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 8' x 10' booth will be set with 7' high black back drape and 3' high black side drapes. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

EXHIBIT HALL CARPET
The booths and exhibit areas are carpeted with the existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by Monday, July 11, 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.

SHIPPING INFORMATION
In order to ensure timely delivery of your exhibit properties and materials, all shipments for this event must be shipped to the Advance Warehouse. This is required due to the routine delays caused by the vehicular congestion and logistical constraints of accepting individual deliveries or pickups in a dense urban environment.

Warehouse Shipping Address:
Exhibiting Company Name / Booth #
SIMB 2022 Annual Meeting & Exhibition
C/O PDS/Freeman
365 E Grand Ave, Unit C
South San Francisco, CA 94080

Freeman will accept crated, boxed or skidded material beginning Friday, July 8, 2022, at the above address. Material arriving after Friday, July 29, 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.

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.
SHOW SCHEDULE

EXHIBITOR MOVE-IN
Sunday  August 7, 2022  11:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT
Wednesday  August 10, 2022  12:30 PM - 3:30 PM
Freeman will begin returning empty containers at the close of the show. The entire process will take approximately 1-2 hours.

EXHIBITOR HOURS
Sunday  August 7, 2022  4:00 PM - 8:00 PM
Monday  August 8, 2022  8:00 AM - 6:00 PM
Tuesday  August 9, 2022  8:00 AM - 6:00 PM
Wednesday  August 10, 2022  8:00 AM - 12:30 PM

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by Wednesday, August 10, 2022, at 3:30 PM.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, August 10, 2022, at 1:30 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

EXHIBITOR SERVICE HOURS
Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM 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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
Contact Us

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by Monday, July 11, 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.
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.

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!
GUEST PACKAGING GUIDELINES

MANCHESTER GRAND HYATT SAN DIEGO
1 MARKET PLACE,
SAN DIEGO, CA 92101

619 358 6717 TELEPHONE 619 358 6987 FAX
sanrs-businesscenter@hyatt.com

SHIPPING INFORMATION
Manchester Grand Hyatt San Diego is pleased to accept pre-paid packages ahead of your arrival. Please note any packages arriving C.O.D. will be refused and no notification will be made by the hotel to the shipper.

When shipping please address packages following this format:

Manchester Grand Hyatt San Diego
Hold for: <insert name of onsite guest and/or organization>
1 Market Place
San Diego, CA 92101

SHIPPING PRICING
A handling and storage fee will apply for each package received by the hotel. Prices are per package per day:

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelope</td>
<td>$5</td>
</tr>
<tr>
<td>Pack</td>
<td>$7</td>
</tr>
<tr>
<td>Box (under 17”)</td>
<td>$15</td>
</tr>
<tr>
<td>Box (over 17”)</td>
<td>$25</td>
</tr>
<tr>
<td>Display booth, luggage, golf clubs</td>
<td>$50</td>
</tr>
<tr>
<td>Crates</td>
<td>$75+</td>
</tr>
<tr>
<td>Pallets</td>
<td>$150</td>
</tr>
</tbody>
</table>

ADDITIONAL INFORMATION:
Any material that arrives more than 4 days ahead of arrival will be subject to a one time double charge fee. Storage of empty items will be subject to additional fees.

Drayage services (receiving and meeting room set up) are charged at twice the regular handling fees.

Please call for information on shipment of large crates or heavy equipment, prices are subject to change and arrangements must be made ahead of shipping.