

## EASY IS NICE, ON ANY DEVICE

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10', 10' x 20', and 10' x 30' booth will be set with 8' high back drape and 3' high 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.

Peninsula booths will be set with 8' high back drape with the exception of 5' feet on each side.

Colors for show vary by category.

**Hardware & Tools:** Blue and White drape, Tuxedo aisle carpet

**Homewares:** Green and White drape, Tuxedo aisle carpet

**International Sourcing:** Blue and White drape, Tuxedo aisle carpet

**Lawn, Garden & Outdoor Living:** Green and White drape, Green aisle carpet

**Paint & Accessories:** Plum and White drape, Tuxedo aisle carpet

**Plumbing & Electrical:** Gray and White drape, Tuxedo aisle carpet

### INVENTORS SPOTLIGHT BOOTH EQUIPMENT

Each 7' x 5' booth will be set with 8' high Black back drape, 3' high Black side dividers, one 4' Black draped table, two side chairs, and a 7" x 44" one-line identification sign.

### TAILGATE, BACKYARD & BBQ INFORMATION

These booths are not provided with drape or tents.

### EXHIBITOR MEETING ROOMS – FREIGHT RESTRICTIONS

Freight and materials must arrive no larger than 8' long x 4' wide x 6' high to fit through the doors of the LVCC meeting rooms. Any crates larger than these regulated sizes will need to be dismantled by Freeman prior to delivery and will be subject to labor charges at the exhibitor's expense. There will be a minimum charge of 2 men, 1 hour each for all freight exceeding the regulated sizes listed above.

Door restrictions: The door sizes are 70" wide x 81" high

Elevator restrictions: 95" high x 65" wide x 127" deep

### EXHIBIT HALL CARPET

Please note that all booth spaces are NOT carpeted unless you have a booth package that includes carpet. Floor covering is required in your booth space. Please refer to your Application & License Agreement for your package information. If booth carpet is included, the color will match the aisle carpet color for the categories indicated above.

Rental carpet is available through Freeman. Please refer to the Freeman Carpet Brochure and Order Form.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates. Place your order by APRIL 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](#).

Thursday	May 2, 2019	1:00 p.m.	-	5:00 p.m.	By Target
Friday	May 3, 2019	7:00 a.m.	-	5:00 p.m.	By Target
Saturday	May 4, 2019	7:00 a.m.	-	5:00 p.m.	By Target
Sunday	May 5, 2019	7:00 a.m.	-	5:00 p.m.	By Target
Monday	May 6, 2019	7:00 a.m.	-	5:00 p.m.	By Target

All exhibits must be fully installed by **Monday, May 6, 2019 at 5:00 p.m.**

### EXHIBIT HOURS

Tuesday	May 7, 2019	9:00 a.m.	-	5:00 p.m.
Wednesday	May 8, 2019	9:00 a.m.	-	5:00 p.m.
Thursday	May 9, 2019	9:00 a.m.	-	1:00 p.m.

### EXHIBITOR MOVE-OUT

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

Thursday	May 9, 2019	1:00 p.m.	-	8:00 p.m.
Friday	May 10, 2019	8:00 a.m.	-	5:00 p.m.
Saturday	May 11, 2019	8:00 a.m.	-	12:00 p.m.

**At the break of the show, Thursday, May 9 at 1:00 p.m., Freeman will begin to remove all aisle carpet from the show floor. We anticipate this will take one (1) hour to complete. Beginning approximately at 2:00 p.m., Freeman will return fiber cases and cardboard boxes placed into our empty storage. The crate and skid return will continue throughout the evening with all crates returned prior to Midnight on Thursday, May 9.**

Please ensure you schedule your outbound labor and travel arrangements based upon this schedule.

### DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Saturday, May 11, 2019 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 **Saturday, May 11, 2019 at 8:00 a.m.** **Tailgate/Silver Lot exhibitors must have all carriers check-in by Friday, May 10, 2019 at 8:00 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.

### 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 CENTER HOURS

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

Thursday	May 2, 2019	1:00 p.m.	-	5:00 p.m.
Friday	May 3, 2019	7:00 a.m.	-	5:00 p.m.
Saturday	May 4, 2019	7:00 a.m.	-	5:00 p.m.
Sunday	May 5, 2019	8:00 a.m.	-	5:00 p.m.
Monday	May 6, 2019	8:00 a.m.	-	5:00 p.m.
Tuesday	May 7, 2019	9:00 a.m.	-	5:00 p.m.
Wednesday	May 8, 2019	9:00 a.m.	-	5:00 p.m.
Thursday	May 9, 2019	9:00 a.m.	-	8:00 p.m.
Friday	May 10, 2019	8:00 a.m.	-	5:00 p.m.
Saturday	May 11, 2019	8:00 a.m.	-	12:00 p.m.

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by **APRIL 11, 2019**. 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.

#### SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**National Hardware Show®**  
C/O FREEMAN  
6675 W Sunset Rd  
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **APRIL 2, 2019** at the above address. Materials arriving after **APRIL 25, 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 7:00 a.m. - 2:30 p.m., Monday-Friday. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**National Hardware Show®**  
C/O FREEMAN  
Las Vegas Convention Center  
3150 Paradise Rd  
Las Vegas, NV 89109

**Please refer to the target floor plans for your assigned date and time.**

FREEMAN will receive shipments at the exhibit facility beginning **MAY 2, 2019**. 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. If required, provide your carrier with this phone number: (702) 579-1700.

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

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

**PLEASE NOTE: CARRIERS NEED TO CHECK IN NO LATER THAN 3:00 P.M. TO BE UNLOADED ON THE SAME DAY AS CHECK IN.**

**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.

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

CUSTOM EXHIBIT/GRAPHICS  
Jill Syler  
(702) 579-1448  
jill.syler@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 **APRIL 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.