EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected Freeman & PRG to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning 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 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 located at a Freeman Service Desk in each hall.

PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	OFFICIAL CONTRACTOR RESPONSIBILITIES
Material Handling	• 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. • Exhibitors with 400 sq. ft. or less will receive 500 lbs. of material handling at no charge. **In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.**	• 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. • For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual.
Electrical	The following work may be performed by the exhibitor's full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC). • Plug in equipment into any 20A/120VAC receptacle. • May hang up to four small clip-on lights per booth. • May connect modems, printers, computers and keyboards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet. • Mounting of monitors (to include plasma screens, LCD & CRT) and the installation of hanging brackets.	• All electrical distribution. • All under-carpet electrical distribution. • Any additional electrical requirement needs or changes to preorders. • Distribution and connection of all power in excess of 20A/120V. • Distribution and connection of all 208V and 480V power. • Distribution of all electrical equipment necessary to provide electrical service.
Non-Electrical Hanging Signs	• Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC.	• Assembly and disassembly of hanging signs. • Hanging of non-electrical signs and decorative materials from the ceiling. • Installing chain hoist and attaching signs (over 250 lbs).

EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION *(continued)*

TASK	EXHIBITORS MAY	OFFICIAL CONTRACTOR RESPONSIBILITIES
Rigging / Electrical Hanging Signs and Truss	• Exhibitors MAY NOT install or assemble electrical hanging signs and truss.	• Assembly and disassembly of electrical hanging signs, including rotating and header signs. • Lighting without dimmers. • Programmable theatrical lighting, production, related rigging and audio-visual. • Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall. • Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical. • Suspended truss with motorized hoist and non-dimmable and non-programmable lights. • Installing chain hoist. • Special effects equipment. • Laser lighting. • Video monitors and plasma screens including units fed by a live camera or are part of a multi-screen coordinated image.
Ground Supported Truss and Lighting	• Ground-supported truss that is considered to be "booth structure" or mixed-use truss may be assembled by you, your full-time employee or by an approved EAC. • Truss which is not assembled by Freeman is subject to all electrical rules and jurisdictions in regard to any electrical work in the truss.	• Installation and dismantle of self-climbing and/or mechanized truss systems. • Installation and dismantle of any programmable dimmable lighting fixtures that are attached to any ground-supported truss. • Meeting room ground supported truss for the purpose of audio, visual, theatrical lighting.
Booth Cleaning and Porter Service	• Clean and wipe down products and display merchandise and other parts of the exhibit. • Exhibitors may vacuum their own booths. • Exhibitor Appointed Contractors (EAC's) are not permitted to vacuum or utilize floor cleaning equipment on the show floor.	• Booth vacuuming and porter service.
Booth Installation and Dismantle	• 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 by the appointed deadline date.	• 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.

Cameras, Audio and Video Systems	• Install and operate their own manufactured or product systems when less than 20 amps or not suspended from the ceiling.
	• Plug in small sound devices.
	• Install exhibitor's own manufactured cameras by exhibitor's full time employees.
	• Exhibitors may elect to staff certain positions:
	  • Technical Director
	  • Lighting Designer
	  • Video Engineer or Audio Engineer
	  • Slow Motion Machine Operator
	  • Advance Projectionist
	  • Audio Board Operator
	  • Video Board Operator
	  • Live Camera Operator
	  • Lighting Board Operator
		Official contractor (PRG) will be responsible for the following staffing when an integrated system draws more than 20 amps or is suspended from the ceiling:
		• Crane Operator
		• Audio Technician
		• TV Sound Boom Operator
		• Character Generator
		• Advanced Audio Visual Technician
		• Tape Operator
		• Audio Visual Technician
		• Video Wall Technician
		• Video Utility Person
		• Assistant TV Audio Tech
		• Projectionist
		• High Rigger
		• Ground Rigger
		• Lighting Tech

Telephone	• May plug and unplug their phones, modems, faxes or credit card readers.	• SmartCity must distribute all concealed and under-carpet wiring.