

**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:

|           |                    |                    |
|-----------|--------------------|--------------------|
| Wednesday | September 12, 2018 | 10:00 AM - 6:00 PM |
| Thursday  | September 13, 2018 | 8:00 AM - 8:00 PM  |
| Friday    | September 14, 2018 | 8:00 AM - 7:00 PM  |
| Saturday  | September 15, 2018 | 8:00 AM - 7:00 PM  |
| Sunday    | September 16, 2018 | 8:00 AM - 10:00 PM |
| Monday    | September 17, 2018 | 8:00 AM - 5:00 PM  |

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by August 22, 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](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://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 # \_\_\_\_\_

**KEYSTONE COMIC CON**

C/O FREEMAN

9820 BLUE GRASS RD

PHILADELPHIA, PA 19114

The Freeman office & warehouse will be closed on September 3, 2018 in observance of the Labor Day holiday.

Freeman will accept crated, boxed or skidded material beginning Tuesday, August 14, 2018, at the above address. Material arriving after September 04, 2018 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 # \_\_\_\_\_

**KEYSTONE COMIC CON**

C/O FREEMAN

PENNSYLVANIA CONVENTION CENTER

1101 ARCH STREET

PHILADELPHIA, PA 19107-2299

Freeman will receive shipments at the exhibit facility beginning Wednesday, September 12, 2018. 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.

### **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!**