

SERVICE INFORMATION

EXHIBITOR FREIGHT

Due to limited storage at the HILTON SAN DIEGO BAYFRONT, we recommend all exhibitor freight be sent directly to the Freeman warehouse.

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
SAN DIEGO SHOULDER 35TH ANNUAL COURSE
C/O FREEMAN
6060 NANCY RIDGE DR., STE. C
SAN DIEGO, CA 92121

Freeman will accept crated, boxed or skidded material beginning **MAY 18, 2018** at the above address. Advance warehouse pricing will be extended up until **JUNE 13, 2018** at 3:30 PM. The warehouse will be closed on May 29, 2018 in observance of the holiday. The warehouse is closed on May 28, 2018 in observance of the holiday.

Freeman will receive shipments at the exhibit facility beginning JUNE 19, 2018 at 8:00 AM. Shipments arriving before this date will most likely be refused by the facility. **Any additional charges incurred by the HILTON SAN DIEGO BAYFRONT for early freight acceptance will be charged directly to the exhibitor and will be in addition to the material handling charges.**

EXHIBIT BOOTH EQUIPMENT

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

Each Table Top exhibit located in the foyer will include: 1 - 6' table draped blue, 1 - side chair and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted. However, in order to enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of the advance order discount rates, place your order by **MAY 29, 2018.**

EXHIBIT SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Tuesday June 19, 2018 8:00 AM - 4:30 PM

Note: All exhibits MUST be set up by 4:30 PM. No exceptions.

EXHIBIT HOURS

Wednesday	June 20, 2018	7:00 AM	-	8:00 AM
Wednesday	June 20, 2018	12:00 PM	-	1:00 PM
Wednesday	June 20, 2018	4:07 PM	-	4:40 PM
Wednesday	June 20, 2018	6:30 PM	-	8:30 PM (Chairmen's Reception & Industry Wkshp)
Thursday	June 21, 2018	6:30 AM	-	7:30 AM
Thursday	June 21, 2018	8:30 AM	-	9:15 AM
Thursday	June 21, 2018	3:20 PM	-	3:50 PM
Friday	June 22, 2018	6:45 AM	-	7:30 AM
Friday	June 22, 2018	9:30 AM	-	10:00 AM

EXHIBITOR MOVE-OUT

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

Friday June 22, 2018 10:00 AM - 2:00 PM

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 June 22, 2018 at 2:00 PM. Please arrange with your carrier to pick-up your outbound freight directly from the facility.

HILTON SAN DIEGO BAYFRONT
 ONE PARK BLVD
 SAN DIEGO, CALIFORNIA 92101

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by June 22, 2018 at 12:00 PM.

LABS SHOW SCHEDULE

Please use for your convenience, the Lab specific shipping labels available on the SDSI [website](#). Print copy ready in color OR write the color name of your area on all your shipments to avoid any delays and/or lost shipments. All lab shipments should be clearly marked with the following: Lab name with color (see below), company name, show site contact name and your assigned lab station number provided by SDSI.

NOTE: No company advertisement or company-produced signage allowed for any CME labs or workshops

**CADAVER TOTAL SHOULDER / REVERSE TOTAL SHOULDER
 RED**

MOVE-IN: TUESDAY, JUNE 19, 2018, 8:00 AM - 4:00 PM
 LAB: WEDNESDAY, JUNE 20, 2018, 8:00 AM - 11:30 AM
 MOVE-OUT: WEDNESDAY, JUNE 20, 2018, 11:30 AM - 1:30 PM*
 (*Unless participating in the FRIDAY, JUNE 22, 2018 Exclusive Personalized Instructional Cadaver Lab)

**ARTHROSCOPY SKILLS SESSION
 YELLOW**

MOVE-IN: TUESDAY, JUNE 19, 2018, 8:00 AM - 4:00 PM
 (All Focus demonstrations MUST be set-up Tuesday by 10:00 AM)
 LAB: WEDNESDAY, JUNE 20, 2018, 7:45 AM - 12:30 PM
 MOVE-OUT: WEDNESDAY, JUNE 20, 2018, 12:30 PM - 2:00 PM

**ARTHROSCOPY CADAVER LAB (CUFF REPAIR, INSTABILITY, BICEPS REPAIR)
 BLUE**

MOVE-IN: TUESDAY, JUNE 19, 2018, 8:00 AM - 4:00 PM
 LAB: FRIDAY, JUNE 22, 2018, 7:30 AM - 11:00 AM
 MOVE-OUT: FRIDAY, JUNE 22, 2018, 11:00 AM - 2:00 PM*
 (*Unless participating in the FRIDAY, JUNE 22, 2018 Exclusive Personalized Instructional Cadaver Lab)

**EXCLUSIVE PERSONALIZED INSTRUCTIONAL CADAVER
 PURPLE**

MOVE-IN: TUESDAY, JUNE 19, 2018, 8:00 AM - 4:00 PM
 LAB SESSION 1: WEDNESDAY, JUNE 20, 2018, 9:30 AM - 11:30 AM
 LAB SESSION 2: FRIDAY, JUNE 22, 2018, 7:30 AM - 11:00 AM
 LAB SESSION 3: FRIDAY, JUNE 22, 2018, 2:00 PM - 5:00 PM
 MOVE-OUT: FRIDAY, JUNE 22, 2018, 5:00 PM - 6:30 PM

All lab materials must be cleared from lab by 6:30 PM

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

901 E. South Street
Anaheim, CA 92805
(714) 254-3410 fax (469) 621-5606
FreemanAnaheimES@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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by **MAY 29, 2018**. 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.

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

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order forms 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 714-254-3410.

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 Anaheim Exhibitor Services at 714-254-3410 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 MAY 29, 2018.

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 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 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 (714) 254-3410 with any questions or needs you may have.

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

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