

**2017 QWIK INFO**

**Show Colors are ...**

- **Aisle Carpet: . . . . . BLUE**
- **Rear Booth Drape: . . . . . BLUE, WHITE, WHITE, BLUE**
- **Side-Rail Booth Drape: . . . . . BLUE**

PLEASE BE FAMILIAR WITH THE RULES AND REGULATIONS, DISPLAY RULES AND AREA WORK RULES.

**Important Dates and Times...**

- **Set-Up Hours<sup>1</sup>: . . . . .**

<p><b>Monday, October 23</b> 8:00 AM - 5:00 PM</p> <p><b>Tuesday, October 24</b> 8:00 AM - 5:00 PM</p> <p><i>All booths <u>must be completely set up</u> by 5:00 PM Tuesday with all crates and boxes removed by 1:00 PM.</i></p> <p><i>No exhibit set-up will be allowed on Wednesday morning, October 25, as In-Booth Sales Meetings begin at 8:00 AM Wednesday.</i> Please plan your schedule accordingly.</p>	
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- **Show Hours: . . . . .**

<p><b>Wednesday, October 25</b> 11:00 AM – 5:00 PM</p> <p><b>Thursday, October 26</b> 11:00 AM – 5:00 PM</p> <p><b>Friday, October 27</b> 9:00 AM – NOON</p> <p>Schedule a <b>Sales Meeting</b> to meet with your customers in a meeting room or in your booth. Sales Meetings can be scheduled anytime from 8:00 to 11:00 AM on Wednesday and Thursday. <i>Please be familiar with the requirements to hold a meeting under "Sales Meetings".</i></p> <p><b>Host "Happy Hour" in your booth from 3:30 to 5:00 PM on Wednesday and Thursday.</b> Contact EDmarket for more information.</p> <p><b>Nothing But Net(working) at EDfest</b> – the all-industry event on Thursday night at The College Basketball Experience. Dinner. Dancing. Friends. Basketball. It's a slam dunk you don't want to miss as you make personal connections with customers and colleagues!</p>	
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- **Dismantle Hours: . . . . .**

<p><b>Friday, October 27</b> NOON – 8:00 PM</p> <p><b>Saturday, October 28</b> 8:00 AM – NOON</p> <p>Everything must be dismantled, packed, and ready for removal from the Convention Center by NOON Saturday. Please be familiar with the "Exhibit Removal" instructions in the EDspaces General Information section included in the Exhibitor Service Manual.</p>	
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<sup>1</sup>If you require additional time to set-up, contact Show Management at [exhibits@ed-spaces.com](mailto:exhibits@ed-spaces.com).

## **SHIPPING INFORMATION**

### **for EDspaces 2017**

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_

EDSPACES 2017

C/O FREEMAN

UPS FREIGHT, 3800 Kansas Ave.

Kansas City, KS 66106

Freeman will accept crated, boxed or skidded materials **beginning Monday, September 18, 2017**, at the above address. Material arriving after October 13, 2017, 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 -3:30 PM. If required, provide your carrier with this phone number: **(515) 829.4444**.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_

EDSPACES 2017

C/O FREEMAN

KANSAS CITY CONVENTION & ENTERTAINMENT FACILITIES

301 W 13TH STREET

KANSAS CITY, MO 64105-1629

Freeman will receive shipments at the exhibit facility **beginning Monday, October 23, 2017, at 8:00 AM**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: **(515) 829.4444**.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Also, 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.

**Questions about Shipping?**

Contact the FREEMAN Office/Exhibitor Services: (515) 829.4444 or  
FreemanDesMoinesES@freeman.com.