
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

SERVICE INFORMATION

BOOTH EQUIPMENT

**Booth and carpet colors are subject to change.*

EYEWEAR & ACCESSORIES

Each 10' x 10' booth will be set with 8' high white back drape and 3' high white side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request. The aisles will be carpeted in ancient red.

MEDICAL & EDUCATION

Each 10' x 10' booth will be set with 8' high white back drape and 3' high white side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request. The aisles will be carpeted in electric blue.

LENSES & PROCESSING TECHNOLOGY PAVILION

Each 10' x 10' booth will be set with 8' high white back drape and 3' high white side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request. The aisles will be carpeted in nautica blue.

GALLERIA & NEW DESIGNER GALLERY

Galleria and New Designer Gallery aisles will be carpeted in cherry red with gray in the booths.

UNDERGROUND

Underground aisles and booths will be carpeted in white.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by Monday, February 25, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

Monday	March 18, 2019	8:00 AM - 6:00 PM - TARGETED
Tuesday	March 19, 2019	8:00 AM - 6:00 PM - TARGETED
Wednesday	March 20, 2019	8:00 AM - 6:00 PM
Thursday	March 21, 2019	8:00 AM - 6:00 PM

HALL 1A (Booths MS5033 and MS5100-MS5238)

Wednesday	March 20, 2019	8:00 AM - 6:00 PM - TARGETED
Thursday	March 21, 2019	8:00 AM - 6:00 PM

* If you need to work past 6:00 PM please make arrangements with show management.

EXHIBIT HOURS

Friday	March 22, 2019	9:30 AM - 6:00 PM
Saturday	March 23, 2019	9:30 AM - 6:00 PM
Sunday	March 24, 2019	9:30 AM - 5:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Sunday	March 24, 2019	5:00 PM - 9:00 PM
Monday	March 25, 2019	8:00 AM - 5:00 PM
Tuesday	March 26, 2019	8:00 AM - 12:00 PM

*****Hall 1A (Booths MS5033 and MS5100-MS5238) exhibitors must be clear Sunday evening by 9:00 PM*****

We will return empty containers by 9:00 AM on Monday, March 25, 2019.

**If you have an inline booth please clear your booth properties on March 25th, if this is not possible let your floor manager know.*

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by 12:00 PM on Tuesday, March 26, 2019. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by 9:00 AM on Tuesday, March 26, 2019.

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.

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 our Exhibitor Services Department at (201) 299-7575 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 fax (469) 621-5618
 FreemanNewYorkES@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 email exhibit.transportation@freeman.com

SERVICE CENTER HOURS

We will have staff available at the Freeman Service Center as follows:

Monday	March 18, 2019	8:00 AM - 6:00 PM
Tuesday	March 19, 2019	8:00 AM - 6:00 PM
Wednesday	March 20, 2019	8:00 AM - 6:00 PM
Thursday	March 21, 2019	8:00 AM - 6:00 PM
Friday	March 22, 2019	7:00 AM - 6:00 PM
Saturday	March 23, 2019	8:00 AM - 6:00 PM
Sunday	March 24, 2019	8:00 AM - 9:00 PM
Monday	March 25, 2019	8:00 AM - 5:00 PM
Tuesday	March 26, 2019	8:00 AM - 12:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by Monday, February 25, 2019. 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. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

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 FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center 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 #
VISION EXPO EAST 2019
 C/O FREEMAN
 909 NEWARK TURNPIKE
 KEARNY, NJ 07032

Freeman will accept crated, boxed or skidded material beginning Tuesday, February 19, 2019 at the above address. Material arriving after Monday, March 11, 2019 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. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
VISION EXPO EAST 2019
 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 Monday, March 18, 2019. 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. If required, provide your carrier with this phone number (201) 299-7575.

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

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.

ADDITIONAL SHOW INFORMATION

Please note: Inbound and outbound shipments after 4:30 PM during move-in and move-out will be assessed overtime charges.

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 New York Exhibitor Services at 201-299-7575 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by Monday, February 25, 2019.

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 (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 [Pre-Show FAQ](#)

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

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