

# F R E E M A N

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

WPPI 2016  
March 7-9, 2016  
MGM Grand Conference Center  
Las Vegas, Nevada

## THE POWER OF FREEMAN ONLINE IN THE PALM OF YOUR HAND

Introducing Freeman Online Mobile, providing you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. Download the app today at [folmobile.freemanco.com](http://folmobile.freemanco.com) to:

- Access important show information
- Place orders for Freeman products and services at show site
- Track Freeman freight
- Receive assistance through Concierge Services
- Receive notifications
- Expedite the move-out process
- Access invoices after the show

## SERVICE INFORMATION

**Reminder - no furnishings are included with your booth. You may bring your own or order furniture from Freeman. Also, the MGM Grand Conference Center is carpeted and you may use the existing facility carpet or order carpet from Freeman.**

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high Black back drape, 3' high Black side dividers and a 7" x 44" one-line identification sign.

### EXHIBIT HALL CARPET

The booths and exhibit areas are carpeted with the existing hotel carpet. 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.

Please note: Carpet ordered from Freeman will be installed on top of the existing hotel carpet.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by **FEBRUARY 12, 2016**.

## SHOW SCHEDULE

### LAST IN/FIRST OUT

Due to the location of these booths being in front of the freight door, exhibitors may not access these booth spaces prior to **Sunday, March 6, 2016 at 2:00 p.m.**

Grand Ballroom: 235-237, 334-336, 433-437, 532-536, 533-537, 632-636

Marquee Pavilion: 1116, 1162, 1177-1179, 1276-1278, 1277-1279, 1376-1378

At show closing, empty return will be prioritized for these specific booth locations. Please schedule your labor to start promptly on Wednesday afternoon so that the area may be cleared first.

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Saturday	March 5, 2016	8:00 a.m.	-	5:00 p.m.
Sunday	March 6, 2016	8:00 a.m.	-	5:00 p.m.
Monday	March 7, 2016	8:00 a.m.	-	10:00 a.m.

### EXHIBIT HOURS

Monday	March 7, 2016	10:00 a.m.	-	4:00 p.m.
Tuesday	March 8, 2016	10:00 a.m.	-	4:00 p.m.
Wednesday	March 9, 2016	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 [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Wednesday	March 9, 2016	3:00 p.m.	-	11:59 p.m.
Thursday	March 10, 2016	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 at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **Thursday, March 10, 2016 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 **Thursday, March 10, 2016 at 9:00 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 ABANDONMENT

Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for 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.

## SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**WPPI 2016**  
C/O FREEMAN  
6675 W Sunset Rd  
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **FEBRUARY 4, 2016** at the above address. Materials arriving after **MARCH 1, 2016** 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 # \_\_\_\_\_  
**WPPI 2016**  
C/O FREEMAN  
MGM Grand Conference Center  
4701 Koval Ln  
Las Vegas, NV 89109

FREEMAN will receive shipments at the exhibit facility beginning at **8:00 A.M.** on **MARCH 5, 2016**. 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.***

***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.

## SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN  
6555 West Sunset Road  
Las Vegas, Nevada 89118  
Ph: (702) 579-1700 Fax: (469) 621-5604  
FreemanLasVegasES@freemanco.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@freemanco.com

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

### SERVICE CENTER HOURS

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

Saturday	March 5, 2016	8:00 a.m.	-	5:00 p.m.
Sunday	March 6, 2016	8:00 a.m.	-	5:00 p.m.
Monday	March 7, 2016	8:00 a.m.	-	4:00 p.m.
Tuesday	March 8, 2016	8:00 a.m.	-	4:00 p.m.
Wednesday	March 9, 2016	8:00 a.m.	-	8:00 p.m.
Thursday	March 10, 2016	8:00 a.m.	-	12:00 p.m.

### FREEMAN ONLINE

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by FEBRUARY 12, 2016 at 5:00 p.m.

Our Internet online ordering service, Freeman OnLine, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.

To place online orders, you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link to create a new account. To access Freeman OnLine without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click on the "Login" link. 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.

### 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 **FEBRUARY 12, 2016**.

#### 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.

Children under the age of 16 are not allowed on the show floor at any time during installation and/or dismantle.

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](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

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