



FREEMAN IS DESIGNATED AS THE ASCRS ANNUAL MEETING SERVICE CONTRACTOR

Available services include:

- ▶ Audio/visual
- ▶ Booth cleaning
- ▶ Carpet
- ▶ Electrical
- ▶ Installing and the dismantling of exhibits
- ▶ Material handling
- ▶ Plumbing
- ▶ Rigging

Freeman also provides the following specialty services:

- ▶ Booth furniture rental and accessories
- ▶ Custom exhibits and rentals
- ▶ Graphics
- ▶ Shipping

Freeman will be on-site at the Exhibitor Service Center during the ASCRS Annual Meeting to assist you in coordinating any last-minute services, order additional products, and to answer any questions you may have.

MOSCONE CENTER EXHIBITOR SERVICES

Below are the exclusive vendors and services at Moscone Center:

- ▶ Catering – SAVOR San Francisco (In-house provider)
- ▶ Telecom/Internet

OTHER OFFICIAL SHOW CONTRACTORS

ASCRS has secured vendors as official contractors to provide the necessary services for a successful meeting and exhibition. We encourage exhibitors to utilize their services. Contact information and order forms will be available in the Exhibitor Service Kit. To identify our partners, look for the Annual Meeting or association logo on all order forms and email communications.

- ▶ ADCOM Worldwide – Freight/Shipping Services
- ▶ Convention Data Services – Lead Retrieval
- ▶ OnPeak – Housing
- ▶ RA Consulting – Booth Security
- ▶ Urban Jungle – Floral

EXHIBITOR APPOINTED CONTRACTORS (EAC) & LABOR

Labor within the booth can be provided either through an exhibitor appointed contractor (EAC) you have hired or the official service contractor (Freeman). All individuals working in the hall must be badged at all times.

An EAC is any company other than one of the designated official contractors for ASCRS that provides services to an exhibitor and will require access to the show during installation, show days, or dismantle.

EACs are NOT permitted to perform any of these services:

- ▶ Catering
- ▶ Plumbing
- ▶ Electrical services
- ▶ Rigging/hanging signs
- ▶ Material handling
- ▶ Telecom/internet

DESIGNATING AN EAC

An exhibitor can designate an EAC for installation and dismantle of their booth, audio/visual (A/V), photography, lead retrieval, or other specialty services, but the exhibiting company MUST submit the EAC authorization form and EAC insurance certificate to ASCRS by **May 14, 2021** or the EAC will not be permitted access to the Exhibit Hall.

Documents may be submitted via email to the contact below:
Jamie Barbera
Exhibits Manager | exhibits@ascrs.org | Fax: 703-547-8840

Failure to submit forms by the designated deadline will result in the exhibiting company being required to use labor provided by the official service contractor for installation and dismantle and other ASCRS selected contractors for other services.

Exhibitor is required to submit a form for an EAC company that is not listed below:

- ▶ Freeman – Official Show Contractor & Audio/Visual
- ▶ TBD – Booth Photography/Video
- ▶ RA Consulting – Booth Security Services
- ▶ Urban Jungle – Floral/Plant Services
- ▶ Moscone – Catering, Internet, Telecom
- ▶ Xpress Leads Convention Data Services – Lead Retrieval

EAC ACCESS TO THE SHOW FLOOR

EACs are not permitted on the show floor during show hours. Should access to the show floor be necessary during show hours, the exhibiting company must allocate the EAC a badge from their corporate allotment of exhibitor badges, and proper professional attire is required.

EAC CERTIFICATE OF INSURANCE (COI)

Exhibitors are not required to submit a COI. This is for EAC companies only. The EAC must send ASCRS an acceptable public liability insurance policy (COI) as to coverage limits located on

our meeting website and agree to name ASCRS, Freeman and the Moscone Center as an additional insured on any such policy(ies) and agree to furnish ASCRS proof of payment of the premium on any such policy(ies).

Policy(ies) shall expressly provide that the policy(ies) shall not be canceled or altered without at least 10 days prior written notice to ASCRS from the insurance company.

The COI must state ASCRS as the certificate holder, be addressed to the location below and include the exhibiting company's name and booth number in the comments:
ASCRS | 12587 Fair Lakes Circle, Suite 348 | Fairfax, VA 22033

INDEMNIFY & HOLD HARMLESS

Exhibitor expressly agrees to indemnify and hold harmless ASCRS, its management, agents, and employees from any and all liability, claims, loss, damages or expenses, including counsel fees and costs resulting from injuries to any person, including other exhibitors, the agents, employees and attendees, or damage to any property, including property owned by other exhibitors, in connection with its use of the exhibit space.

Exhibitor agrees that the exhibition assumes no responsibility for the safety of the properties of the exhibitor, its officers, agents or employees from theft, damage by fire, accident or any other cause whatsoever.

The exhibition provides security guards for public spaces only; however, attention is called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.) on your exhibit from place of shipment to the exhibition, facility, return, and during exhibition.

COIs may be submitted via email or fax to the contact below no later than **May 14, 2021**.

Jamie Barbera
Exhibits Manager | jbarbera@ascrs.org | Fax: 703-547-8840

EAC & LABOR BADGING

Wristbands will be given to EACs and Labor at the designated check-in desk, during move-in and move-out and will only be given to EACs if ASCRS has received the Notice of Intent to Use an EAC along with a valid certificate of insurance (COI) from the EAC. The designated EAC check-in location for all Moscone North and South events is the Moscone South employee entrance. ASCRS will have a check-in desk.

