

EASY IS NICE, ON ANY DEVICE

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

BOOTH EQUIPMENT

Each 10' x 10' booth will receive 8' high black back drape and 3' high black side drape. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.

Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if electrical service is utilized without an order on file.

EXHIBIT HALL CARPET

The exhibit hall will not be carpeted. Floor covering options are available for rental for your booth through Freeman. Please refer to the Flooring Solutions brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [April 26, 2022](#).

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Tuesday	May 24, 2022	12:00 p.m. - 5:00 p.m. <i>*Island booths 400 sqft or more ONLY</i>
Wednesday	May 25, 2022	8:00 a.m. - 5:00 p.m.

- All exhibits must be fully installed by 5:00 p.m. Wednesday, May 25, 2022. All crates and large shipping containers must be off the floor at this time. The exhibitor service desk will close at 5:00 p.m.
- *During exhibitor move-in/set-up, exhibitors may continue to work on their booths until 9:00 p.m., however they must stay within the exhibit hall. Once the individual leaves the exhibit hall after 6:00 p.m., re-entry will be prohibited.*
- Please note that overtime rates will apply for labor after 4:30 p.m. on Tuesday and Wednesday for move-in.

EXHIBIT HOURS

Badged Exhibitors will have access to the exhibit hall at 7:00 a.m. each morning and until 9:00 p.m. each evening May 26 - 29, 2022.

Thursday	May 26, 2022	10:00 a.m. - 7:00 p.m.
Friday	May 27, 2022	10:00 a.m. - 7:00 p.m.
Saturday	May 28, 2022	10:00 a.m. - 7:00 p.m.
Sunday	May 29, 2022	10:00 a.m. - 5:00 p.m.

- **Note:** *The exhibit floor will open daily at 9:30 a.m. as part of early access for press, special guests, and premium ticket holders. Therefore, we expect all exhibitors to be show-ready and prepared for fans by 9:15 a.m. each morning.*
- **Important:** *Due to enhanced security screening at STAR WARS CELEBRATION, if you are bringing boxes or other large items onto the exhibit floor please allow up to 30 minutes for entry into the building. Please keep this in mind as we ask all exhibitors to be show-ready for fans by 9:15 a.m.*

EXHIBITOR MOVE-OUT

Sunday May 29, 2022 5:00 p.m. - 9:00 p.m.

Monday May 30, 2022 8:00 a.m. - 5:00 p.m.

- Please note that holiday labor rates will apply for labor performed on Monday, May 30, 2022, which is Memorial Day.

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Monday, May 30, 2022 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 Monday, May 30, 2022 at 1:00 p.m.

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

POST SHOW PAPERWORK AND LABELS

Exhibitor Support 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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call Exhibitor Support at (888) 508-5054 for an estimate.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by April 26, 2022. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #
 STAR WARS CELEBRATION
 C/O Freeman
 3456 E Miraloma Ave
 Anaheim, CA 92806

Freeman will accept crated, boxed or skidded material beginning April 25, 2022 at the above address. Material arriving after May 17, 2022 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 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
 STAR WARS CELEBRATION
 Anaheim Convention Center
 C/O Freeman
 1850 West St
 Anaheim, CA 92802

Freeman will receive shipments at the exhibit facility beginning May 24, 2022. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman are 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 the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

(888) 508-5054

ExhibitorSupport@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183

International Shipping Services or fax (469) 621-5810 or

Exhibit.Transportation@freeman.com

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

WE APPRECIATE YOUR BUSINESS!

LEND-A-HAND PROGRAM

For those exhibitors who are "do-it-yourself-ers", we are offering a little extra assistance. We have secured easier access and additional complimentary labor for both move-in and move-out. Please review the details and qualifications closely.

LEND-A-HAND MOVE-IN

POV's (Privately Owned Vehicles) are defined as cars, pick-up trucks, vans, and other vehicles primarily designed for passenger use and no larger than a Ford Econoline Van. Straight trucks, bobtails, contract carriers, and vehicles with trailers are NOT considered POV's.

Box trucks, cube trucks, and any trailers hitched to any vehicle do not qualify for LEND-A-HAND ASSISTANCE, and are not permitted in the self-service hand-carry unloading areas at all times.

Note: U-Haul trucks and other rental vans are permitted, provided they meet the POV requirements listed above.

- Complimentary labor will assist with unloading materials from the vehicle and delivering directly to the booth.
- POV's must check in at the designated location at the Anaheim Convention Center.
- It is required that 2 persons accompany each POV – a driver must remain with the vehicle at all times, and a second person must meet the labor delivering materials to the booth.
- POV's will be unloaded/loaded on a first-come, first-served basis as space becomes available.
- Shipments must arrive during the published LEND-A-HAND times as indicated below:

PROGRAM TIME & DATES – MOVE-IN

Wednesday May 25, 2022 8:00 AM - 5:00 PM

Exhibitors are advised to arrive early in order to utilize LEND-A-HAND assistance. You must be checked-in and off-loaded by the end of the published LEND-A-HAND assistance hours to qualify for this complimentary service. Exhibitors who are still in line at the program closing time or who arrive outside of the official LEND-A-HAND assistance hours will not qualify and will be billed at the applicable Freeman Material handling rates.

LEND-A-HAND MOVE-OUT

Procedures as noted above will also apply for move-out.

PROGRAM TIME & DATES – MOVE-OUT

Sunday May 29, 2022 5:00 PM - 9:00 PM

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 Exhibitor Support at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by April 26, 2022.

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 you 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 (EACs). Thank you for your cooperation

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.