

**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 Freeman freight
- Receive notification
- 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 PGI 10' x 10' booth will be set with 8' high black and silver back drape and 3' high black side dividers.

Each EGSA 10' x 10' booth will be set with 8' high red back drape and 3' high red 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

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; however, the aisles will be carpeted in the following colors:

- PGI..... Tuxedo Aisle Carpet
- EGSA..... Red Aisle Carpet

**FLOOR COVERING IN YOUR EXHIBIT SPACE IS MANDATORY. Carpet will be forced into exhibit spaces not carpeted on Tuesday morning, December 5, at the exhibitor's expense.**

Painting is NOT allowed inside the exhibit hall or venue.

**DISCOUNT PRICE DEADLINE DATE**

Order early to take advantage of advance order discount rates. Place your order by **NOVEMBER 10, 2017.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).

Friday	December 1, 2017	8:00 a.m.	-	5:00 p.m. (Targeted Exhibitor Move-in Only)
Saturday	December 2, 2017	8:00 a.m.	-	5:00 p.m. (Targeted Exhibitor Move-in Only)
Sunday	December 3, 2017	8:00 a.m.	-	5:00 p.m. (Targeted Exhibitor Move-in Only)
Monday	December 4, 2017	8:00 a.m.	-	5:00 p.m.

**EXHIBIT HOURS**

Tuesday	December 5, 2017	11:30 a.m.	-	6:00 p.m.
Wednesday	December 6, 2017	9:00 a.m.	-	5:00 p.m.
Thursday	December 7, 2017	9:00 a.m.	-	2:00 p.m.

**EXHIBITOR MOVE-OUT**

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

Thursday	December 7, 2017	2:00 p.m.	-	9:00 p.m.
Friday	December 8, 2017	8:00 a.m.	-	5:00 p.m.
Saturday	December 9, 2017	8:00 a.m.	-	12:00 p.m.

PLEASE NOTE: Overtime charges for labor and material handling will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form(s) for rates.

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 8 hours
- All exhibitor materials must be removed from the exhibit facility by **Saturday, December 9, 2017 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, December 9, 2017 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.

**BOOTH AND/OR MATERIAL ABANDONMENT**

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

**EXCESSIVE TRASH**

Any Exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

**SHIPPING INFORMATION**

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**POWER-GEN International 2017**  
 C/O FREEMAN  
 6675 W Sunset Rd  
 Las Vegas, NV 89118

The advance warehouse will be closed November 23 and 24 for Thanksgiving.

FREEMAN will accept crated, boxed or skidded materials beginning **OCTOBER 31, 2017** at the above address. Materials arriving after **NOVEMBER 22, 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. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**POWER-GEN International 2017**  
 C/O FREEMAN  
 Las Vegas Convention Center  
 3150 Paradise Rd  
 Las Vegas, NV 89109

FREEMAN will receive shipments at the exhibit facility beginning **DECEMBER 1, 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. If required, provide your carrier with this phone number: (702) 579-1700.

***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 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

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by **NOVEMBER 10, 2017**. 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: [folmobile.freemanco.com](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.

SERVICE CENTER HOURS

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

Friday	December 1, 2017	8:00 a.m.	-	5:00 p.m.
Saturday	December 2, 2017	8:00 a.m.	-	5:00 p.m.
Sunday	December 3, 2017	8:00 a.m.	-	5:00 p.m.
Monday	December 4, 2017	8:00 a.m.	-	5:00 p.m.
Tuesday	December 5, 2017	8:00 a.m.	-	6:00 p.m.
Wednesday	December 6, 2017	9:00 a.m.	-	5:00 p.m.
Thursday	December 7, 2017	9:00 a.m.	-	10:00 p.m.
Friday	December 8, 2017	8:00 a.m.	-	5:00 p.m.
Saturday	December 9, 2017	8:00 a.m.	-	12:00 p.m.

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 **NOVEMBER 10, 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 [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.