
SHOW INFORMATION

BOOTH EQUIPMENT

Each 5' x 10' booth will be set with 8' high blue/white/white/blue backwall drape, 3' high white side dividers, two (2) Opal side chairs, one wastebasket, and a 7" x 44" one-line identification sign.

Each 8' x 10' booth will be set with 8' high blue/white/white/blue backwall drape, 3' high white side dividers, two (2) Opal side chairs, one wastebasket, and a 7" x 44" one-line identification sign.

TABLE TOP EQUIPMENT

Each table top exhibit will be set with a 6' x 24" x 30" blue skirted table, two (2) Opal side chairs, a wastebasket, and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted in a burgundy and tan pattern.

EXHIBIT HALL CEILING HEIGHT

The ceiling height in Riverside Center is **12'**. Any booth *exceeding* 12' high will require show management review and approval.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Tuesday	February 28	8:00 a.m. - 4:00 p.m.
Wednesday	March 1	8:00 a.m. - 3:00 p.m.

All exhibits must be fully installed by 3:00 p.m., Wednesday, March 1, 2006.

EXHIBIT HOURS

Wednesday	March 1	6:00 p.m. - 7:30 p.m.
Thursday	March 2	11:00 a.m. - 4:30 p.m.
Friday	March 3	10:30 a.m. - 4:30 p.m.
Saturday	March 4	9:00 a.m. - 12:00 p.m.

EXHIBITOR MOVE-OUT

Saturday	March 4	12:00 p.m. - 4:00 p.m.
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Please Note: Overtime charges will apply all day Saturday during move-out.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Tuesday	8:00 a.m. - 4:00 p.m.
Wednesday	8:00 a.m. - 7:30 p.m.
Thursday	11:00 a.m. - 4:30 p.m.
Friday	10:00 a.m. - 4:00 p.m.
Saturday	9:00 a.m. - 4:00 p.m.

Empty crates will be returned starting 12:00 p.m., Saturday, March 4, 2006.
All carriers must check-in no later than 3:00 p.m., Saturday, March 4, 2006.
All exhibitor materials must be removed from the exhibit facility by 4:00 p.m., Saturday, March 4, 2006.

(see reverse)

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

Attn: Exhibit Hall
c/o Hyatt Regency Chicago
151 East Wacker Drive
Chicago, Illinois 60601
(312) 938-0320 Fax: (312) 938-0323

FREEMAN EXHIBIT TRANSPORTATION

(800)995-3579 • Fax (214)615-6515

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **FRIDAY, FEBRUARY 14, 2006**.

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. The American Academy of Orthotists and Prosthetists will link the Exhibitor Kit to our web site. The Academy's website is www.academyannualmeeting.org. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on "New User" to create a Login ID and Password, U.S. and Canadian customers will be asked to provide the show number (**130758**), booth number, and company zip/postal code. International customers will be asked for the show number (**130758**), booth number and name of country.

To access Freeman OnLine® without using the email link, visit www.myfreemanonline.com and click on "Click here to login" in the top left corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

THE AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS
Exhibiting Company Name
Booth # _____
c/o FREEMAN
2500 West 35th Street
Chicago, IL 60632

Freeman will accept crated, boxed or skidded materials beginning MONDAY, JANUARY 30, 2006, at the above address.

To avoid additional after deadline charges, materials must arrive by FRIDAY, FEBRUARY 17, 2006.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

Showsite shipping address:

THE AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS
Exhibiting Company Name
Booth # _____
c/o FREEMAN DECORATING
151 E. WACKER DRIVE
Chicago, IL 60601

Do NOT ship advance freight to the Hyatt Regency Chicago. The hotel has NO storage facilities and the *freight will be returned to the sender*. Freeman will accept **Direct** freight shipments at the hotel on **TUESDAY, FEBRUARY 28, 2006, FROM 8:00 A.M. TO 4:00 P.M., AND WEDNESDAY, MARCH 1, 2006, FROM 8:00 A.M. TO 3:00 P.M. ONLY** for all exhibit halls.

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling and Labels 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.

Please Note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

FREEMAN EXHIBIT TRANSPORTATION

Freeman Exhibit Transportation is the full-service, one-stop resource for all your shipping needs. We offer a variety of transportation services with national and international coverage. It only takes one call to handle all your exhibit transportation needs, including shipping to and from your event. To order Freeman Exhibit Transportation services please use the enclosed order form or call 1-800-995-3579.

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 labor need to pick up and release their labor at the Service 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 (312) 938-0320.

WE APPRECIATE YOUR BUSINESS.