

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com



Luxury at JCK
June 2-8, 2017
Mandalay Bay Convention Center
Las Vegas, Nevada

FREEMAN quick facts

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by MAY 5, 2017.

PLEASE NOTE: Many forms have an APRIL 28, 2017 deadline.

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Sunday	May 28, 2017	8:00 a.m. - 5:00 p.m.	Custom Salon Exhibits Only
Monday	May 29, 2017	8:00 a.m. - 5:00 p.m.	Custom Salon Exhibits Only
Tuesday	May 30, 2017	8:00 a.m. - 5:00 p.m.	Custom Salon Exhibits Only
Wednesday	May 31, 2017	8:00 a.m. - 5:00 p.m.	General Move-In
Thursday	June 1, 2017	8:00 a.m. - 5:00 p.m.	General Move-In

All exhibits must be completely assembled no later than 5:00 p.m. on Thursday, June 1, 2017.

EXHIBIT HOURS

Friday	June 2, 2017	10:00 a.m. - 6:00 p.m.
Saturday	June 3, 2017	10:00 a.m. - 6:00 p.m.
Sunday	June 4, 2017	10:00 a.m. - 6:00 p.m.
Monday	June 5, 2017	9:30 a.m. - 6:00 p.m.
Tuesday	June 6, 2017	9:30 a.m. - 6:00 p.m.
Wednesday	June 7, 2017	9:30 a.m. - 6:00 p.m.
Thursday	June 8, 2017	9:30 a.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Thursday	June 8, 2017	4:00 p.m. - 11:00 p.m.
** PLEASE NOTE: NO LABOR IS ALLOWED ON THE SHOW FLOOR 4:00 PM - 6:00 PM		
Friday	June 9, 2017	8:00 a.m. - 6:00 p.m.
Saturday	June 10, 2017	8:00 a.m. - 6:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- All crates and cartons will be returned beginning at 6:00 p.m., Thursday, June 8, 2017.
- All exhibitor materials must be removed from the exhibit facility by 6:00 p.m., Saturday, June 10, 2017.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by 4:00 p.m., Saturday, June 10, 2017.

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.

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____

Luxury at JCK

C/O FREEMAN

6675 West Sunset Road

Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **MAY 1, 2017** at the above address. Materials arriving after **MAY 23, 2017** 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.**

Showsite shipping address:

Exhibiting Company Name / Booth # _____

Luxury at JCK

C/O FREEMAN

Mandalay Bay Convention Center

3970 Las Vegas Blvd South

Las Vegas, NV 89119

FREEMAN will receive shipments at the exhibit facility beginning at **8:00 A.M.** on **MAY 28, 2017**. 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.

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.

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.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1400 Fax: (469) 621-5604

FREEMAN AUDIO VISUAL SOLUTIONS, INC.
3325 West Sunset Road, Suite A
Las Vegas, Nevada 89118
Ph: (702) 263-1484 Fax: (702) 263-1494

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International
(469) 621-5810 Fax

CUSTOM EXHIBIT/GRAPHICS
Kristin Adler
(702) 579-1452
Kristin.Adler@freemanco.com

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 (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **MAY 5, 2017**.

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 www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

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