

# FREEMAN

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**2010 SHOT SHOW**  
**JANUARY 19-22, 2010**  
**SANDS EXPO & CONVENTION CENTER**  
**LAS VEGAS, NEVADA**

FREEMAN quick facts

## SERVICE INFORMATION

### BOOTH EQUIPMENT & EXHIBIT CARPET

Each supplied standard 10' x 10' booth will be set with 8' high back drape, 36" high dividers and a 7" x 44" identification sign. The sign will be printed according to contracted company name. Drape will not be provided for island booths. Peninsula booths will be set with 8' high drape only on the backwall side of the booth. Both the drape and the sign will be placed by the Official Service Contractor prior to show opening.

### Firearms & Ammunition Section

Plum & White Back Drape .....Plum Side Drape ..... Plum Aisle Carpet

### General Shooting & Hunting Section

Green & White Back Drape.....Green Side Drape ..... Green Aisle Carpet

### Outdoor Wear Section

Blue & White Back Drape .....Blue Side Drape ..... Blue Aisle Carpet

### Law Enforcement & Tactical Gear Section

Red & Black Back Drape .....Red Side Drape ..... Red Aisle Carpet

### Outfitters Post & Taxidermy Section

Black & Tan Back Drape .....Black Side Drape..... Latte Carpet

### Lobby & Meeting Room Booths

Black Back Drape .....Black Side Drape..... All Lobby Booths are carpeted

If your display maximizes the height limitation (12' for linear, 12' or 20' for walk through, 25' for peninsula and 25' for islands), additional back drape or finished surfaces will be required for exposed display areas above the standard 8' back drape or 36" side drapes included in your booth. This will be at the expense of the exhibitor. **Note: Refer to SHOT Show Display Regulations for full information on display heights, and ceiling height floor plan for variations in ceiling height.**

### DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by December 23, 2009.

### SHOW SCHEDULE

Exhibitors may begin setup of their booths once their freight has been delivered in accordance with the TARGET MOVE-IN SCHEDULE. (See freight target floor plan for the exact date and time of freight check-in for your booth.)

### INBOUND FREIGHT TARGET SCHEDULE

For deliveries shipped directly to the Sands Expo & Convention Center only.

This schedule refers to the time your carrier has been assigned for check-in at the Sands Expo & Convention Center Marshalling Yard. No trucks will be checked in for unloading after 2:00 p.m.

This target does not apply to exhibitors who ship materials in advance to the Freeman warehouse. All Freeman advance warehouse freight will be in the booth at the beginning of the stated target time. Therefore, by shipping to the warehouse your freight will arrive to your booth earlier than shipping direct to show site.

This schedule is for move-in of your display/exhibit only. You are not required to set your display or equipment at this time.

### FREIGHT TARGET TIMES

Exhibitors are assigned a freight target time for the on-time arrival of freight carriers to the Freeman Marshalling Yard. The time listed on the target floor plan does not mean that your freight will be unloaded at that time. It could possibly be unloaded within one to eight hours of the designated time listed. **DO NOT order setup labor until the end of your assigned target period. Keep in mind that you will still need to take into account any hanging signs, electrical, internet and carpet that will need to be installed before your booth set-up can begin.**

The target schedule is contingent on your truck checking in the marshalling yard during the correct check in time for your booth.

If you cannot adhere to your assigned target move-in schedule and wish to change the date, you must make the necessary arrangements with Freeman. If you would like to inquire about getting a different Freight Target Time, please send an email with your request to Marisol Camacho at [marisol.camacho@freemanco.com](mailto:marisol.camacho@freemanco.com) or phone her at 702-263-2801.

E-mail requests are preferred and will be acknowledged in writing. Please include dimensions and weight of largest/heaviest piece, total number of pieces/trailers, booth number, carrier, current target date and requested target date. If approved, be sure to give a copy of the approved target time change to your driver.

**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).

|           |                  |  |
|-----------|------------------|--|
| Wednesday | January 13, 2010 | 7:00 a.m. - 5:00 p.m. (According to Target Schedule) |
| Thursday  | January 14, 2010 | 7:00 a.m. - 5:00 p.m. (According to Target Schedule) |
| Friday    | January 15, 2010 | 7:00 a.m. - 5:00 p.m. (According to Target Schedule) |
| Saturday  | January 16, 2010 | 8:00 a.m. - 5:00 p.m. (By Appointment Only)          |
| Sunday    | January 17, 2010 | 8:00 a.m. - 5:00 p.m. (According to Target Schedule) |
| Monday    | January 18, 2010 | 7:00 a.m. - 5:00 p.m. (According to Target Schedule) |

All exhibits must be fully installed by Monday, January 18, 2010 at 5:00 p.m.

