

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Please refer to the Partner / Exhibitor Prospectus for what is included in your package.

**EXHIBIT HALL CARPET**

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

**DISCOUNT PRICE DEADLINE DATE**

Order early to take advantage of advance order discount rates. Place your order by **MARCH 11, 2019**.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

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

Sunday                      March 31, 2019                      8:00 a.m. - 2:30 p.m.

**EXHIBIT HOURS**

Sunday                      March 31, 2019                      3:00 p.m. - 7:00 p.m.  
 Monday                      April 1, 2019                      9:30 a.m. - 5:30 p.m.  
 Tuesday                      April 2, 2019                      7:45 a.m. - 4:30 p.m.

**EXHIBITOR MOVE-OUT**

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

Tuesday                      April 2, 2019                      4:30 p.m. - 6:00 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 # \_\_\_\_\_  
 ADP Meeting of the Minds 2019  
 C/O FREEMAN  
 6675 West Sunset Road  
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **MARCH 1, 2019** at the above address. Materials arriving after **MARCH 27, 2019** 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, April 2, 2017 at 6:00 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 **Friday, April 5, 2019 at 8:00 a.m.** 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 AUDIO VISUAL SOLUTIONS, INC.**

3325 West Sunset Road, Suite A  
 Las Vegas, Nevada 89118  
 Ph: (702) 263-1484 Fax: (469) 621-5604

**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

**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 **MARCH 11, 2019**.

#### **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.