

SHOW INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue back drape and 3' high blue side dividers. One 7" x 44" black and white one-line identification sign (includes company name and booth number, no show logo) will be provided at no charge. No further action is required from the exhibitor. Exhibitors must be contracted no later than two weeks prior to the first move-in date to receive the ID sign.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. Exhibitors are not required to carpet their booth space. In order to enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

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 **NOVEMBER 13, 2019**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN: *For more information and helpful hints on preshow procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>*

Wednesday	December 4	8:00 a.m.	-	6:00 p.m.
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All exhibits must be fully installed by **6:00 p.m. on Wednesday, December 4, 2019**.

All labor and inbound material handling services performed after 4:30 p.m. will have overtime charges applied.

EXHIBIT HOURS

Thursday	December 5	9:00 a.m.	-	5:00 p.m.
Friday	December 6	9:00 a.m.	-	3:00 p.m.

EXHIBITOR MOVE-OUT: *For more information and helpful hints on postshow procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>*

Friday	December 6	3:01 p.m.	-	10:00 p.m.
Saturday	December 7	8:00 a.m.	-	12:00 p.m.

All labor and outbound material handling services performed after 4:30 p.m. on Friday, December 6 and all day Saturday, December 7 will have overtime charges applied.

SERVICE CENTER HOURS - We will have staff available at the Freeman Services Center as follows:

Wednesday	December 4	8:00 a.m.	-	6:00 p.m.
Thursday	December 5	8:00 a.m.	-	5:00 p.m.
Friday	December 6	8:00 a.m.	-	10:00 p.m.
Saturday	December 7	8:00 a.m.	-	12:00 p.m.

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 **12:00 p.m., Saturday, December 7**. 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 **9:00 a.m. on Saturday, December 7**.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

2080 Brierley Way, Ste. 102
Sparks, NV 89434
Ph: (775) 355-4600 Fax: (469) 621-5617

FREEMAN EXHIBIT TRANSPORTATION

Ph: (800) 995-3579 Fax: (469) 621-5810

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by NOVEMBER 13, 2019

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. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

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 www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freeman.com. A mobile web version of the Freeman Online 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 app.

If you need assistance with Freeman Online, 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:

JLC LIVE NORTHWEST
Exhibiting Company Name
Booth # _____
C/O FREEMAN / FERN
6700 NE 59th PI
Portland, OR 97232

Warehouse Materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. - 3:30 p.m.

Note: The Warehouse will be Closed November 28 - 29, 2019 in observance of the Thanksgiving Holiday

FREEMAN will accept crated, boxed or skidded materials beginning **NOVEMBER 4, 2019** at the above address. Materials arriving after **NOVEMBER 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.

Showsite shipping address:

JLC LIVE NORTHWEST
Exhibiting Company Name
Booth # _____
Oregon Convention Center
C/O FREEMAN
777 NE M L King Blvd.
Portland, OR 97232

Freeman will receive shipments at the exhibit facility beginning at **8:00 a.m. on DECEMBER 4, 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.

Please note: All items and materials that must be brought into the facility will 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.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, from 4:30 p.m. to 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

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 Services Department at (775) 355-4600 for a quote.

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 775-355-4600.

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 Reno Exhibitor Services at (775) 355-4600 or Freeman's Customer Support Center at (888)508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

To take advantage of advance order discount rates, place your order by **NOVEMBER 13, 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 pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Call Freeman's Exhibitor Services department at 775-355-4600 with any questions or needs you may have.