**NO INSTALLATION WILL BE ALLOWED AFTER 6:00 p.m. *This will be strictly enforced.***

**EXHIBIT HOURS**

|           |                  |                       |
|-----------|------------------|-----------------------|
| Tuesday   | January 19, 2010 | 8:30 a.m. - 5:30 p.m. |
| Wednesday | January 20, 2010 | 8:30 a.m. - 5:30 p.m. |
| Thursday  | January 21, 2010 | 8:30 a.m. - 5:30 p.m. |
| Friday    | January 22, 2010 | 8:30 a.m. - 4:00 p.m. |

**EXHIBITOR MOVE-OUT**

**Please note: For security reasons, labor will not be permitted in the exhibit hall until 1 hour after show closing on Friday, January 22, 2010 at 5:00 p.m.**

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

|          |                  |                       |
|----------|------------------|-----------------------|
| Friday   | January 22, 2010 | 5:00 p.m. - 9:00 p.m. |
| Saturday | January 23, 2010 | 8:00 p.m. - 5:00 p.m. |
| Sunday   | January 24, 2010 | 8:00 a.m. - 5:00 p.m. |
| Monday   | January 25, 2010 | 8:00 a.m. - 5:00 p.m. |

**SERVICE CENTER HOURS**

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

Wednesday, January 13 through Monday, January 25, 2010 .....Open during published hours

**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 ten (10) to twelve (12) hours.
- All exhibitor materials must be packed and ready for loading by Monday, January 25, 2010 at 12:00 Noon.
- All carriers must check-in **no later than 10:00 a.m., Monday, January 25, 2010.** If your outside carriers do not check in prior to 10:00 a.m., Monday, January 25, 2010, Freeman will reroute the shipment via the most convenient manner available

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department 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.

**SERVICE CONTRACTOR CONTACTS/INFORMATION:**

FREEMAN  
 7000 Placid Street #101  
 Las Vegas, Nevada 89119  
 Ph: (702) 263-1404 Fax: (469) 621-5604

FREEMAN EXHIBIT TRANSPORTATION  
 Ph: (800) 995-3579 Fax: (214) 615-6515

**FREEMAN ONLINE®**

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 in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit [www.myfreemanonline.com](http://www.myfreemanonline.com) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054). Please note that Freeman OnLine does not include the entire SHOT SHOW Exhibitor Manual; it can be found at [www.shotshow.com](http://www.shotshow.com).

**SHIPPING INFORMATION****Warehouse Shipping Address:**

**Exhibiting Company Name / Booth #**  
**2010 SHOT SHOW**  
**C/O FREEMAN**  
**6675 West Sunset Road (215 & Rainbow)**  
**Las Vegas, NV 89118**

Freeman will accept crated, boxed or skidded material beginning DECEMBER 14, 2009 at the above address. Material arriving after JANUARY 6, 2010 will be received at the warehouse with an additional after deadline charge.

**Show Site Shipping Address:**

**Exhibiting Company Name / Booth #**  
**2010 SHOT SHOW**  
**C/O FREEMAN**  
**Sands Expo & Convention Center**  
**201 Sands Avenue**  
**Las Vegas, NV 89169**

Show site freight must be delivered on the assigned target date. Reference target floor plan in the FREIGHT SECTION of Freeman OnLine or the SHIPPING SECTION at [www.shotshow.com](http://www.shotshow.com).

- Overtime material handling charges for inbound are included if material is delivered during published move-in hours stated in the *Quick Facts*. This includes warehouse and show site shipments.
- Overtime material handling charges for outbound are included if material is loaded onto the outbound carrier during published move-out hours stated on the *Quick Facts*. Material Handling Agreements must be turned in and freight ready for loading, at least three hours before the ending published move-out time each day in order to avoid overtime.

**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.

**OUTBOUND SHIPMENTS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling and Shipping Labels 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 shipping your exhibit at the close of the show. If you prefer a specific carrier, please note that it is your responsibility to contact that carrier and advise them of the marshalling yard check-in schedule.

**PRIVATELY OWNED VEHICLES (POV's)**

Privately owned vehicles (POV's) may be unloaded on Sunday, January 17, 2010 from 8:00 a.m. to 5:00 p.m. and Monday, January 18, 2010 from 8:00 a.m. to 5:00 p.m. During move-out, POV's will be reloaded on Friday, January 22, 2010 from 5:00 p.m. to 9:00 p.m.

A POV (Privately Owned Vehicle) is considered to be any exhibitor-driven vehicle that is primarily designed to transport passengers, not freight or cargo. Please refer to the POV Express form for guidelines and rates.

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.**

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 702-407-4696.

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) 407-4696 or Freeman's Customer Support Center at (888) 508-5054.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **December 23, 2009**.

#### 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.

The SHOT SHOW does not allow anyone under the age of 16 in the exhibit halls at any time.

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) 407-4696 with any questions or needs you may have.