

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' 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.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

SHOW COLORS

General Exhibit Area	Blue Drape	Blue Aisle Carpet	
Pavilions	Black Drape	Tuxedo Aisle Carpet	
Packages	Blue Drape	Blue Aisle Carpet	Black Booth Carpet (Halls A-D only)

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates. Place your order by **SEPTEMBER 19, 2019**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN - Please refer to the target floor plan for your assigned date and time.

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

Thursday	October 10, 2019	8:00 a.m. - 5:00 p.m.	Halls A, B, C
Friday	October 11, 2019	8:00 a.m. - 5:00 p.m.	Halls A, B, C
Saturday	October 12, 2019	8:00 a.m. - 5:00 p.m.	Halls A, B, C
Sunday	October 13, 2019	8:00 a.m. - 5:00 p.m.	Halls A, B, C, D
Monday	October 14, 2019	8:00 a.m. - 5:00 p.m.	Halls A, B, C, D

All exhibits must be fully installed by **Monday, October 14, 2019 at 5:00 p.m.**

EXHIBIT HOURS

Tuesday	October 15, 2019	10:00 a.m. - 5:00 p.m.
Wednesday	October 16, 2019	10:00 a.m. - 5:00 p.m.
Thursday	October 17, 2019	10:00 a.m. - 3:00 p.m.

EXHIBITOR MOVE-OUT

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

Thursday	October 17, 2019	3:00 p.m. - 10:00 p.m.	Halls A, B, C, D, Venetian Ballroom
Friday	October 18, 2019	8:00 a.m. - 5:00 p.m.	Halls A, B, C, D
Saturday	October 19, 2019	6:00 a.m. - 9:00 a.m.	Halls A, B, C

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.

PLEASE NOTE: Overtime charges for labor 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 - SLOT MACHINES

In order to streamline move-out for everyone, it is extremely important that, in booths larger than 400 square feet, slot machines are shipped out on Thursday night.

We recommend your slot machines be skidded and packed on **Thursday, October 17, 2019 by 10:00 p.m** in order to be loaded out that night.

DISMANTLE AND MOVE-OUT INFORMATION - HALL D

- All exhibitor materials must be removed from the exhibit facility by **Friday, October 18, 2019 by 5:00 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 **Friday, October 18, 2019 by 1:00 p.m.**

DISMANTLE AND MOVE-OUT INFORMATION - HALLS A, B, & C

- **All exhibitor dismantle rigging must be scheduled for either Thursday, October 17 after show closing or Friday, October 18 in order to ensure all materials are removed from the exhibit floor by the exhibitor move-out deadline.**
- All exhibitor materials must be removed from the exhibit facility by **Saturday, October 19, 2019 at 9:00 a.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, October 19, 2019 at 6:00 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	October 10, 2019	8:00 a.m. - 5:00 p.m.
Friday	October 11, 2019	8:00 a.m. - 5:00 p.m.
Saturday	October 12, 2019	8:00 a.m. - 5:00 p.m.
Sunday	October 13, 2019	8:00 a.m. - 5:00 p.m.
Monday	October 14, 2019	8:00 a.m. - 5:00 p.m.
Tuesday	October 15, 2019	8:00 a.m. - 5:00 p.m.
Wednesday	October 16, 2019	10:00 a.m. - 5:00 p.m.
Thursday	October 17, 2019	10:00 a.m. - 9:00 p.m.
Friday	October 18, 2019	8:00 a.m. - 5:00 p.m.
Saturday	October 19, 2019	8:00 a.m. - 12:00 p.m.

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **SEPTEMBER 19, 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.

To place online orders, you will be required to enter 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 [FreemanOnline](#).

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 # _____
Global Gaming Expo 2019
C/O FREEMAN
6675 W Sunset Rd
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **SEPTEMBER 13, 2019** at the above address. Materials arriving after **OCTOBER 3, 2019** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. 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 refrigeration 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 receiving hours are Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

Exhibiting Company Name / Booth # _____
Global Gaming Expo 2019
C/O FREEMAN
Sands Expo Center
201 Sands Ave
Las Vegas, NV 89169

FREEMAN will receive shipments at the exhibit facility beginning **OCTOBER 10, 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (702) 579-1700.

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

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.

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

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.