



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

The PPAI Expo exhibit hall is located all on one level, Bayside A-F.

NEW FOR 2019

In an effort to simplify your exhibiting experience and make budgeting easier, Freeman is offering a single, per pound rate for material handling services. Please refer to the Material Handling Order Form for rates and information.

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high back drape, 3' high side dividers and a 7" x 44" two-line identification sign with company name, city and state, booth number and association identifier in upper right corner.

SHOW COLORS

	<u>Back Drape</u>	<u>Side Dividers</u>	<u>Booth Carpet</u>	<u>Aisle Carpet</u>
The PPAI Expo	Black and Blue	Black	Black	Midnight Blue
DECORATE	Black and Blue	Black	Black	Midnight Blue
First-Time Exhibitors	Black and Blue	Black	Black	Midnight Blue
brand.	Gray and White	Gray	Black	Midnight Blue

EXHIBIT HALL CARPET

Each inline 10' x 10' within Expo, First-Time Exhibitors, and DECORATE will receive 9' wide Black carpet. Inline booths may order fill-in carpet using the enclosed Fill-In Carpet Order Form. Island and peninsula booths will receive 10' wide Black carpet. The two main aisles in the center of the exhibit hall of Expo, First-Time Exhibitors, and DECORATE will be carpeted in Blue.

Booths in the brand. area will receive 10' wide Black carpet. All aisle carpet in brand. will be carpeted in Midnight Blue.

Rental carpet in additional colors 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 carpet provided unless the Booth Carpet Removal Order Form is completed and returned by deadline date.

Please note: Aisle carpet spans cannot contain more than a single pad under the carpet.

CEILING HEIGHT & FLOOR LOAD LIMITS

Please make note of the following exhibit hall limits and heights.

Bayside Halls E & F (Aisles 400-2400)

Ceiling Height – 30'

The maximum height for anything constructed on the floor or hanging signage is 22'.

Floor load limit - 250lbs per sq.ft.

Rigging point load limit - 1,500 lbs.

Bayside Halls A, B, C & D (Aisles 2400-7000)

Ceiling Height – 30'

The maximum height for anything constructed on the floor or hanging signage is 22'.

Floor load limit - 350lbs per sq.ft.

Rigging point load limit - 1,500 lbs.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by **DECEMBER 21, 2018.**

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Friday	January 11, 2019	8:00 a.m.	-	5:00 p.m.
Saturday	January 12, 2019	8:00 a.m.	-	5:00 p.m.
Sunday	January 13, 2019	8:00 a.m.	-	5:00 p.m.
Monday	January 14, 2019	8:00 a.m.	-	5:00 p.m.

EXHIBIT HOURS

Tuesday	January 15, 2019	9:00 a.m.	-	5:00 p.m.	brand. Exhibits (Aisles 400-900)
Tuesday	January 15, 2019	9:30 a.m.	-	5:00 p.m.	Expo, First-Time Exhibitors & DECORATE Exhibits (Aisles 1000-7000)
Wednesday	January 16, 2019	9:30 a.m.	-	5:00 p.m.	
Thursday	January 17, 2019	9:30 a.m.	-	2:00 p.m.	

EXHIBITOR MOVE-OUT

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

Thursday	January 17, 2019	2:00 p.m.	-	9:00 p.m.
Friday	January 18, 2019	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 as soon as the aisle carpeting is removed from the exhibit floor. The entire process will be complete by **Thursday, January 17, 2019 at 11:00 p.m.**
- All exhibitor materials must be removed from the exhibit facility by **Friday, January 18, 2019 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 **Friday, January 18, 2019 at 8:00 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.

FREEMANONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by **DECEMBER 21, 2018**. 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. Additionally, you can now access FreemanOnline from any device - **desktop, laptop, or tablet** via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to login with 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 www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: <http://folmobile.freemanco.com>. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the Mobile App.

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 # _____
The PPAI Expo 2019 | brand. | DECORATE
 C/O FREEMAN
 6675 W Sunset Rd
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **DECEMBER 14, 2018** at the above address. Materials arriving after **JANUARY 3, 2019** 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. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:
 Exhibiting Company Name / Booth # _____
The PPAI Expo 2019 | brand. | DECORATE
 C/O FREEMAN
 Mandalay Bay Convention Resort
 3970 Las Vegas Blvd S
 Las Vegas, NV 89119

FREEMAN will receive shipments at the exhibit facility beginning **JANUARY 11, 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. If required, provide your carrier with this phone number: (702) 579-1700.

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.

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 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

SERVICE CENTER HOURS

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

Friday	January 11, 2019	8:00 a.m.	-	5:00 p.m.
Saturday	January 12, 2019	8:00 a.m.	-	5:00 p.m.
Sunday	January 13, 2019	8:00 a.m.	-	5:00 p.m.
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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 **DECEMBER 21, 2018**.

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.

No children under the age of 16 are allowed in the exhibit hall during installation, show days 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 [Pre-Show FAQ](#).

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

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