

**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

**HEALTH AND SAFETY**

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

**SERVICE INFORMATION****BOOTH EQUIPMENT**

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

**INVENTORS SPOTLIGHT BOOTH EQUIPMENT**

Each 7' x 5' booth will be set with 8' high white back drape, 3' high white side dividers, one 4' white draped table, two side chairs, and an identification sign.

**TAILGATE, BACKYARD & BBQ INFORMATION**

These booths are not provided with drape or tents.

**EXHIBIT HALL CARPET**

Please note that all booth spaces are NOT carpeted unless you have a booth package that includes carpet. Please refer to your Application & License Agreement for your package information. If booth carpet is included, the color will be black.

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

**DISCOUNT PRICE DEADLINE DATE**

**Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by September 28, 2021.**

**EXHIBITOR FREQUENTLY ASKED QUESTIONS**

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline FAQ page](#).

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

Monday	October 18, 2021	1:00 PM - 5:00 PM	BY TARGET
Tuesday	October 19, 2021	8:00 AM - 5:00 PM	BY TARGET
Wednesday	October 20, 2021	8:00 AM - 5:00 PM	BY TARGET

All exhibits must be fully installed by **Wednesday, October 20, 2021 at 5:00 p.m.**

### EXHIBIT HOURS

Thursday	October 21, 2021	9:00 AM - 5:00 PM
Friday	October 22, 2021	9:00 AM - 5:00 PM
Saturday	October 23, 2021	9:00 AM - 1:00 PM

All exhibits must remain fully intact until the official close of the show.

### EXHIBITOR MOVE-OUT

Saturday	October 23, 2021	1:00 PM - 5:00 PM
Sunday	October 24, 2021	8:00 AM - 5:00 PM
Monday	October 25, 2021	8:00 AM - 12:00 PM

At the break of the show, **Saturday, October 23 at 1:00 p.m.**

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 Saturday, October 23.

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 **Monday, October 25, 2021 at 12:00 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 **Monday, October 25, 2021 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.

### 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 disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the 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 Support Department at (888) 508-5054 for a quote.

### SERVICE CONTRACTOR CONTACTS / INFORMATION:

**FREEMAN**  
 (888) 508-5054  
 ExhibitorSupport@freeman.com

**FREEMAN EVENT TECHNOLOGY**  
 (800) 868-6886  
 EventTechServices@freeman.com

### FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [FreemanOnline](#) by September 30, 2021.**

Using the enhanced Freeman Online, 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.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "**Create an Account**" link. To access Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online please call Exhibitor Support at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & 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 **Thursday, September 23, 2021**, at the above address. Material arriving after **October 14, 2021** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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 **Monday, October 18, 2021**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

***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:** Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Order Form for rates.

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.

**PURCHASE TERMS**

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Purchase Terms, [click here](#).

**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 Freeman labor will need to pick up and release their labor at the Freeman Service Center. 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 Exhibitor Support at (888) 508-5054.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

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 feature you may contact Exhibitor Support at (888) 508-5054 US & Canada or +1(817) 607-5000 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **September 30, 2021**.

#### **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, 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 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 (EACs). Thank you for your cooperation.

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.