

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue and white back drape and 3' high blue side dividers. 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. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

Please note: Carpet ordered from Freeman will be installed on top of the existing hotel carpet.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates. Place your order by NOVEMBER 19, 2018.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).

Monday                      December 10, 2018      8:00 a.m. - 5:00 p.m.

### EXHIBIT HOURS

Monday                      December 10, 2018      5:30 p.m. - 7:00 p.m.  
 Tuesday                     December 11, 2018      11:00 a.m. - 3:30 p.m.

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Tuesday                     December 11, 2018      3:30 p.m. - 5:00 p.m.

**PLEASE NOTE:** Overtime charges for labor and material handling will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form (s) for rates.

## SHIPPING INFORMATION

**PLEASE NOTE: Due to limited material handling services at the facility, all exhibitor freight should be sent to the Freeman warehouse.**

**Any single piece larger than 6.5' high and 5' wide must be able to be laid on the side. Pieces that cannot be laid on the side will need to be uncrated on the dock under exhibitor supervision. Time and material charges will apply.**

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
 E-Courts 2018 Conference  
 C/O FREEMAN  
 6675 West Sunset Road  
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **NOVEMBER 9, 2018** at the above address. Materials arriving after **DECEMBER 5, 2018** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday. If required, provide your carrier with this phone number: (702) 579-1700.

***Please Note: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.***

**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.

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.

## DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **Tuesday, December 11, 2018 at 5:00 p.m.**
- Due to limited material handling services at the facility, all exhibitor materials will be returned to Freeman's warehouse for outbound shipping. Please advise your carrier that shipments will be available for pick-up beginning at **8:00 a.m. on Friday, December 14, 2018.** Warehouse hours are 8:00 a.m. to 3:30 p.m., Monday-Friday.
- **Please note:** Should you need to have your shipment expedited, we recommend that you make arrangements with the Freeman Exhibit Transportation representative on site.

## POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site.

## 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 a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of 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. Please call our Exhibitor Services Department at (702) 579-1700 for a quote.

## SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN  
6555 West Sunset Road  
Las Vegas, Nevada 89118  
Ph: (702) 579-1700 Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION  
(800) 995-3579 US & Canada  
+1 (512) 982-4187 Outside the US  
+1 (817) 607-5183 International Shipping Services  
(469) 621-5810 Fax  
exhibit.transportation@freeman.com

## FREEMANONLINE®

**Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by NOVEMBER 19, 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, or tablet** via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to login with 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: <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 Mobile 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.

## LABOR INFORMATION

**Booth Installation & Dismantle:** If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight Time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Desk.

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

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 Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **NOVEMBER 19, 2018**.

#### 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.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

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 [Pre-Show FAQ](#).

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604

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## EXHIBITOR NOTICE

### SHIPPING INFORMATION

#### SHIPPING INBOUND

Due to limited material handling services at the facility, all exhibitor freight should be sent to the Freeman warehouse. Freight will be delivered prior to exhibitor move-in.

Any single piece larger than 6.5' high and 5' wide must be able to be laid on the side. Pieces that cannot be laid on the side will need to be uncrated on the dock under exhibitor supervision. Time and material charges will apply.

#### SHIPPING OUTBOUND

All exhibitor materials will be returned to Freeman's warehouse for outbound shipping. Shipments will be available for pick-up beginning at 8:00 a.m. on Friday, December 14, 2018.

#### Outbound Checklist:

- Pack shipment
  - Complete Outbound Material Handling Agreement and turn Outbound Material Handling Agreement in to the Exhibitor Service Center
  - Contact carrier and advise them that the shipment will be ready for pick-up at Freeman's warehouse beginning at 8:00 a.m. on Friday, December 14, 2018.
- **Please note:** Should you need to have your shipment expedited, we recommend that you make arrangements with the Freeman Exhibit Transportation representative on site or by making the arrangements in advance by calling 1-800-995-3579.

#### WAREHOUSE INFORMATION

Warehouse shipping address:

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