Exhibitor And Official Services Contractor Information

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling and all suspended rigging services not exclusive to Venetian Events Services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a Freeman management representative.

Per show management

Material handling

Exhibitors may:

•   As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.
•   Any mechanical assistance is limited to a small dolly.
•   The assistance of any motorized device or pallet jack is not permitted.
•   When exhibitors choose to "hand carry" they may not access designated material handling areas.
•   Must use specified exhibitor hand carry areas or main entrance of the facility.
•   In all other circumstances items should be considered material handling.

In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.

Freeman responsibilities:

•   Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.
•   Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.
•   Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.
•   Freeman is not responsible for any material it does not handle.

Booth installation and dismantle

Exhibitors may:

•   As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.
•   If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.

- You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work.
- You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.
- All EAC's must have the appropriate credentials submitted to Show Management and the facility.

Freeman responsibilities:

- When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.
- To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.