

F R E E M A N

PO Box 8530 (78208)
3323 IH-35 North Ste 120
San Antonio, Texas 78219
Ph: 210/227-0341 • Fax 210/212-8049

SPE TIGHT GAS COMPLETIONS CONFERENCE

JUNE 9-11, 2008
MARRIOTT RIVERCENTER HOTEL
SAN ANTONIO, TEXAS

FREEMAN quick facts

SHOW INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 36" high black side dividers, one 6' x 30" black draped table, two side chairs, one wastebasket, and a 7"x44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area IS carpeted.

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 May 26, 2008.

Save money and order labor in advance. All display and rigging labor orders placed at Showsite will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Monday	June 09, 2008	8:00 am - 5:00 pm
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EXHIBIT HOURS

Monday	June 09, 2008	5:30 pm - 7:00 pm
Tuesday	June 10, 2008	9:30 am - 7:00 pm
Wednesday	June 11, 2008	9:30 am - 3:45 pm

EXHIBITOR MOVE-OUT

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

Wednesday	June 11, 2008	3:45 pm - 10:00 pm
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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 11, 2008 at 10:00 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 June 11, 2008 at 5:45 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.

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
 3323 IH-35 North, Suite 120
 San Antonio, TX 78219
 (210) 227-0341 * fax (210) 212--8049
 email: FreemanSan AntonioES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION
 (800) 995-3579 fax (214) 615-6515

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. 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 the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Exhibiting Company Name / Booth #
SPE TIGHT GAS COMPLETIONS CONF.
C/O Freeman
3323 IH 35 North, Suite 126
San Antonio, Texas 78219

THE WAREHOUSE WILL RECEIVE SHIPMENTS MONDAY THRU FRIDAY DURING THE HOURS OF 8:00 AM TO 4:00 PM.

Freeman will accept crated, boxed or skidded materials beginning May 09, 2008 at the above address. Material arriving after June 02, 2008 will be received at the Warehouse with an additional after deadline charge.

We encourage all shipments to the hotel be directed to the advance warehouse address. The Marriott Rivercenter Hotel is unable to accept shipments. Therefore, advance warehouse shipping to Freeman is required. Please coordinate all outbound shipping in advance with your carrier. Arrangements must be made prior to show date. Failure to comply will result in additional charges from Freeman. Please contact Exhibitor Services with specific shipping questions.

LABOR INFORMATION

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 210/227-0341.

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 Exhibitor Services at (210) 227-0341 or Freeman's Customer Support Center at (888)508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by early deadline order date here.

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.

Children under the age of 18 are not permitted in the Exhibit Area during installation and dismantle. Children under the age of 15 are not permitted in the Exhibit Area during official show hours.

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 that 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

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.

Call Freeman's Exhibitor Services department at (210-227-0341) with any questions or needs you may have.