6:00 PM
Thursday	October 10, 2013	8:00 AM - 9:00 PM
Friday	October 11, 2013	8:00 AM - 4:30 PM
Saturday	October 12, 2013	8:00 AM - 4:30 PM
Sunday	October 13, 2013	8:00 AM - 10:30 PM
Monday	October 14, 2013	8:00 AM - 4:00 PM
Tuesday	October 15, 2013	8:00 AM - 12:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by September 17, 2013. 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 using 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.freemanco.com/store 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 (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth #_____
NEW YORK COMIC CON
C/O FREEMAN
1 RAILROAD PL
MASPETH, NY 11378

Freeman will accept crated, boxed or skidded materials beginning Monday, September 09, 2013 at the above address. Material arriving after October 01, 2013 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth #_____
NEW YORK COMIC CON
C/O FREEMAN
JACOB K. JAVITS CONVENTION CENTER
655 W 34TH ST
NEW YORK, NY 10001-1188

Freeman will receive shipments at the exhibit facility beginning Tuesday, October 08, 2013. 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.

Please note: All items and materials that must be brought into the facility may be 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 this service.

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 Service Desk. Refer to the order form for 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 (201) 299-7575.

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 Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by September 17, 2013.

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 that 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

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.

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

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