

## **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

Once your show is available online, you will receive an email which includes a direct link to FreemanOnline. To access the site now, [click here to register/login](#).

**Take advantage of discount pricing, place your order by 5:00 PM, FRIDAY, OCTOBER 18, 2019 at FreemanOnline on your desktop, tablet or smart phone.**

If you need assistance with FreemanOnline on any device, please call our Customer Support Center toll-free at 1-888-508-5054.

## **SHIPPING INFORMATION**

**If you will be shipping only carpet and/or padding from an outside vendor to the warehouse in a separate shipment, please use the special labels provided and have your shipment arrive no later than October 16, 2019. Mixed shipments which include booth materials and carpet do not apply.**

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**SEMA Show 2019**  
 C/O FREEMAN  
 6675 W Sunset Rd  
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **THURSDAY, SEPTEMBER 26, 2019** at the above address. Materials arriving after **WEDNESDAY, OCTOBER 24, 2019** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. 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 refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W. Warehouse receiving hours are Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**SEMA Show 2019**  
 C/O FREEMAN  
 Las Vegas Convention Center  
 3150 Paradise Rd  
 Las Vegas, NV 89109

FREEMAN will receive shipments at the exhibit facility beginning **THURSDAY, OCTOBER 31, 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.

***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 INFORMATION**

**DISCOUNT PRICE DEADLINE DATE**

Order early to take advantage of advance order discount rates. Place your order by **OCTOBER 18, 2019**.

**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 8 hours.
- All exhibitor materials must be removed from the exhibit facility by **Sunday, November 10, 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 **Sunday, November 10, 2019 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.

**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.

**SHOW COLORS**

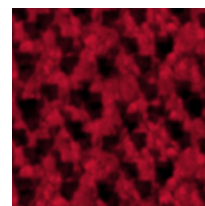
**DRAPE COLORS**

Business Services	Black & White
Collision Repair & Refinish	Black & White
First Time & Featured Exhibitors - LVCC	Black & White
First Time & Featured Exhibitors - Westgate	Black & White
Global Tire Expo Sponsored by TIA	Black & White
Hot Rod Alley	Black & White
Mobile Electronics & Technology	Black & White
Performance Pavilion	Black & White
PowerSports & Utility Vehicles	Black & White
Racing and Performance	Black & White
Restoration Marketplace	Black & White
Restyling & Car Care Accessories	Black & White
Tools & Equipment	Black & White
Trucks, SUVs & Off-Road	Black & White
Wheels & Accessories	Black & White



**AISLE CARPET COLORS**

Business Services	Tuxedo
Collision Repair & Refinish	Tuxedo
First Time & Featured Exhibitors - LVCC	Tuxedo
Global Tire Expo Sponsored by TIA	Tuxedo
Hot Rod Alley	Tuxedo
Mobile Electronics & Technology	Tuxedo
Performance Pavilion	Red Pepper
PowerSports & Utility Vehicles	Tuxedo
Racing and Performance	Tuxedo
Restoration Marketplace	Tuxedo
Restyling & Car Care Accessories	Tuxedo
Tools & Equipment	Tuxedo
Trucks, SUVs & Off-Road	Tuxedo
Wheels & Accessories	Tuxedo



**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 **OCTOBER 18, 2019**.

#### **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 are not allowed in the exhibit hall during installation and 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.