Wristbands allow EACs access to the show floor during move-in and move-out only. An EAC without the EAC work authorization form or without a valid certificate of insurance (COI) on file must provide completed documentation or will NOT be permitted on the show floor.



CONVENTION CENTER RULES/INSURANCE

Exhibitor expressly agrees to adhere to all convention rules and regulations published by the convention center. Exhibitor agrees to meet all convention center insurance requirements and accepts sole responsibility for securing required license/permits needed, for example, from ASCAP/BMI for the use of music in booth area. Please refer to the specific convention center website for further details.

LABOR RATES

Install & Dismantle Labor	Electrical Labor
ST: \$154.75/hr	ST: \$192.00/hr
OT: \$271.50/hr	OT: \$384.00/hr

EXHIBITOR HAND-CARRY PROCEDURES

Exhibitors may transport materials they can carry in one trip to their booths. Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

The following items are **NOT** considered hand-carry items:

Two-wheel dolly loads, hotel bellman's carts, boxes or crates requiring two people to carry.

EXHIBITOR INSTALL/DISMANTLE PERMISSIONS

- ▶ Install and dismantle displays within a 100 square foot or less booth space if one person can accomplish the task in 30 minutes or less without the use of tools.
- ▶ Install graphics and small signs, and logos and graphics that are attached with pre-cut Velcro strips.
- ▶ Make technical electrical adjustments such as install light bulbs, plug-in extension cords, etc.

PLUMBERS

Freeman will handle all plumbing work such as compressed air, water, drain or natural gas.

SPECIALTY GASES

If you will need to order specialty gases, please contact:
Messer Industrial Gases
 1-833-7MESSER
Electronics.cs@messer-us.com

RIGGING

Freeman is the designated official providers of all rigging in the Exhibit Hall.

UNFINISHED SIDEWALLS & BACKWALLS

Exhibitors must mask all displays with unsightly back/side walls. If necessary, a drape will be installed to cover any unfinished parts of a display and the exhibitor will be charged accordingly by Freeman.

UNION JURISDICTIONS IN THE SAN FRANCISCO BAY AREA

You may appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, please read the following:

DISPLAY LABOR

By definition, the installation or dismantling of exhibits that require the use of hand tools, or takes one person more than 30 minutes, or exceeds ten feet in any direction falls within the jurisdiction of the Local 510 of the Sign Display and Crafts Union. You can handle and set out the products you manufacture; however, all background materials—display boards, backdrops, stands—anything the products are displayed upon, attached to, or made part of, and laying of floor tile and carpets must be installed by union labor. Labor can be ordered in advance by returning the Display Labor order form, or on show site at Freeman Service Center.

MATERIAL HANDLING

The Teamsters Union Local 2785 (and Local 287 for shows in San Jose) has jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over the operation of all material handling equipment; this includes all dollies and hand trucks. You may hand-carry only what you can manage by yourself (one person) in one trip, using no equipment. Since hand-carried materials may not come through the freight entrance, show management will designate a specific entrance for hand carried items. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

ELECTRICAL

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections and hardwiring of all electrical equipment, (e.g., 208 volt and higher services, panels, motors, and audio/visual equipment), installation of all lighting hung from truss or beams and distribution of all cabling throughout the booth and truss structures. (San Francisco includes the lighting truss assembly and hanging.) All stage hand labor used in the exhibit area will be supplied through Freeman with exception of their company representative/supervisor. Unless contracted directly with the in-house AV/internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we believe that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman Representative at Freeman Service Center.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a Freeman management representative.

MATERIAL HANDLING & SHIPPING

Material handling is the unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons and reloading your shipment at the close of the show (also called drayage). This service is not included in the cost of your booth space. Avoid unexpected costs at show site and pre-order this service.

Handling charges are based on the weight of the freight. Shipments are billed by the hundred. A 200 lb minimum per shipment applies.

Minimum per shipment may apply, see Material Handling/Drayage for details in the Exhibitor Service Kit. Please prepay all shipping charges. Freeman cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets; otherwise, Freeman will invoice the entire load at the uncrated rate.

- ▶ Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- ▶ Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- ▶ Special Handling: Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- ▶ Overtime Surcharges: Shows that move-in or move-out on weekends or after 4:30 p.m. during the weekday may be subject to additional overtime surcharges.

WAREHOUSE SHIPMENTS – ST/ST

Boxed, crated or skidded	\$123.17/CWT
Special handling*	\$165.94/CWT

Material handling	
Warehouse Crated	\$128.50/CWT
Show-Site Crated	\$150.50/CWT

ADVANCED WAREHOUSE

Exhibitor Name & Booth #
ASCRS 2021
c/o Freeman/PDS
365 East Grand Avenue
South San Francisco, CA 94080

Freeman will accept crated, boxed or skidded materials beginning **Friday, July 9, 2021**, at the above address. Material arriving after **Monday, August 2, 2021** 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 a.m.–3:30 p.m.** Certified weight tickets must accompany all shipments.

SHOW SITE

Exhibitor Name & Booth #
ASCRS 2021
c/o Freeman
Moscone Center
747 Howard Street
San Francisco, CA 94103

**All carriers must first check in at the marshalling yard located at Pier 80 via Cesar Chavez Blvd.*

Freeman will receive shipments at the exhibit facility beginning at 8:00 a.m. on **Wednesday, August 11, 2021**. 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.

The freight target floor plan for move-in dates and times, will be available in February in the Exhibitor Service Kit.

You are required to adhere to the target floor plan schedule in order to assist with a smooth move-in for all exhibitors.