

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

HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

BOOTH EQUIPMENT

Each linear exhibitor will be provided with 8' high black back drape and 3' high black side drape at no cost when ordered by February 28, 2022. Booths 300 sqft or less will also receive a 7" x 44" one-line identification sign. Please see the Freeman Background Drape order form to submit your request.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, all booths are required to have carpet or management approved flooring. Booth rental carpet is available through Freeman. Please see the enclosed carpet brochure and order form for options and rates. Aisles will be carpeted in tuxedo unless a different color is designated by your pavilion organizer.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 28, 2022.

METHOD OF PAYMENT

Your Method of Payment must be on file by February 28, 2022 in order for Freeman to receive your freight. Sixty (60) days prior to move-in, all exhibiting companies will be invoiced \$10.50 per sqft of assigned exhibit space for Show Site Material Handling Services.

SHOW READY PROGRAM

To ensure all booth cleaning and aisle carpet cleaning are completed prior to the show opening on April 05, 2022 at 9:30 a.m., a "show ready program" will be enforced. All stands must be set by 3:00 p.m. on Monday, April 04, 2022. Failure to comply will result in additional charges. Reference the Show Ready Program located within the Freeman section of the Exhibitor Services manual for specific details.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

SHOW SCHEDULE

TARGET FREIGHT MOVE-IN / EXHIBITOR MOVE-IN

Please reference the enclosed color-coded target freight plan for assigned freight move-in information.

Tuesday	March 29, 2022	8:00 a.m. - 5:00 p.m.
Wednesday	March 30, 2022	8:00 a.m. - 5:00 p.m.
Thursday	March 31, 2022	8:00 a.m. - 5:00 p.m.
Friday	April 01, 2022	8:00 a.m. - 5:00 p.m.
Saturday	April 02, 2022	8:00 a.m. - 5:00 p.m.
Sunday	April 03, 2022	8:00 a.m. - 5:00 p.m.
Monday	April 04, 2022	8:00 a.m. - 12:00 p.m.

EXHIBIT HOURS

Tuesday	April 05, 2022	10:00 a.m. - 5:30 p.m.
Wednesday	April 06, 2022	10:00 a.m. - 5:30 p.m.
Thursday	April 07, 2022	10:00 a.m. - 5:30 p.m.
Friday	April 08, 2022	10:00 a.m. - 3:00 p.m.

EXHIBITOR MOVE-OUT

Friday	April 08, 2022	4:00 p.m. - 10:00 p.m.
Saturday	April 09, 2022	8:00 a.m. - 5:00 p.m.
Sunday	April 10, 2022	8:00 a.m. - 5:00 p.m.
Monday	April 11, 2022	8:00 a.m. - 9:00 a.m.

DISMANTLE AND MOVE-OUT INFORMATION

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. Fiber cases and cartons will be returned first, followed by crates. Due to the large volume of empties, we anticipate this process will take approximately 8-10 hours. All exhibitor materials must be removed from the exhibit facility by Monday, April 11, 2022 at 9:00 a.m. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Monday, April 11, 2022 at 8:00 a.m.

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

POST SHOW PAPERWORK AND LABELS

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping 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 shipping your exhibit at the close of the show.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by February 28, 2022. 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 Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Please do not send any container shipment to the Advance Warehouse address as Freeman will not accept them and they will be turned away. Container shipments must be sent to the show site address only.

Warehouse Shipping Address:

Exhibiting Company Name / Booth #

Coverings 2022

C/O Freeman

6675 Sunset Rd

Las Vegas, NV 89118

Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse.

Freeman will accept crated, boxed or skidded material beginning Friday, February 25, 2022 at the above address. Material arriving after March 21, 2022 will be received at the warehouse with an additional after deadline charge. 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 refrigerated or frozen storage, a single piece of freight weighing more than 4,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #

Coverings 2022

Las Vegas Convention Center

C/O Freeman

3150 Paradise Rd

Las Vegas, NV 89109

Freeman will receive shipments at the exhibit facility beginning Monday, March 28, 2022. 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: (888) 508-5054.

Please refer to the enclosed target floor plans for your assigned target freight move-in.

Exhibitors will be invoiced an additional \$20.00 per sqt for off-target shipments. Please do not ship split shipments as they may greatly affect our ability to unload your materials on your targeted move-in date. Any shipment that arrived for unloading after 5:00 on Monday, April 04, 2022 will be subject to an additional \$20.00 per CWT surcharge. Certified weight tickets required for all shipments.

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 form for charges for the service.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

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 Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

(888) 508-5054 Fax (469) 621-5604

ExhibitorSupport@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

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 Exhibitor Support at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 28, 2022.

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 you booth. This can cause serious injury or damage to materials.

No one under the age of 18 is permitted in the hall during move-in/move-out.

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 (EACs). Thank you for your cooperation

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.