



**2011 SUMMER FANCY FOOD SHOW
JULY 10 - 12, 2011
WALTER E. WASHINGTON CONVENTION CENTER
WASHINGTON, DISTRICT OF COLUMBIA**

SERVICE INFORMATION

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 notifications when:
 - your show site shipments arrive
 - your 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.

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side drape, and one (1) 7" x 44" two-line identification sign.

In addition to the items listed above, a booth package is available at no additional cost if the enclosed Complimentary Booth Package Form is filled out and returned by the deadline date of June 21, 2011. The booth package includes two (2) 6' undraped tables, two (2) folding chairs, one (1) wastebasket, and one (1) 9' x 10' gray carpet.

DRAYAGE PACKAGE

The NASFT is proud to announce a new benefit for all members exhibiting in the Fancy Food Shows. This benefit is effective immediately starting with the upcoming Summer Show in Washington, DC.

Every member's 10' x 10' booth will receive 100 lbs. of drayage (also known as material handling) at NO CHARGE. The value of this service for the upcoming Summer Show is \$85 per 100 lbs. of freight (which is based on the straight time rate for freight delivered directly to the show).

Here is how it works:

- Each exhibiting member company that is contracted for their own booth space will receive 100 lbs. of drayage at no charge for every 10' x 10' booth they occupy. For instance, if your booth is 10' x 30' you will receive 300 lbs. at the \$85 rate for a total value of \$255.00.
- If an existing member chooses to ship their freight directly to the Freeman warehouse, they will still receive the \$85 per 100 lbs. and will be responsible for difference in cost.
- If an existing member chooses to ship their freight on Saturday (which is considered overtime), they will still receive the \$85 per 100 lbs. and will be responsible for the difference in cost.
- **This program cannot be used in combination with the "Exhibitor Driven Vehicle (EDV) Program."**

This benefit requires no action on your part. The benefit will be shown as a credit on your final bill from Freeman at the end of the show.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, aisles will be carpeted in blue. **Booths are required to have floor covering.** To rent carpet through Freeman, please refer to the Carpet Brochure and Order Form.

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 June 21, 2011.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as 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 pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

Thursday	July 07, 2011	8:00 a.m. - 5:00 p.m.
Friday	July 08, 2011	8:00 a.m. - 5:00 p.m.
Saturday	July 09, 2011	8:00 a.m. - 5:00 p.m.

EXHIBIT HOURS

Sunday	July 10, 2011	10:00 a.m. - 5:00 p.m.
Monday	July 11, 2011	10:00 a.m. - 5:00 p.m.
Tuesday	July 12, 2011	10:00 a.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

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

Tuesday	July 12, 2011	4:00 p.m. - 10:00 p.m.
Wednesday	July 13, 2011	8:00 a.m. - 5:00 p.m.
Thursday	July 14, 2011	8:00 a.m. - 12:00 p.m.

We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Thursday, July 14, 2011 at 12:00 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, July 14, 2011 at 11:00 a.m.
- Empty containers will be returned Tuesday, July 12, 2011 by 10:00 p.m.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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

9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7975 fax (469) 621-5609
FreemanWashingtonES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (817) 385-0983

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 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.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
2011 SUMMER FANCY FOOD SHOW
 C/O Freeman
 9900 Business Parkway
 Lanham, MD 20706

Freeman will accept crated, boxed or skidded materials beginning Monday, June 06, 2011, at the above address. Material arriving after June 28, 2011 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 a.m. - 3:30 p.m.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
2011 SUMMER FANCY FOOD SHOW
 C/O Freeman
 Walter E. Washington Convention Center
 801 Mount Vernon Place NW
 Washington, DC 20001

Freeman will receive shipments at the exhibit facility beginning Thursday, July 07, 2011. 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.

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 301-918-7975.

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 301-918-7975 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 June 21, 2011.

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.

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 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 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.

Call Freeman's Exhibitor Services department at 301-918-7975 with any questions or needs you may have.