

# F R E E M A N

7000 Placid, #101  
Las Vegas, NV 89119  
Ph: 702-407-4696 • Fax: 702-263-9260  
FreemanLasVegasES@freemanco.com



**SAFETY 2008**  
JUNE 9-11, 2008  
LAS VEGAS CONVENTION CENTER  
LAS VEGAS, NEVADA

FREEMAN quick facts

## SHOW INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLACK, RED and GOLD back drape, 3' high BLACK side dividers and a 7" x 44" one-line identification sign.

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. The aisles will be carpeted in BLACK. To enhance the appearance of your booth, rental carpet is available through Freeman.

### 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 23, 2008**.

Save money and order labor in advance. All display and rigging labor orders placed at show site 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](http://www.freemanco.com/preshowFAQ).

Saturday	June 7, 2008	8:00 a.m.	-	5:00 p.m.
Sunday	June 8, 2008	8:00 a.m.	-	5:00 p.m.
Monday	June 9, 2008	8:00 a.m.	-	2:00 p.m.

### EXHIBIT HOURS

Monday	June 9, 2008	3:00 p.m.	-	5:30 p.m.
Tuesday	June 10, 2008	9:00 a.m.	-	3:30 p.m.
Wednesday	June 11, 2008	9:00 a.m.	-	3:30 p.m.

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Wednesday	June 11, 2008	3:30 p.m.	-	8:30 p.m.
Thursday	June 12, 2008	8:00 a.m.	-	12:00 p.m.

We will begin returning empty containers once aisle carpet is removed.

### DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Thursday, June 12, 2008 at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Thursday, June 12, 2008 at 10:00 a.m.**

### 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. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

**SERVICE CONTRACTOR CONTACTS/INFORMATION:**

**FREEMAN**

7000 Placid Street #101  
 Las Vegas, Nevada 89119  
 Ph: (702) 263-1404 Fax: (702) 263-9260

**FREEMAN EXHIBIT TRANSPORTATION**

Ph: (800) 995-3579 Fax: (214) 615-6515

**SERVICE CENTER HOURS**

We will have staff available at the Freeman Services Center as follows:

Saturday	June 7, 2008	8:00 a.m.	-	5:00 p.m.
Sunday	June 8, 2008	8:00 a.m.	-	5:00 p.m.
Monday	June 9, 2008	8:00 a.m.	-	5:30 p.m.
Tuesday	June 10, 2008	9:00 a.m.	-	3:30 p.m.
Wednesday	June 11, 2008	9:00 a.m.	-	8:30 p.m.
Thursday	June 12, 2008	8:00 a.m.	-	12:00 p.m.

**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](http://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**

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**SAFETY 2008**  
 C/O FREEMAN  
 6675 West Sunset Road (215 & Rainbow)  
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **MAY 9, 2008** at the above address. Materials arriving after **JUNE 2, 2008** 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. - 4:00 p.m., Monday-Friday. Drivers must check in no later than 3:30 p.m. in order to be off-loaded on arrival date.**

Showsite shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**SAFETY 2008**  
 C/O FREEMAN  
 LAS VEGAS CONVENTION CENTER  
 3150 Paradise Road  
 Las Vegas, NV 89109

FREEMAN will receive shipments at the exhibit facility beginning at **8:00 A.M.** on **JUNE 7, 2008**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

***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.***

***This show will be marshalled – Please see marshalling yard map in this service manual.***

**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.

**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 Freeman 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 (702) 407-4696.

**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 702-407-4696 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 **MAY 23, 2008**.

#### **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.

You are not allowed to ship Hazardous Materials. If you do so, you will be in violation of federal law, and may be subject to civil penalties of not more than \$27,000 for each offense.

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at (702) 407-4696 with any questions or needs you may have.



# welcome

Welcome to Freeman, the industry's leading service contractor with more than 75 years of experience creating possibilities for our customers. At Freeman, our people make the difference, and when it comes to all the details of your show experience, our helpful employees have the expertise to ensure you always get your needs met exactly as specified. Above all, we take pride in putting you and your show requirements first, from furniture rental to material handling to custom exhibit programs, exhibit transportation, hanging signs and digital graphics. Whatever your exhibit requires, we have the premier resources to help you have the best show experience possible. Here are just a few of the outstanding services we are proud to offer you:

- Furnishings
- Carpet and Cleaning
- Freight and Material Handling Services
- Exhibit Transportation
- Rental Exhibit Programs
- Installation and Dismantle Services and Labor
- Digital Graphics and Signs

In addition, for some innovative design suggestions to help complement your exhibit, go to [www.freemanco.com/furniturerepairing](http://www.freemanco.com/furniturerepairing) and visit our Furniture Grouping Ideas section. You'll find everything you need to give your booth a coordinated and professional look.

## how do I get started?

To get started, first take a look at Quick Facts highlighting your show specifics and other information you will find useful. Then, browse through our catalogs for the many services we offer. When you determine what your specific needs are, fax or mail the order forms or place your order online at [www.myfreemanonline.com](http://www.myfreemanonline.com). As always, you may call one of our customer service experts at the number listed on Quick Facts for assistance. Please consult our General Information page for some important safety tips and other key facts about all the services we offer.

## material handling and exhibit transportation

As the official service contractor for your show, Freeman is here to help you with all your material handling needs, which include exhibit material unloading, 30-day advance storage at the warehouse address, delivery to the booth and handling of empty containers to and from storage. When the event is finished, we also provide material removal from the booth for reloading onto outbound carriers. Freeman can also handle your inbound exhibit transportation to ensure your freight is shipped on-time to the show site or warehouse, based on your preference. For questions about material handling and other information, go to [www.freemanco.com/FAQ](http://www.freemanco.com/FAQ).

## questions?

Contact customer service at the number located on Quick Facts for any ordering questions you might have. For all other inquiries about Freeman, please call our customer service center at 888-508-5054. For fast, easy ordering, tools and helpful hints, go to [www.myfreemanonline.com](http://www.myfreemanonline.com).